

# Cornerstone Baptist Academy Parent/Student Handbook



## Parent/Student Handbook

**Cornerstone Baptist Academy**  
*A ministry of Cornerstone Baptist Church*  
5622 35th Street Rockford, IL 61109

[www.cornerstonebaptistacademy.com](http://www.cornerstonebaptistacademy.com)

A member of Illinois Association of Christian Schools(IACS) 



## **General Information**

## TABLE OF CONTENTS



Letter from Pastor	3
Operating Constitution	4
Vision Statement	4
Core Values	4
Cougar Challenge	4
Doctrinal Statement	5
Statement of Faith	5
Purpose and Philosophy	5-6
Portrait of a CBA Graduate	7
CBA Code of Honor	7
Five Tenets of the CBA Honor Code	8
Admissions	9
Anti-Harassment Policy	9
Bullying Policy	9
Student Discipline	10
Student Code of Conduct	10
Communication with Faculty and Staff	11
Definition of School Grounds	11
Disaster Drills	11
Inclement Weather	12
Before and After Care	12
Facilities Usage	12
Financial Information	12
Medical Information	12-13
Fundraising	14
Library/Media Center	14
Lunch	14
Non-Discriminatory Policy	14
Office Procedures(Lost and Found)	14
Security	14
Technology Acceptable Use Policy	15
Device Policies	16
Internet Policy	16-17
Software Communications and	17
Multimedia Email Policy	17
Student Withdrawal	18
Medication and Arbitration	18
Potential Threat Assessment	18
<b>Preschool Handbook</b>	<b>19</b>
<b>Lower School Handbook</b>	<b>24</b>
<b>Upper School Handbook</b>	<b>35</b>

## A Letter from the Pastor



Dear Students and Parents,

Welcome to Cornerstone Baptist Academy!

Thank you for entrusting the education of your child/children to CBA. It is a trust and partnership that we don't take it lightly. It is our Prayer that you have a sense of Home at CBA. We often say it is about Faith, Family, and Friends. This is the 3-legged stool in life that supports all that we do at CBA.

The purpose of this Handbook is so Administrators, Teachers, Staff, Parents, and Students are on the same page and are aware of the expectations. We believe as we all follow the directives it will make for a safe and secure environment for all of our students. Our authority for all faith and practice is the Word of God.

It is our Prayer as we partner together that in the future every Graduate of CBA will look back on their educational experience warmly. The 3 words that immediately jump to their mind are Faith, Family, and Friends.

Welcome to the CBA Family!

Serving Together,

David McDaniel  
Head of School  
Cornerstone Baptist Academy

## Cornerstone Baptist Academy Operating Constitution

God has established Cornerstone Baptist Academy for the purpose of impacting lives for eternity through Biblically-based and Christ-centered education. This vision and mission statement articulates the purpose behind the school's existence.

Baptist Academy with an operating constitution that will guide all of its policies, procedures, and practices.

## Cornerstone Baptist Academy

### Vision Statement

To advance a Christian school of excellence through Biblical education so that the generations to come will know the truth of God's Word and not forget His works, nor be taken captive by the vain philosophies of their day.

### Mission Statement

In pursuit of excellence in education, the mission of Cornerstone Baptist Academy is:  
To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence and model Christ-like leadership to influence their homes, churches and communities for Christ.

### Core Values

In order to successfully fulfill this mission, Cornerstone Baptist Academy will give priority to seven core values. Each core value must have operating principles that will allow CBA to put these core values into everyday practices in every aspect of its educational program.

*Bible, Christ-likeness, Christian Family, Church, Excellence in Education, Service, Stewardship*

## Cougar Chist like - Challenge

### If we, those involved with Cornerstone Baptist Academy:



#### Pursue Excellence

Throughout the Bible, God has encouraged us as believers to always do our best (Colossians 3:23, Philippians 4:8, 1 Peter 2:12, 1 Peter 2:25, Hebrews 12:1-2, Ephesians 4:29)



#### Always Show Love

If our decisions, and in turn, our actions always show love, we will truly reflect the love of Xhrist as individuals and as a collective body of believers (Philippians 2:1-5, Romans 12:9-13, 1 Peter 2:17, 1 John 4:7-11, 19, Ephesians 5:1-2, John 13:25, 1 Timothy 1:5)



#### Put Christ First in All Things

If we would apply the adage "JOY: Jesus, Others, then Yourself," then Christ would always be the first thought of every moment. If we put Jesus first in every decision we make, then every aspect

of CBA will be

vertically aligned in a God-honoring way (Colossians 3:1, 15-17)

...Then Christ will be our focus  
and all that we do will glorify Him.

### Doctrinal Statement

We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to Biblical truth. Cornerstone Baptist Academy is unbending in its dedication to provide the very best educational environment for students entrusted to its care. Its administration, faculty, support staff, and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age.

### Statement of Faith

There is one God: the Father, the Son and the Holy Spirit, who subsists as coequals in unity, and also as three separate, distinct Persons.

Jesus Christ is God's Son. He was born of a virgin as both God and man. Lived a sinless life, died to atone for the sins of human beings, was buried, rose from the grave, and ascended into heaven where He will continually minister as our Great High Priest and Advocate.

We believe in the literal, bodily return of Jesus Christ to this earth.

The Holy Spirit is the divine helper, assistant, counselor and instructor, and His work is to reveal Christ, convict of sin, lead to repentance, guide believers, comfort, strengthen and sanctify the soul.

The Bible is God's Holy Word, without error, and is the sole authority for life.

Human beings are the special creation of God, made in His image, and through the sin of the first man, Adam, have inherited a sinful nature, and thus are in need of salvation.

Salvation is a gift through repentance toward God and faith in Jesus Christ, and every person who truly is saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die without salvation in Jesus Christ will spend eternity in hell.

Believers are to live in accordance to God's commandment and to proclaim the Gospel to the entire world. Each believer has, by prayer, direct access to God through the Lord Jesus Christ.

The church is a local body of believers with the Lord Jesus Christ as the head.

God Created mankind male and female as the crowning work of His creation. The gift of gender, as predetermined by God and revealed at conception, is this part of the goodness of God's creation. Marriage is the uniting of one man and one woman in a covenant commitment. The family, ordained as the foundational institution of human society, is composed of persons related to one another by marriage, blood or adoption. (Ephesians 6:4, Proverbs 22:6)

## Purpose and Philosophy

### An Academic Focus- A Christian Foundation

#### Purpose

The purpose of Cornerstone Baptist Academy is to assist Christian parents in providing a sound education for their children through the integration of faith and learning. CBA is committed to teaching a Biblical view of God and the world through the development of basic spiritual, intellectual, physical and social skills.

#### Assisting Christian Parents

CBA endeavors to function as an extension of the Christian home, supporting parents in the Biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents, and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and common commitment to the work of education. In order to serve these families with Biblical instruction and Godly examples, the school employs administrators, faculty and staff who serve as role models in their Christian walks. Their professional lives, and Christian faith.

#### Integration of Faith and Learning

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves

## Purpose and Philosophy Continued

and the world around them from a Biblical perspective. All truth is found in God in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of Biblical faith and learning is the responsibility and a primary function of the teacher at CAB. The school uses Abeka curriculum in order to reach its overall goals.

We, at Cornerstone Baptist Academy believe that we have the mission of enabling our students to live wholesome Christian lives in a harsh and demanding world. In Cooperation with the parents, we will make the students aware that, while they are created in God's image, they are also blessed with distinctive personalities. They will also learn that they are endowed with special talents, which they will discover, and finally, that God has a purpose for each of them, and they can achieve that purpose .

Cornerstone Baptist Academy provides an environment that balances a relationship with God through faith in Christ with intellectual and artistic pursuits. Academic excellence, coupled with the development of Christian character, will enable each student to recognize God's special plan for his or her life and to strive to attain that goal.

We are aware that the primary responsibility for raising children rests with the parents, With that in mind, Cornerstone Baptist Academy believes that parents and school should work in cooperation and harmony in nurturing, training, guiding and expanding the child's mind and spirit. Such cooperation creates spiritually-vital families and foundation not only of our school, but also of our church, our community and our nation.

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## The Portrait of a CBA Graduate

All Schools, including CBA, proclaim goals of developing college preparatory skills as well as a certain level of fundamental life skills. Understandably, the portrait of an 18 year-old's character, work ethic, academic prowess is far being complete, knowing that one's mind, heart, and overall maturity continues over a lifetime. Scripture provides insight in that even Jesus matured in four areas as described in Luke 2:52. This holistic scriptural maturity paradigm provides a balanced picture, or portrait, for all of us to contemplate. Indeed, the maturity cycle does not end when one receives a diploma. However, there are foundational training strategies that certainly increase the probability of a child internalizing a desired belief system, developing learning habits, and genuinely living out a Christ-like character trait. Although the primary molders of these "portraits" are the parents, the school's influence plays a significant part. Thus, what does the school aspire to produce? It is our prayer, that our students graduate CBA with the following foundational desired outcomes:

### Portrait of a CBA Graduate

1. To fear and respect God (Psalms 33:8) understanding that this is the beginning of wisdom (Proverbs 9:10) and that one's true identity is secure in Christ (Col. 2:9-10). They also continue to develop a balance and arduous spiritual growth plan as portrayed by in Luke 2:52 (to grow in wisdom, stature and in favor with God and with man as Jesus did) so they learn to think as a mature believer (1 Cor: 14:20), mature as Christ follower and acquire discernment (Hebrews 5:14).
2. To practice a strong work ethic coupled with an eternal perspective (Col 3:23) devoting themselves to the work that God has prepared for them. (Eph 2:10)
3. To embark upon and seek to continue a rigorous intellectual path understanding the importance of developing the mind. Their training prepares them to engage their culture with biblically-sound thoughts, ideas and truth (II Cor 10:5). They are prepared to give a defense for the hope that lies within them (1 Peter 3:15).
4. To embrace the creative nature of God (Genesis 1:1. Eph. 2:10) and seek to appreciate a wide variety of disciplines of study associated with a strong liberal arts education as the foundation to enter the discussion on the great questions of life (Acts 17). This would be characterized by proven writing, thinking, and synthesis as well as demonstrated mastery of academic objectives in humanities (literature and History), mathematics, sciences, and Christian doctrine. The study of God's Word and pursuit of understanding the entire narrative describing the Creation, Fall and Redemption story while developing the life habit of taking every thought captive (II Cor 10:5).
5. To have a "big picture perspective" of the world and to demonstrate the love and attitude of Christ Jesus to all people. This attitude would be

characterized by selflessness, humility, and servanthood (Phil 2:2-11) and a lifestyle of obedience to seeking first the Kingdom

## The CBA Code of Honor

The Cornerstone Baptist Academy Code of Honor exists for one purpose, and that is to bring glory and honor to God.

Recognising with Christ-like humility that our life's purpose is to live for God's Greater Glory inspires an environment of integrity, honor and character. It is the intrinsic inspiration that produces authentic school pride and cultivates an environment of self-governance that transcends rules and regulations. There are no mere words or a single document that can contain the way in which we are to conduct ourselves at all times-this is found in God's Word, and written on our hearts. It is our heart, our Identity.

CBS's unified goal, to revere Christ in all things, motivates us to treat people with dignity and respect. The school's mission statement is eternal in perspective and emboldens students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership. Affirmation of our mission drives a deep sense of responsibility to preserve and pass on this culture to future generations.

There are no man-made rules greater in value than the internal resolve to uphold the principle that serve as the foundation of this institution. We respectfully rally around our individual duty and commitment to live as "iron sharpening iron" (Proverbs 27:17).



## The Five Tenets of the CBA Code of Honor

### Perspective

All involved with CBA are challenged to focus on an eternal perspective. It is through this eternal perspective that one submits his or her attitude, rights, and self to God, and a cause that transcends self

### Key Concepts:

- We have an eternal mindset vs. a temporary, earthly mindset at all times,
- We possess a constant attitude of gratefulness,
- We are focused on being "other-centered", selfless servants,
- We recognize that our transcendent cause is more important than our personal agenda.

### Purpose

Every member of the CBA community is challenged to understand and commit to the school's Mission Statement. The core components of the Mission Statement are continually practiced. In pursuit of excellence in education, the mission of Cornerstone Baptist Academy is:

To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

### Key Concepts

- We recognize that our partnership with parents(family) is vital,
- We understand that embracing Biblical Truth is much more than "knowledge,"
- We know that striving for academic excellence requires honesty, integrity, and rigor.
- We understand that modeling Christ-like Servant Leadership is about being "other-centered," and serving as His leader to influence others.

### People

All people deserve to be treated with respect and dignity. Everyone has value, therefore our focus should be on serving others. This begins by respecting them.

### Key Concepts:

- We treat all people with respect and dignity (teachers, custodians, visitors, classmates, other schools and local businesses),
- We recognize that simple actions such as a smile, friendly greeting, handshake, and eye contact demonstrate respect, care, and being "other-centered."

### Programs

Active participation in the life and culture of the school's program is encouraged. Participation is a privilege and it is an honor to "wear the jersey." Supporting other participants model our "other-centered" principle. Through participation and support, we are ambassadors for the King.

### Key Concepts:

- We know that our out-of-classroom experiences during school hours are a major part of our curriculum and that understanding and supporting their purpose is demonstrated by respect, and
- We respect that God made some to love the arts, some to love athletics, and some to love academics or a combination of all. Supporting one another creates unity and friendship. It makes our school more complete when all of these programs succeed.

### Property

The environment, and in particular, the school's facilities and equipment are to be maintained with the utmost care and respect. This stewardship principle carries over all areas of one's life.

### Key Concepts:

- We recognize that one only has to travel to another part of the world to understand how CBA has been blessed with facilities,
- We never leave a space on school property until it is clean,
- We stop to pick up trash whenever we see it.
- CBA property is treated with respect, therefore we do not do anything that could potentially leave damage to its grounds, facilities, or contents therein.

## Admissions

The admissions process involves submitting the following: an application, parents' personal testimonies, records from previous schools, a pastoral recommendation, as well as an admission test. Following the testing and when the applicant file is complete, parents are invited for a personal interview with the administrator.

Cornerstone Baptist Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

Provisional Acceptance: School records or admissions data that indicate a significant academic or behavioral problem may result in the student being admitted provisionally. If the student shows the ability to be successful at CBA, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

## Anti- Harassment Policy

The environment at CBA must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

## Bullying Policy

In an effort to give a safe and secure environment to every student, parent, teacher, and administrator, Cornerstone Baptist Academy adopts the following disciplinary procedure as it relates to Verbal or Physical abuse.

- 1st incident 1 day suspension
- 2nd incident 3 day suspension
- 3rd incident expulsion from Cornerstone Baptist Academy

## Language Policy

In an effort to uphold the highest of Christian Standards as it relates to speech, "Let no corrupt communication proceed from your mouth," Cornerstone Baptist Academy adopts the following disciplinary procedures as it relates to lewd or offensive language.

- 1st incident 1 day suspension
- 2nd incident 3 days suspension
- 3rd incident expulsion from Cornerstone Baptist Academy

## Immature Behavior

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

*Immature Behavior: Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.*

## Unkind Behavior

- Intent to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

*Unkind Behavior: Such behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior will require restitution and some type of detention. In addition, a Saturday School may be given. A parent conference will take place.*

## Bullying Behavior

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (Physically or Emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

Bullying: Such behavior will be determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require restitution, a parent conference and a minimum of one day suspension.

# Student Discipline

## General Guidelines

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property,
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age
  - c. The frequency of misconduct
  - d. The student's attitude; and
  - e. The potential effect of misconduct on the school environment.

3. In the ideal structure of Biblical education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student, and promote behavior consistent with Biblical worldview. Whenever student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of CBA.

Attending CBA is a privilege that is extended on the condition that students and parents accept and support school policies. CBA, in its sole discretion, will make the final determination of whether there has been a violation of the School's Student Code of Conduct. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

## Student Code of Conduct

At the beginning of the school year and throughout the school year as needed, the Student Code of Conduct shall be made available on the school's web site and/or as hard copy to students, parents, teachers, administrators, and to others on request.

## Revisions

Revisions to the Student Code of Conduct included in the Parent/Student Handbook shall be made as needed and are approved by the school administration. Revisions made during the year will be communicated electronically.

## 'Parent' Defined

Throughout the Parent/Student Handbook, Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

## Corporal Punishment

CBA prohibits the use of corporal punishment. Students shall not be spanked or paddled for violations of the Student Code of Conduct.

## Physical Restraint

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

## Code of Conduct off School Property

Students are expected to represent CBA in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subjects to discipline for conduct occurring off- school property or during non-school hours, including weekends, holidays, and summers. The administration will deal directly with any student who violates the School Code of Conduct or draws attention to CBA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7/365

## Video/Audio Monitoring

Video/audio equipment is to be used for safety purposes to monitor student behavior on the school campus

## Use of Recordings

Recordings shall be reviewed as needed by the principal and evidence of student misconduct shall be documented. A student found to be in violation of the school's Student Code of Conduct shall be subject to appropriate discipline.

## Communication with Faculty and Staff

CBA faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member.

1. School Office- Notes or letters may be left with the school secretary to be delivered to the staff.
2. Email- All CBA staff and faculty school email addresses, which are provided at the beginning of the year by each teacher. Every attempt will be made to respond to all email messages within 24 hours during the school week.
3. If you would like to arrange a conference, please make your request in the form of a note or email so that a time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you. Our staff's family time is precious. We ask you to refrain from calling our staff at home.
4. The school receptionist is not always free to leave the office to take messages to students. Please make every attempt to have after-school plans in place prior to the school day. Emergency messages can be accommodated.
5. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the principal.

## Definition of School Grounds

The Cornerstone Baptist Academy grounds include the parking lot and driveways, main school building, preschool building and Cornerstone Baptist Church building, as well as the sports fields and playgrounds. All buildings, athletic facilities/fields, parking areas and student lockers utilized by CBA students and/or faculty within the above-mentioned areas are considered part of the CBA grounds as it relates to any school-related activities.

## Disaster Drills

Practice drills will be provided for fire and tornado safety precautions. Fire drill charts are posted in each classroom.

Evacuation practices will be conducted and recorded in an orderly fashion. Fire drills will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures on the first day of school.

Pulling the fire alarm with undue cause will result in reporting to the county fire department, and/or disciplinary action. Careless or malicious initiation of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offense will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

The CBA Emergency Response Plan by Cornerstone Baptist Academy is Available in the CBA office.

## Inclement Weather

In the event of weather problems that make driving to school dangerous, CBA administration will make the decision to close school. This will be published on WREX, and a school-wide text will be sent. In general, if Rockford Public Schools close, CBA will close.

## Before and After School Care

Before and after school care at Cornerstone Baptist Academy is committed to providing a safe and fun environment for your child to play- a place where play encourages children to make friends, to share thoughts and ideas or to spend time with caring adults. Many CBA children participate in before and after care. We are fortunate to have warm and caring staff who are committed to your children. These individuals provide quality child care by demonstrating enthusiasm, warmth and respect for the children. It is our mission to do everything we can to enhance those experiences and enrich your children's lives.

Attending before and after care is considered a privilege. Students participating in this program should adhere to the CVBA Code of Conduct. An administrator at all times has the authority to remove a student from before and after school care.

Before and after school care is available to CBA students ingrades preschool through twelfth grade for an additional tuition. See the CBA website for enrollment forms and tuition.

## Facilities usage

All school events taking place on or off the Cornerstone Baptist Academy grounds must be approved by the CBA administrative office. Only when the event is approved will it be placed on the school calendar.

## Financial Information

### Tuition and fees

Overdue Accounts and payment Information: If an account becomes more than 30 days delinquent, a letter from CBA will be mailed advising that the student may be dismissed if the account is not made current. Report cards will be held in the CBA administrative office for all delinquent accounts. Grades, testing results, and transcripts of any student withdrawing with an outstanding balance will not be released until tuition is paid in full. There is a \$35 service fee for all NSF checks. All students with delinquent accounts will not be allowed to take semester finals.

### Refund of Tuition and fees

At CBA, all tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, we execute the enrollment contract, indicating that we have reserved a space for your child. Your signed and returned contract guarantees your child a spot. When you execute the contract, you pledge to CBA that you will pay the costs indicated in order that we may meet the budget of the school. We employ staff and teachers in accordance with the number of students enrolled and must pay those teacher contracts whether or not a student drops out. If you find it necessary to withdraw your child after enrollment, please contact our administration as soon as possible. CBA offers a tuition refund program, in which, under certain circumstances, a portion of the tuition may be refunded. For those students who do not participate in the tuition refund program, the terms of the enrollment contract will apply.

Application and admission fees are not refundable under any circumstances. No refund will be made for students who are dismissed or withdrawn for disciplinary or academic reasons.

## Medical Information

### First Aid

Our teachers are CPR certified and are provided first aid kits equipped with band-aids and antiseptic to assist students with the cleaning of cuts and abrasion. With the exception of an emergency, the student must have a pass from a teacher to be allowed to go to the office.

### Medication

We recognize that there are times when students will need to take medications during the school day. All medications brought to school must be in the original container and kept in the school office. If a prescription or over-the-counter medication must be given during the school day, each must be accompanied by a note signed by the parent or legal guardian giving directions for its administration including date, time, dosage and reason for administration.

Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician.

Parents of students in Pre-K3-6th grade must provide over-the-counter medications with a signed consent form. These over-the-counter medication requirements also include Advil and Tylenol and any other over-the-counter medicines(OTC). OTC medications will not be given without consent of the parent. For students in 7th-12th grades, the school office has limited supplies of the most common OTC

medication; however, they will not be given without parental consent upon admission.

Illinois State Law now allows students with asthma to carry and self-administer their own inhalers provided certain conditions are met. These conditions indicate that an asthma action plan developed and signed by the child's physician and signed by the parent or legal guardian must be on file with the office.

### Health Records

All new students are required to submit a Health Record Form, which requires a doctor's signature confirming the student's current immunizations. Once students have all of their immunizations on file by Kindergarten entry, a new Health Record Form will not be required unless state requirements change.

### Illness

Sick children (temperature of 100 degrees or higher, vomiting, diarrhea, severe coughing, unknown rash, repeated visits to the office during the school day) will be sent home from school. For fevers less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be fever free, vomiting or diarrhea free for a minimum of 24 hours before returning to school. Therefore, children sent home from school should not return the next day. Students diagnosed by their doctor with strep throat must have been on antibiotics for a minimum of 24 hours before returning to school.

Children who are sent home with fever or rash will need to check in with the office on the morning they return to school. If you have concerns about a rash, you should contact your child's physician rather than bridging the child into the school. It will continue to be necessary to keep children with fever home until they have been fever free for 24 hours without the use of fever reducing medication.

Please be considerate of other students and staff by not sending a child to school with an infectious condition, fever, or persistent runny nose with green mucus, persistent cough, or persistent sneezing. Parents will be called and asked to pick up their child if he or she is sent to school with fever and or vomiting. Parents will be asked to pick up their child if he/she is found to have contracted conjunctivitis("pink eye") or head lice. Children with bacterial conjunctivitis(pink eye) must have been on antibiotic eye drops for a minimum of 24 hours before returning to school.

In the case of head lice, the child will be readmitted to school only after he or she has been treated with the proper lice-killing shampoo and the eggs and live bugs have been combed out. Children sent home with head lice will need to be checked by a staff member before going back into the classroom.

In some cases, a doctor's note may be required before the student returns to school. In the event any student has a communicable disease, the parents are expected to notify ABS, and to re-admit the student only after a doctor had given written permission for the child to return to school.

If your child needs over-the-counter medication(cough drops, pain relievers, etc.) please administer before you leave home. Over the counter medications will not be given before 10:00am for students in grades 7-12.

### **Returning to School After Hospitalization**

Students will not be allowed to return to school following hospitalization for illness or injury until the school office has an official written release from the physician authorizing the student to return to school. The physician must indicate any restrictions, activity or otherwise, for the student.

### **Immunizations**

Students must be vaccinated as required by the State of Illinois. An information sheet on the required vaccinations is available in the school office.

Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities.

Current immunization records and conscience exemption forms must be on file with the school nurse prior to school attendance. For more information about Illinois immunization requirements, you may log on to [www.idph.state.il.us/about/shots.htm](http://www.idph.state.il.us/about/shots.htm).

### **Medication Consent**

Any medication to be administered during the school day to any student must be kept in the office along with complete instructions which lists the dosage and the time to be given. All medication must be in its original container with specific directions. Not medications will be administered without a written medical consent.

Medications that are sent to school and must go home at the end of the school day are the responsibility of the parent. When bringing prescription medications to school, please have your pharmacist label a second bottle for school use.

Although it is best to time dosages of over-the-counter medications to avoid dosages at school, the office will assist families by dispensing those types of medications(i.e> allergy medications) when absolutely necessary. At no time will the recommended dosage for over-the-counter medications be exceeded without a written, signed request from the child's physician.

### **Student Emergency Form**

A Student Emergency Form is required for every student at the time of enrollment or re-enrollment. Parents are required to update the Student Emergency Form inline before the start of school. If there are any major changes in your child's health and/or medication or medical procedures, or any changes in phone numbers, please notify the office immediately as well as updating the information online. In an emergency, every attempt will be made to reach the parent; however, in the event that the parent cannot be reached, the contact person listed on the Student Emergency Form will be called.

## **Fund Raising**

Fundraising makes it possible to recruit and retain the most dedicated and stimulating teachers and to provide the highest-quality programming. All fundraising must be approved through the CBA Office.

Tuition and fees cover most of the cost of a CBA education. The rest comes from voluntary, tax deductible donations from parents, faculty, staff, alumni, grandparents, parents of alumni, and friends of CBA.

Fundraising at Cornerstone Baptist Academy comes in a variety of events yearly, to support the current operations of CBA. These gifts help enhance the day -to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology, and the library. There will be two primary fundraisers each school year that directly benefit school projects. Participation is required. If a family chooses not to participate, they will pay an opt-out fee(specified on the tuition rate sheet).

## **Library/Media Center**

It is the mission of CBA to use our library media center to prepare students in grades Prek-12 to be information literate in the 21st century as well as advancing them toward the premises of being life-long learners and seekers of God's truth. It is our goal to accomplish this by inspiring, motivating and challenging them through the use of technology and the oriented word.

## **Lunch**

Hot lunch will be served daily, based on a predetermined menu set by the school kitchen staff. Full-time preschool students receive lunch as part of their tuition costs. Elementary, middle, and high school students will pay an additional fee for lunch, or they can bring a sack lunch. Milk is also available for purchase. Lunch will be added to the family's school account to be paid in the school office. Students will eat in the school cafeteria area.

## **Non- Discriminatory Policy**

Cornerstone Baptist Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its education, employment, admissions policies, tuition assistance, athletic, and other school-administered programs.

## **Office Procedures**

### **Lost and found**

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc, should be labeled with the student's name. Lost and found items will be kept in an area near the office. At the end of each month, all items remaining will be donated to charity.

## Parental involvement

Parental involvement at CBA is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved within the classroom and in support activities.

Parents have been given the responsibility by God for the education and upbringing of their children. It is the desire of our teachers to work together with parents in this endeavor. The best education can only be achieved when parents and teachers work together to support and encourage students.

## Security

### Closed Property

Cornerstone Baptist Academy maintains a closed facility. All visitors must enter the building at the south entrance by the office. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students. Non-CBA guests are not allowed in the classroom or in the lunch room without prior approval from administration.

CBA believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, Administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure student's and staffs' welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

The Administration shall develop detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine security procedures as well as directives to administrators to follow when responding to threats of serious harm.

### Drugs/ substance Abuse/Alcohol/Tobacco

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol, and tobacco products is prohibited. Students connected to, in the presence of or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off school grounds. CBA is considered a drug, alcohol, and tobacco free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol, and controlled substances on its grounds.

### Search of Students

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including, but not limited to, students' outer clothing, pockets, locker or belongings.

Students also understand and agree that CBA shall have the right to monitor or examine any electronic device at the school or any CBA activity. Additionally, CBA may monitor or examine any posting on the Internet or other electronic medium, which includes but is not limited to, text messages and postings impersonal websites, social networking sites,

for example "Facebook" or other private or public domains. Such monitoring includes, but not limited to, all. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the student themselves.

## Use of third Party Security Enforcement

The school shall retain the right to utilize third party resources, including, but not limited to, security guards, police departments, or canine units to further establish a secure zone on the CBA grounds.

### Vehicle Use at School

Students and parents are required to follow all traffic signs while at the Cornerstone Baptist Academy property. Drivers must pay attention to cross walks and watch for children in the parking areas. Any student or parent that does not drive with caution may be asked not to drive at school. All carpool lines are considered a cell phone-free zone. Cars belonging to high school students and staff need to be registered in the office.

### Visitor Sign-in/Sign-out

All visitors to the school facility must sign in and out in the office. Upon signing in, each visitor will receive a visitor badge to be worn at all times. Before leaving the grounds, each visitor must sign out and return their badge to the office.

### Weapons

The possession, use, distribution or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon, if it is used as a weapon. Use of a toy designed to look like a weapon is prohibited at school. Pending divisional administrative approval, exceptions for this may be granted for school projects.

### Sexual Harassment

Cornerstone Baptist Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and CBA's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the CBA community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher or principal.

## CBA School-Wide Technology Acceptable Use Policy (AUP)

Cornerstone Baptist Academy (CBA) has a commitment to the integration of technology into the academic programs of the school. The SCA network and computer equipment are available for students, faculty, and staff to use for research, study and other educational purposes.

The goal in providing access to these technological resources is to promote educational excellence and innovation and to facilitate communication and creativity in the expression of ideas and information.

Access to CBA technological resources and the Internet is a privilege that is tied to responsibilities. Students must use these resources in a legal, ethical, moral and responsible

## Acceptable Use (cont'd)

manner in accordance with the school's stated mission. The following guidelines are intended to help individual technology users understand appropriate use and apply to any device brought to, or used at school, or provided by the school.

### School-Owned Shared Devices, Network and Printer

- Students who have access to shared computing devices in the school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not following the guidelines. Designated locations, including grades Pre-Kindergarten through 6th grade classrooms and the Preschool library.
- Personally-owned laptops and unapproved wireless routers may not be connected to the Cornerstone network. Only school-owned devices may be connected to Cornerstone's wires network.
- Students are prohibited from accessing faculty, administration and staff computers as well as restricted file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the command prompt interface or altering CBA Administration/Installation accounts. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are not to use another person's username or password to gain access to the CBA network or Internet or trespass into another user's files.
- Users are responsible for their individual network account and should take all reasonable precautions to prevent others from using their account. **Students should not provide their network password to any other person.** If there is ever any concern about a password being compromised, the student must contact the CBA office in order to have the password changed.
- Students must not intentionally waste limited resources such as paper and printer cartridges that are provided by CBA. Only essential materials should be printed. Limitations may be placed on student's permission to print if they abuse this privilege.
- Students must not use the network in such a way that would disrupt the use of the network by other users. For example, students may not download large files over the Internet during school hours.
- No food or beverages should be in the vicinity of CBA-owned computing devices, including laptop and desktop computers.

- Families may be responsible for reimbursing the school for any misuse that leads to damage subject to the Accidental Damage, Loss, and Theft Policy.
- Any computing device used at school, even if privately owned, is subject to all policies and consequences of the AUP including the right to view the content of the device at any time.
- A computing device may be removed from a student's possession if there is an infraction to the AUP that deserves that consequence. In this case, a parent or guardian must reclaim the device from the school office.
- Students are responsible for all maintenance on personal laptops and other personally-owned devices.

### Device Security

- Students must receive permission from the owner before borrowing devices, power cords, or any accessories. To act otherwise is considered theft and the student will be referred to an administrator to face disciplinary action. If a student brings a computing device to school and then loans it to another student who uses it inappropriately, the student owner may also bear some responsibility for the inappropriate use.
- Students are responsible for taking care of their computing device and accessories such as batteries and chargers.
- Student computing devices must not be left unattended at any time. Computing devices that are not being monitored by the student should be secured at all times in a locked classroom or assigned locker with a lock securely fastened, or as directed by a CBA staff member.
- All personally-owned devices and cases should have a name tag attached to the outside of them that clearly identifies the owner.
- Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. Computer malfunctions are not an acceptable excuse for not submitting work.
- If students are participating in an afternoon activity, they must make prior arrangements to store their devices in a secure place. The following options may be used.
  - Devices may be locked in lockers and pickled up when the after-school activity is completed.
  - Supervising adults are responsible for allowing students into the building.



- Students may make prior arrangements with a parent to pick up devices immediately after school.
- Under no circumstances should school-owned or personally-owned computing devices be left in unsupervised areas of the school. Unsupervised computing devices will be confiscated by staff and taken to the office.
- It is the responsibility of each owner to be sure that all personally-owned equipment is insured.
- Students must notify the school immediately in the event a school-owned device is lost or stolen, or a personally-owned device is discovered missing while on school grounds. Immediate notification increases the possibility of recovery. If a device that is reported stolen cannot be located within a reasonable period of time, the school may require a police report to be filed.
- CBA staff reserves the right to ask students to cease from use of personally-owned electronic devices at any time.

### Internet Policy

Students have filtered internet access through all school-owned devices. Any personal device using Cornerstone Wi-Fi also has filtered access to the internet through Cornerstone Wi-Fi. Students may not modify, disable, or attempt to bypass web filtering applications or content restrictions on an individual device or network.

Students' use of the internet at school must be in support of education and research and be consistent with educational objectives of CBA, whether that use is on CBA computer or a student-owned device. Misuse of the internet is prohibited, including production or use of threatening or obscene material, and infringement of copyrighted material or material protected by trade secrets.

CBA reserves the right to monitor the internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. This includes school owned computers as well as any other computers or devices that access the internet through CBA's internet connection. Students are not allowed to access inappropriate sites.

Students may not use any social networking, instant messaging, blogging, chatting, photo-sharing or other collaboration method to communicate with others during the school day unless a teacher or administrator expressly authorizes this use for educational purposes.

The use of the internet and email is privilege, not a right, and inappropriate use could result in a cancellation of those privileges. CBA reserves the right to review any material on user accounts and to monitor file-server space in order to make determinations on whether specific uses of the network are inappropriate.

- If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student should notify a teacher or a Director of Technology as quickly as possible so that such sites can be blocked from further access within the CBA firewall. This is not a request; it is a responsibility.
- The internet is a rich and valuable source of information for education. Inappropriate materials are available on the internet, but are strictly prohibited. These materials include items of sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display or store this type of material.
- These policies and procedures apply to all computing devices used at CBA, including devices owned by the school, privately purchased devices (irrespective of ownership), and any device considered by the CBA administration to fall under this policy. Teachers may set additional requirements for device use in their classroom.
- In areas where wireless access is not available to CBA's filtered network, students in grades 9-12 may choose to use their own wireless data plan. Students using their own data plan are expected to abide by all aspects of the CBA, AUP.

### Software, Communications and Multimedia

- Installation privileges: Students may not alter or remove the software or "Apps" installed by CBA on any school-owned device, and may not install additional software or Apps.
- Content restrictions: School devices are configured with content restrictions. Students may not alter or attempt to disable these settings.
- No computer programs (executables), pornography, or copyrighted material may be distributed at any time. This rule prohibits sending files through email as well as setting up "servers" on a device or by any other physical or electronic means.
- Unauthorized duplication of data or software is prohibited.
- Students are not to use electronic devices to send messages (emails or text messages or to access social networking sites or join chat rooms) during class periods without permission of the teacher.
- The volume setting on computing devices should be muted when using the device in a setting that would be distracting to others unless required for the activity being conducted.

- Any audio or video recording may not be conducted without the approval of CBA Administration. No audio or video recording is permitted in the bathroom or locker rooms under any circumstances.
- Sharing of music over the school network is strictly prohibited and is subject to appropriate consequences.
- Downloading music, videos or software from the internet at CBA is prohibited unless specifically approved by a faculty or staff member.
- Using a computing device to play games during class is strictly prohibited.
- Violent games and computer images containing violence or pornographic material are not allowed on school grounds in any format. This includes music with vulgar lyrics or titles, pictures, text documents, presentations, etc. Any file found on a student's device that is considered violent, obscene, vulgar, or pornographic results in immediate disciplinary action.
- Students are prohibited from disabling or attempting to disable any internet filtering device or content restrictions, encrypting communications to avoid security review, or intentionally introducing a virus to the computer system.
- Downloading or using copyrighted information without permission from the copyright holder is possible copyright infringement. Appropriate disciplinary action will be taken if it is discovered that a student has infringed a copyright holder's rights and/or plagiarized material.
- Students are responsible for providing their own storage media, such as CDs, DVDs, video tapes and flash drives, CBA has installed anti-virus software on all school-owned devices. This software is configured to automatically scan removable devices for malware. Students must not alter or disable this automatic scanning

### Email Policy

- Students should not check email at school unless it is for educational purposes.
- Be polite. Do not become abusive in messages to others. Email accounts may not be used to harass others, or send inappropriate, or offensive messages.
- Email etiquette should be observed. In general only messages that one would say verbally to the recipient in person, should be written.
- Students who receive harassing or threatening messages must notify a faculty member as soon as possible.

- Grade-level and school-wide lists are for school purposes only. Emails to the entire school are permitted only with permission from the Principal.
- The use of email during class, without teacher approval, is strictly prohibited.
- Do not send our bulk email. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- Students must not disclose personally-identifying information, such as home address or phone number, or those of other students or faculty, without the express permission of an authorized adult.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Attempts to read, delete, copy or modify the electronic mail or other electronic documents or other users or deliberate interference with the ability of others users to send/receive email is prohibited.
- Any malicious attempt to harm, alter or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the internet is prohibited.
- Email and any other use of the electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- School email addresses are not to be given to ANY website, company, or other third party without the explicit permission of a teacher or administrator.

### File Sharing Policy

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited on school grounds. The only exception to this is when it is a specific assignment given by a faculty member, such as for a group project.
- No file sharing software of any kind is to be used on school grounds. Examples of this type of software are Limewire® (and its derivatives), Bearshare®, Kazaa®, iMesh®, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

## Consequences for Violation of the Acceptable Use Policy

- Conference with an administrator.
- Loss or restriction of technology privileges, including the privilege to use personally-owned devices at school.
- Parental notification.
- Although not all-inclusive, violation of the above policy may result in a detention, suspension or immediate separation from the school. In all cases, the administrator reserves the right to make the final decision for any disciplinary action.
- Students are subject to a random check of the history and activity on school-owned devices that they have used.
- Students are to report any known violations of this AUP to appropriate administrative staff members.

## License-Exempt

- Because Cornerstone Baptist Academy is license-exempt, the school is not regulated by DCFS.
- Cornerstone Baptist Academy does not follow all DCFS guidelines regarding health and safety.
- Cornerstone Baptist Academy engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers.
- Any staff member or volunteer who does not receive a clearance following the IDHS background check will be suspended until clearance is obtained.

disputes and disagreements between CBA and its families should be handled directly and quickly to restore unity to the relationship. With this in mind, I am aware that if I express my intent to bring legal action, or bring legal action against the school, my child(ren) will be dismissed immediately.

## Potential Threat Assessment

- When the administrator is aware of a threat made by a person or a threat directed at others on CBA property, he will follow the CLear and PResent Danger reporting instructions set forth by the Illinois State Police Department. The administrator will first investigate if the threat is valid. A threat is valid if the possibility of danger is clear. If the threat is not valid, any person associated with the threat will return to class.
- If the threat is valid but the identity of the person is unknown, the administrator will take the necessary precautions located in the Emergency Response Handbook. CBS's Emergency Response Handbook prioritizes student and staff safety and will adjust protocol pending the nature of the event.
- If the threat is valid and the identity of the person is unknown, the administrator will call the police to notify them of the threat. If the identity of the person is a student, the administrator will remove the student(s) from other students and place him or her in the office until the parents can pick up the student. The administrator will then follow the protocols established by the CLear and Present Danger policy by the Illinois State Police Department. The student(s) will return to campus only after the Illinois Police Department has issued that there is no current threat.

**Student Withdrawals** To withdraw a student, a parent should notify the administration in writing. All textbooks and school-purchased Materials must be turned in to the classroom teacher. No official records will be released until all forms are completed and financial matters are cleared.

## Mediation and Arbitration

CBA believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private and within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. In response to this belief,



**Preschool  
Parent/Student Handbook  
K3-K5**



*Preschool Table of Content:*

Academics	21
Grading Scale	
Home work	
Testing	
Textboos	
Discipline	
Minor and Major infractions	22
Attendance	22
Tardies	22
Birthday and Special Occasions	23
Classroom Visits	23
Closed Property Policy	23
Dress Code	23
Field Trips	23
Parties	23
Searches of Students	23
3rd Party enforcement	23
Volunteers	23

## Academics

At Cornerstone Baptist Academy, we recognize that children are created by

God is a unique individual with natural curiosity, creativity and a sense of wonder. These characteristics help the children to learn as they discover, explore, experiment, and create. We provide a child-centered, nurturing, safe environment to partner with the parents to develop the mind, and spirit of each child.

## Grading Scale

The grading scales used by the Preschool are as follows:

### Pre-K3 and K4

These classes provide a detailed checklist so you can see precisely what skills your child is mastering.

Grading Scale	Conduct
S- Excellent	+
G- Good	✓ +
N - Need Improvement	✓
U - Unsatisfactory	✓ -

Exceptional	+
Regularly beyond expectations	✓ +
Progressing within expectations	✓
Experiencing difficulty; Inconsistent progress	✓ -
Below expectations	-

## Homework

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life starting in K5. Please be aware that we do not give homework on Wednesday nights. Please understand that each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication, and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

## Testing of Students

All students entering grades PreK3-K5 are not required to test prior to admission. In addition, annual student testing is conducted in the spring for grades K5 and over. Students who are re-enrolling will not normally be expected to take

tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

## Textbooks

CBA assigns textbooks for a student to use throughout the year. Preschool textbooks are required for school programs, and must be purchased prior to the first day of school.

## Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Cornerstone Baptist Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with Biblical principles and development capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT CBA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code Of Conduct outside of the school grounds or in activities will be subject to disciplinary action.

Just as the family has rules to help children learn to get along with parents, brothers, sisters, and others, our school has expectations for orderly daily operation in a setting with many students and activities.

Discipline on the preschool level is delivered in a grade-appropriate manner. Giving positive verbal rewards encourages acceptable behavior and reinforces a child's good feeling about his behavior. Positive feedback serves as an example to the other children. By asking a child to stop and think about his unpleasant behavior, one is able to help the child develop self-control. Our teachers help children to learn correct behavior in the following ways:

1. If a child is not cooperating in a group listening situation, the child will be seated by the teacher and reminded of unacceptable behavior
2. If behavior continues, the child will be removed for a period of time out. The timeout is not a time for punishment, but a chance for the student to calm down.

Any inappropriate behavior such as (but not limited to) hitting and naughty language will be dealt with immediately. If misbehavior is still apparent after reasonable effort has been made, the child's parents may be asked to withdraw the child from the program.

## Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises.
2. Failure to obey playground rules given by teachers
3. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool, as appropriate to age level.
4. Failure to follow the instructions of school adults outside of the classroom teacher.
5. Failure to refrain from behavior that inhibits learning in classroom situations.

## Major Infractions

The following is a non- comprehensive list of major infractions that may result in suspension or immediate separation from the school:

1. **Use of Abusive or Profane Language and Disrespect:** Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary actions.
2. **Disruptive/Disrespectful Behavior:** Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
3. **Bullying:** Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action.
4. See also: Anti-harassment Policy in General Section.
5. **Vandalism:** Destruction or defacing of property belonging to the school, CBA or others, will result in disciplinary action.
6. Repeated violation of minor infraction will be considered a major infraction.

## Attendance

### Arrival and dismissal (k5)

The school day runs from 8:00 a.m., until 11:30 am (part time) or 8:00 am - until 3:00 p.m. (Full time)

We would ask that you please refrain from picking your child up early as it affects our instruction time. Any child not picked up by 3:15 p.m. will be sent to daycare and charged the appropriate fees.

### Absences

The following procedures apply to absences:

1. Teachers and the CBA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on Myschoolworx for K5 students.
2. Parents must phone or email the receptionist desk to report any absence by 9:00 a.m. (815-874-3883)
3. If a student is present for at least two hours of the school day, he/she will be counted as present.

4. If a student is absent, parents may request and pick-up make-up work. The request for make-up work to be picked up at the end of the school day(3:00 p.m.) must be made by noon to the classroom teacher or receptionist.

## Excused and unexcused absences

- **Release from Class.** An absence which is initiated from the school and given prior approval by the administrator, such as school-schedules field trips and school-initiated/school-schedules activities are not reported on the student's report card.
- **Excused Absences.** The following absences will be considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence will be considered unexcused which carries an academic penalty on course.
- **Pre-Approved Absences.** For the following absences to be excused, they must be cleared at least one week in advance with the principal. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, if submitted on time. Make-up work must be requested at least two days prior to the pre-approved absence. Absences exceeding this amount are to the principal's discretion. Pre-approved absences include family vacation, church retreat or mission trip.
- **Doctor Appointment.** A student who misses school due to a doctor's appointment is required to bring a doctor's note in order for the absence/tardy to be considered excused.
- **Vacation Days.** Vacation days will be offered to full time (5days) K3 & K4 positions only. These are days that no charge will be made, and the student's will not be lost. The student will be allowed 1 week (5 days) per school year after 3 months of full time enrollment. Please notify the office prior to the time your child will be gone.

## Tardies

K5 students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:00 am. In order to be on time, students should be dropped off no later than 7:55 a.m. Students coming into the building after 8:15 a.m. Tardy bell must be accompanied by a parent to sign in with the receptionist. Excused tardies will include doctor/dental visits, illness and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. Three unexcused tardies count as one absence for the purpose of perfect attendance awards. In the event of excessive tardies, an administrator will notify the parents.

## Birthday and Special Occasions

A child's birthday is very special. If you want to have a birthday refreshment at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however treats and

party favors are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, the teacher will determine a day and time to celebrate the birthday. For birthday parties outside of a school, please adhere to these guidelines:

1. Invitations may be distributed in school, but only after or before school. Please use discretion to avoid hurting feelings. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
2. After school car lines may not be used as pick up times for birthday parties.

## Classroom Visits

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

1. Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
2. At the time of your visit, please sign in with the receptionist.

## Closed Property

Cornerstone Baptist Academy maintains a closed property. All visitors to the Preschool must enter the building at the main entrance by the office. All doors leading into the building will remain locked during the school day to provide maximum security for all students. All students must be accounted for at all times.

## Dress Code

For children K 5 and under, we require that the children wear modest play clothes, and all pictures or words must be appropriate. We require girls to wear shorts under their dresses or skirts. Plain tennis shoes without lights or sounds are required to be worn, and sandals are not permitted. Any questionable articles of clothing will be subject to administration's approval.

All preschool and K5 children will need a complete set of labeled clothing (including socks and 2 pairs of underwear) to be left at school. The teacher will periodically check through these clothes, which will be stowed in containers, to make sure they are appropriate for the current season.

All clothing and jackets need to be clearly labeled with the child's name.

## Dress Code for all Students

### Field Trip Attire

Students will need to wear Cornerstone Baptist Academy t-shirts or sweatshirts on field trips. This will help teachers keep track of students by giving a visual of the student on the trip.

## Field Trips

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of CBA. Parents will be asked to sign a permission slip before their children attend a field trip.

1. CBA activities are for current CBA students only. No other students are allowed to attend. Siblings are not allowed to attend without prior approval.
2. School rules, regulations, and policies are in effect on all field trips on or off property.
3. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
4. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to chaperone children other than their own on field trips.

## Parties

Because of secularization of so many holidays, the following guidelines will be used in the handling of class parties:

- **Halloween:** Halloween will not be observed. All CBA families are invited to participate in the Fall Festival each year.
- **Thanksgiving:** Thanksgiving is celebrated with a Thanksgiving feast in certain grades.
- **Christmas:** Class parties may be planned with an emphasis on the birth of Christ.
- **Valentines:** Class parties may be planned, Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "put down" cards are not acceptable and may not be used.

## Searches of Students

Students, their cubbies or desks shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, cubbies, desks or belongings, book bags, purses and other cases designated to carry or that can conceal items.

### Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc to further establish a secure zone on the CBA property.

## Volunteers

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have the completed background check on file.





## **Lower School**

### **Parent/Student Handbook Grades 1-6**



*Lower School Table of Contents:*

Academics	26
Discipline	27
Code of Conduct	27
Minor and Major infractions	27-28
Methods of Discipline	29
Merit Trips	30
Attendance	30-31
Athletics	31
Birthdays and Special Occasions	31
Classroom Visits	32
Closed Property Policy	32
Dress Code	32
Day Care	33
Volunteers	34
Music and Dancing	34
Field Trips	34
Searches of Students	34
3rd Party Enforcement	34

## Academics

Students in grades 1-6 work through a stringent academic program using Abeka curriculum as its base. The goal is to create disciplined students who love learning and embrace Biblical principles in their academics training.

### Class Scheduling

Students in grade 1-6 work with a primary classroom teacher. Upper grades may switch classrooms occasionally to prepare for Upper School. Elective courses are taught by additional teachers and may occur in the classroom or in another area of the school.

### Students with learning Differences

If a student had been tested and diagnosed with learning differences within the past three years, he/she may qualify for special classroom or testing accommodations. A copy of the evaluation must be submitted to the office.

### Grading Scale

The grading scales used by CBA for grades 1-6 students are as follows:

A+ 100	B+ 92-93	C+ 84-85	D+ 76-77
A 96-99	B 88-91	C 80-83	D 73-75
A- 94-95	B- 86-87	C- 78-79	C- 70-72

Anything below 70 indicates a lack of mastery and is a failing grade.

## Homework

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Please be aware that we do not give homework on Wednesday nights. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Whether or not a student spends less or more time depends on the organization, use of time, homework, environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments.

If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### Missed/Late Work Policy

The policy listed below pertains to students in grades 5-6 only:

1. Ten percent will be given off of an assignment that is one class period late. Ten points will be taken off for each class period after that.
2. After the fifth class period, a zero will be given on the assignment.
3. A student will have one day for each day he/she is absent to make up any work missed in class, provided the absence is excused.
4. Tests and quizzes missed as a result of an excused absence should be made up within the allowed time. Extra time to make up tests and/or quizzes are at the discretion of the teacher.

## Physical Education

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor including the reason for limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. Due to an illness, a note is required from a doctor or parent.

## Academic Probation

Excellence is the key word for every class and activity. The Christian has no excuse to present only his average effort. We must strive to excel and to offer the Lord our best. Let us strive to have "excellence without egotism" so that we give Him the glory for anything we are able to achieve. Students failing to meet the minimum requirements will be retained on the respective grade for the next year. Students attaining only the minimum will be placed on academic probation and expected to demonstrate noticeable improvement in the following semester. Any student who does not have a "C" average cannot participate in extracurricular activities. Any student with an "F" on his report card cannot participate in extracurricular activities. If a student's academic effort is unsatisfactory, that student may be asked to withdraw from the school.

## Promotion to the next Grade

Lower School students will not be promoted to the next grade unless they attend a summer school program approved by CBA administration for any of the following reasons:

1. Student has failed math for the school year
2. Student has failed language arts for the school year.
3. Student has failed a combination of any two subjects other than math or language arts for the school year. In all cases, the administration reserves the right to make the final decision for any academic actions.
4. The student has missed 12 or more school days in the academic year.

## Double Promotions

CBA typically does not participate promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally, the situation results in students experiencing difficulty in their social and/or academic development.

## Report Cards and MySchoolworx

Parents have the ability to check their student's progress in each class by utilizing the online grade system through MySchoolworx. Parents and students are assigned an individual username and password to access Myschoolworx. Usernames and passwords are distributed to families at the start of the school year upon enrollment at CBA. For questions regarding the Myschoolworx account username and passwords contact the office

## Student Assignments

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments will be recorded by students on an assignment record. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parents' responsibility to carefully preview what the student is actually accomplishing in the homework process.

## Testing of Students

All students in grades 1-6 will be tested prior to admission. In addition, annual student testing is conducted in the spring. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

## Textbooks

Parents are asked to purchase books for their children to use.

## Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Cornerstone Baptist Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with Biblical principles and development capability. Teachers will establish classroom procedures and

discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the administrator. STUDENTS AND, THEIR PARENTS AGREE AND ACKNOWLEDGE THAT CBA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school grounds or in school activities will be subject to disciplinary action.

## Code of Conduct: 24/7/365

Students are expected to represent Cornerstone Baptist Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring during non-school hours, including weekends, holidays, and summer. The administration will deal directly with any student who violates the Code of Conduct or draws attention to CBA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

## Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises is not allowed.
2. Radios, recorders, tape/CD/DVD players, toys, comic books, electric games or devices (including cell phones and cameras), posters, and playing/trading cards are subject to confiscation by school personnel. No electronic devices that can connect to the internet or take pictures are allowed during after school care. Cell phones must also be put away in backpacks and are only allowed to be used if given direct permission from school officials. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics and depictions and appropriate disciplinary actions may result from inappropriate material or use.
3. Failure to comply with the CBA dress code.
4. Failure to obey all rules given by teachers
5. Failure to follow the instructions of school adults and other staff members.
6. Use of chalkboard, marker boards, or other school equipment without a teacher's permission.

7. If lower School students bring cellphones to school, they must be turned in to their teacher before class begins.
8. Failure to act in a quiet and orderly fashion while in hallways, restrooms, and during carpool.
9. Failure to refrain from behavior that inhibits learning in classroom situations.

Although not all-inclusive, the following may result in suspension or immediate separation from the school: in all cases, the administrator reserves the right to make the final decision for any disciplinary action.

## Major Infractions

The following is a non-comprehensive list of major infractions:

1. **Use of Abusive or Profane Language and Disrespect:** Using abusive or profane language, and showing disrespect or insolence to teachers and classmates, will not be tolerated and will result in disciplinary action.
2. **Disruptive Behavior:** Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action.
3. **Bullying:** Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
4. **Cheating/Dishonesty:** Students are responsible for preventing the giving or receiving of assistance (written, oral, or otherwise) on tests, examinations, final evaluation, or class assignments that are to be graded as the work of a single individual. This also included lying, plagiarism, or forgery. In addition, students will receive a "0" on the assignment in question, and a possible suspension.
5. **Drug Use/Substance Abuse:** The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuse of over-the-counter drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Students in the presence of these substances may be disciplined as well. Violation of this rule will be dealt with whether on or off grounds. Minimum Suspension: Five(5) Days with possible expulsion.

CBA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal; drugs or a controlled substance on its grounds.

6. **Tobacco Use:** The possession, use or distribution of tobacco or tobacco products such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited. CBA is considered a tobacco free zone, Minimum Suspension: Three (3) Days.
7. **Electronic Device or Medium:** A misuse, as defined by the Acceptable Use Policy, of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Cell phones may not be used during school hours.
8. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension.
9. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses. Minimum Suspension; One(1) day.
10. **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden. Minimum Suspension, One(1) Day.
11. **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but not limited to inappropriate contact and any issue associated with pornography, whether on or off property. Minimum Suspension: Five (5) Days
12. **Insubordination/Disrespect:** Insubordination or disrespect, including lying to a staff member or administration, will result in an automatic Saturday School, with possible suspension.
13. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. Minimum Suspension: two (2) Days.
14. **Truancy:** Missing school or any part of the school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. Minimum Suspension: One(1) Day per administrative discretion.
15. **Vandalism:** Destruction or defacing of property belonging to the school, CBC, or others, including textbooks, will result in damages. Minimum Suspension: One (1) Day, plus full restitution, including labor and cost of repairs.
16. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden.

Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) Days with possible expulsion.

17. Repeated violation of minor infractions will be considered a major infraction.

## Discipline Method

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline. CBA employs a demerit system to determine discipline.
- Minor infractions receive 1 demerit, and Major infractions receive 5+ demerits depending on severity and nature.

If the behavior continues, a parent will be contacted.

- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time a phone call or conference with the parents, administration and/or teacher and child, will be held to implement a plan to resolve the situation.
- Discipline referrals will be given through Myschoolworx and an email will be sent to the parent.

## Detention/Demerit Process

- The handing out of demerits is left to the discretion of the Teacher, Staff, and Administrator of Cornerstone Baptist Academy for minor and Major Infractions,
- Upon the Accumulation of 5 demerits the student will receive Detention to be carried out in 30 minute increments after school Monday-Thursday. There will also be a \$20 fee due upon the first day of Detention, After the 5th detention the fee will go up \$5 per detention.

## Suspension

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Readmitted students will be placed on disciplinary probation upon their return to CBA an administrator has the authority at all times suspension will be determined by the administrator. There are two types of suspension:

**In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are to complete class work as they are able.

**Out-of-school Suspension:** This is for a designed period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up over a reasonable time period as determined by administration, but tests and quizzes may be subject to 0 grade.

## Restoration plan

It is always the intention of Cornerstone Baptist Academy to lovingly restore students after a period of suspension.

"Loving them back onto the team" is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students:

At the beginning of the suspension period, CBA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, CBA staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the CBA community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.
- In addition, staff will be encouraged to call the student with words of encouragement to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

## Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation[See listing of infractions]. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion" below.

## Expulsion

Attendance at Cornerstone Baptist Academy is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purpose of Cornerstone Baptist Academy will be required to withdraw from the school. Expulsion will be required if it becomes apparent, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

## Merit Trips

Students who receive no more than 4 demerits in a given semester will be eligible to participate in the Merit trip for that semester.

## Attendance

### Approval and Dismissal

The school day for grades 1-6 is from 8:00 a.m. until 3:00 p.m.

All students may only be picked up immediately upon dismissal through designated carpool lines or by release to a parent form a designated area, unless they are involved in a school-sponsored activity or sport. Any student in grades 1-6 not picked up by 3:15 p.m. will be sent to day care and charged the appropriate fees. Students will not be allowed to go to other areas of the school property. Doing so will result in disciplinary action by the administration.

### Drop Off/Pick Up

1. Students may not be dropped off at the drop off point prior to 7:45 a.m. Students in grades 1-6 arriving between 6:30 a.m. and the 7:45 a.m. drop off time must be dropped to the main building cafeteria and will be marked down on the attendance sheet.
2. Afternoon pickup will begin following the 3:00 p.m. dismissal bell. To maximize our instructional day, we will not load cars until after the 3:00 p.m. dismissal.
3. Parents are expected to remain in their vehicles in order to expedite the dismissal process.

### Absences

When your child is absent from school, please call or email the school receptionist. The following procedures apply to absences:

1. Teachers and the receptionist will maintain an accurate record of attendance and tardies. The attendance record will appear on report cards.
2. Please call (874-874-3883) or email the receptionist by 9:00 a.m. on the day of the absence.
3. Attendance is recorded by the classroom teacher.
4. Students who are not present for two full academic subjects of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
5. If an absent student needs homework assignments, the best method of obtaining the

homework assignments is from another student. otherwise, the student or parent should check Myschoolworx or email the teacher requesting the assignments. Teachers do not always check their emails during the school day, resulting in some responses to emails being delayed.

6. Students will have one day for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher.
7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. In accordance with the Illinois Education Code, students must miss no more than 12 days in a school year. Once a student has missed 7 or more days in a row, a doctor's not will be required. An attendance committee will review absences over 7 per semester to determine the educational progress of the student. Saturday school may be assigned for credit recovery.

### Excused and unexcused Absences

**Release from Class:** An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card.

**Excused Absences:** The following absences will be considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence will be considered unexcused which carries an academic penalty on course work missed. These absences include illness of a student or a doctor's appointment, death in the immediate family, unavoidable family emergency, or a court appearance.

**Excused Absences:** The following absences will be considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence will be considered unexcused which carries an academic penalty on course work missed. These absences include immediate family, unavoidable family emergency, or a court appearance.

- **Pre-Approved Absences:** For the following absences to be excused, they must be cleared in advance with the principal or assistant principal. With advance notice, these absences will still be counted on the report card, but without penalty for make-up work or tests, if submitted on time. Students are permitted five pre-approved absences during the school year. Absences exceeding this amount are at the principal's discretion. Pre-approved absences include family vacation, church retreat, or mission trip.

- **Make-up Work:** Students must make up all work missed due to approved absences. Students are required to meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the principal or assistant principal. In order to participate in any extracurricular activities that day. A student will have one day for each day he/she is absent to make up any work or tests missed in classes, provided the absence is excused.
- **Doctor Appointment:** A Student who misses school due to a doctor's appointment will be required to bring a doctor's note in order for the absence/tardy to be considered excused.
- **Unexcused Absences:** All other absences are unexcused and counted with the student's total absences recorded on the student's report card.
- We would ask that you please refrain from picking your child up early as it affects our instruction time.

### Tardies to School

Students are expected to be in their seats and ready for the start of the school day by the time the tardy bell rings at 8:00 a.m. In order to be on time, students should be dropped off no later than 7:50 a.m. Students coming into the building after the 8:00 a.m. tardy bell will be required to sign in with the receptionist. Excused tardies will include doctor/dental visits, illness and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. Three unexcused tardies count as one unexcused absence for the purpose of perfect attendance awards.

In the event of excessive tardies, an administrator will notify the parents.

- 1st Tardy- Warning parent notified by school official
- 2nd Tardy - Warning parent notified by school official
- 3rd - 1 detention; parent notified
- 4th Tardy - 2 detentions; parents notified
- 5th Tardy - One Saturday school
- 6th Tardy - two Saturday schools
- 7th Tardy - Parent conference and possible suspension

### Athletics

In order for students to participate in grades 3-6 athletics, a physical by a physician will be required. The appropriate forms must be on file with the Athletics Office prior to the first practice of the sport in which the student is participating. Lower School athletics wear, consisting of the same navy shorts and t-shirt worn during P.E., must be worn by all athletes during practices unless otherwise specified by the coaches. Competitive sports and other extracurricular

activities can contribute to a well-rounded education; however, such activities are extra-curricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education. Students in grades 7-8 must have a passing grade of 70% or higher in all classes in order to be eligible for sports or extracurricular activities. A student has a passing grade in the class after three weeks, the student will regain eligibility. Ineligible students may also be subject to academic probation.

The three weeks will begin on the Monday after grades are posted on Myschoolworx and will end at the completion of the school day on the third Friday.

After three weeks of ineligibility, if ALL grades are above 70%, the student may return to extracurricular participation. During the ineligible period, the student may practice, but not travel, suit up or participate with or in the extracurricular area they are involved in. If after three weeks, the student is still failing a class, grades will be checked weekly, and when ALL grades are above 70%, the student may return to extracurricular activities.

### Lower School Activity Period

Student-Athletes who participate in a sport for CBA will report to their sport/coach everyday during the fall, winter, and/or spring season during activity period. During their "Off-Season" students who participate in team sports will report to Conditioning Class.

### Sportsmanship Code of Conduct

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of the training. We expect our coaches, players and students to represent CBA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

### Fees

All fees are billed by the office. Access to grades will be withheld for unpaid fees or items that are not returned.

### Birthdays and Special Occasion

A child's birthday is very special. If you would like to provide birthday refreshments at the school, this must be done during the lunch time. School birthday celebrations are not an occasion to exchange gifts. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. Should a parent wish to provide lunch for a grade level, please contact the office or teacher prior to the date of the lunch so the lunchroom can be notified regarding students missing lunch. For birthday parties outside of school, please adhere to these guidelines.

1. Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.



2. After school carpool lines may not be used as pick up times for birthday parties. As children age, they should have certain things to anticipate upon entering Upper School. Because of this, flowers and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program. The exception to this would be participation in the annual Valentine's Day Sale.

## Classroom Visits

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Parents who wish to observe classes must do so within the following guidelines:

1. Contact the teacher or as administrator in advance to schedule your visit to coincide with the class you wish to observe
2. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.,
3. Visitors (other than parents) who wish to visit CBA must get prior written permission from the school administration. This includes lunch visits with current CBA students.

## Closed Property

Cornerstone Baptist Academy maintains a closed property. All visitors to the Lower School must enter the building at the main entrance facing the parking lot. All other doors leading into the building will remain locked during the school day to provide maximum security for all students.

## Dress Code

The administration reserves the right to determine if a student is dressed and groomed appropriately. Cornerstone Baptist Academy has chosen to implement the dress code policy by the adoption of uniform for dress.

1. Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:19)
2. Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5)
3. Immodesty in dress is incompatible with the concept of the Chiritan as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6:19-20)

### Immodest apparel

We define immodest apparel as any clothing that is so tight as to call attention to a specific body part. The determination of what is too tight is left to the discretion of CBA staff. We also define immodest apparel as any bare skin from the clavicle to the knee. This includes when the student reaches or stretches for something. The purpose of this standard is to protect your student, our teachers, and you as a parent. The

dress code is to be followed when on school property, and at school events.

### General Dress Code Guidelines

- Only solid colored shirts (without writing or pictures) may be worn under uniform shirts.
- CBA sweatshirt may be worn under a uniform shirt.
- Only button or zip-up sweaters, jackets, sweatshirts, windbreakers and fleeces without writing or pictures on them may be worn during the school day.
- Bels must be worn with shorts or pants, if necessary.
- Hats may not be worn inside the school building.
- Abnormal hairstyles are not permitted.
- Tattoos and/or body piercing are not permitted while a student at CBA
- It is important for every uniform item to be identified with the owner's name. CBA is not responsible for misplaced items.
- Pants and shorts must be worn above the hips, and may not be skin tight or have holes, rips, tears, or frays. Pants must have loose ankles, not cinched.
- Shoes must have a strap on the back.
- Appropriate undergarments must be worn at all times.

At all before school and after school CBA events (sporting events, fine arts events, ect.) students do not need to be in uniform but must be dressed modestly, and follow similar guidelines.

### Dress Code Guidelines for Girls

- The girl's uniform consists of a solid-color polo shirt and a navy, black, or khaki skirt, shorts, pants or jumper. Solid colored uniform dresses may also be worn.
- Skirt and skort length needs to be to the top of the knee. Short length should not be shorter than two inches from the crease in the back of the knee.
- Appropriate undergarments and modesty shorts are to be worn under skirts and jumpers at all times.
- Students are not permitted to wear skin tight pants, or pants with holes, rips, tears or frays and cannot be gathered at the ankle.
- CBA sweatshirts may be worn under uniform shirts.

- Only button or zip sweaters, jackets, sweatshirts, windbreakers and fleeces without writing or pictures on them may be worn during the school day.
- Only solid colored shirts or camisoles (without writing or pictures) may be worn under uniform shirts.
- Shoes must have a strap on the heel. No flip flops, clogs, sandals, or moccasin-type footwear including slippers/house shoes or shoes with wheels.
- Jewelry should be modest, and should not draw too much attention; two piercings per ear only.
- Hair accessories should be modest, small, and delicate.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color
- For girls in grades 1-6, make-up may not be worn during the school day.
- Hats may not be worn during the school day.

### Dress Code Guideline for Boys

- The uniform for boys consists of a solid color polo shirt and black, navy, or khaki pants or shorts.
- Students are not permitted to wear skin tight pants, or pants with holes, rips, tears or frays and cannot be gathered at the ankle
- Only solid colored shirts (without writing or pictures) may be worn under uniform shirts.
- CBA sweatshirts may be worn over uniform shirts.
- Only button or zip-up sweaters, jackets, sweatshirts, windbreakers and fleeces without writing or pictures on them may be worn during the school day.
- Belts (navy, black or brown) are to be worn at all times, if necessary.
- Shoes must have a closed toe and heel.
- No flip-flops, clogs or moccasin-type footwear including slippers/house shoes or shoes with wheels.
- Hair should always be above the eyebrows, neatly trimmed, not excessive in length, and well-groomed at all times. Boys hair should be cut so that it is off the collar without the manipulation of chemical products, rubber bands, etc.
- Bleached and highlighted hair is not permitted, Coloring Of hair is permitted as long as it is dyed a natural color.

- No facial hair is permitted. Boys should be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Earrings and other types of jewelry should not be worn while a student at CBA.
- Hats may not be worn during the school day.

## Dress Code for All Students

### Casual Friday Attire

On Casual Friday, students do not have to wear uniforms, but they must dress modestly. No sloppy or inappropriate attire will be allowed. Jeans may be worn, but may not have holes, rips, tears, or frays. No leggings, jeggings, skin-tight jeans. Or miniskirts are permitted. If your student chooses to wear a skirt, it must be to the knee with shorts underneath.

### Spirit Day Attire

On spirit days, students may wear any CBA approved t-shirt with uniform shorts, pants or appropriate denim pants (denim shorts or skirts are not allowed) and appropriate shoes, Jeans may not have holes, rips, tears or frays. No leggings, jeggings, skin-tight jeans, or miniskirts are permitted.

## Day Care

Attending day care is considered a privilege. Students participating in this program should adhere to the CBA Code of Conduct. An administrator at all times has the authority to remove a student from day care. Students not picked up by 3:15 p.m. must go to extended care until parents arrive.

Cornerstone Baptist Academy provides daycare for an additional fee. Day care will begin at 3:15 p.m. for students in grades 1-12. Day care ends at 5:30 p.m. each school day.

## Volunteers

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have a completed background check on file.

## Music and Dancing

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the Biblical view that God created man in His own likeness. As such, CBA places a high priority on the development of an appreciation in various forms of aesthetic creativity during their years at CBA. It is the desire of CBA that students learn to make choices in the area of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who had given us His creative nature to use for our enjoyment and His ultimate glory.

Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man.

Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive does not reveal the image of God created in us. It is the desire of CBA that students refrain from choosing the types of music and dancing that are worldly in nature and that bring glory to self instead of bringing glory to God.

### Field trip attire

Students must wear required field trip attire (CBA t-shirt and appropriate pants, shorts, or skirts) unless special permission has been obtained from an administrator. Jeans may not have holes, rips, tears or frays. No leggings, skin tight jeans, or miniskirts are permitted on field trips. Special dress guidelines for field trips may be applied depending on the trip.

### Field Trips

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of CBA. Parents will be asked to file out a permission slip for all field trips to release CBA from any Liability. Any parent wishing to chaperone a field trip must receive approval from the office or administration.

1. Any student on disciplinary or academic probation may be excluded from the field trip
2. CBA activities are for current CBA students only. No other students are allowed to attend. Siblings are only allowed with administrative approval.
3. School rules, regulations, and policies are in effect on all field trips on or off school grounds
4. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
5. Parent chaperones are secured in advance for all field trips. Parents deciding to attend a field trip at the last minute will require approval from the CBA administrative office.

### Guidelines for Field Trips

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, CBAour families, ourselves and Cornerstone Baptist Academy.

- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys will be separated while traveling.
- Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- Students are not permitted to bring cell phones with them on field trips. The staff leaders and chaperones will be responsible for making necessary phone calls. Parents will be provided with a leader's cell number in cases of an emergency.
- Students are not allowed to leave early without a CBA staff member approval.

### Searches of Students

Students and their lockers shall be subject to searches by school officials including but limited to student's outer clothing, pockets, locker or belongings.

Students also understand and agree that CBA shall have the right to monitor or examine any electronic device at the school or any CBA activity. Additionally, CBA may monitor or examine any postings on the internet or other electronic medium which includes but not limited to text messages and [postings on personal web sites, social networking sites, for example "mySpace" and "facebook", or other private or public domains. Such monitoring includes but not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

### Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc, to further establish a secure zone on the CBA school grounds.



**Upper School  
Parent/Student Handbook  
Grades 7-12**



*Upper School Table of Contents:*

Academics	37-39
Discipline	39
Code of Conduct	39
Minor Infractions	40
Major Infractions	40-41
Methods of discipline	41-42
Merit Trips	42
Attendance	42-43
Athletics and Extra-Curriculars	43
School Visitation	44
Closed Property Policy	44
Dress Code	44-45
Spirit Day Dress	45
Field Trips	45-46
Music and Dancing	46
Searches of Students	46
3rd Party Enforcement	46
Vehicle Use Policy	46

## Academic Report cards and Myschoolworx

Parents have the ability to check their student's progress in each class by utilizing the online grade system through Myschoolworx. Parents and students are assigned an individual username and password to access Myschoolworx. Usernames and passwords are distributed to families at the start of the school year upon enrollment at CBA. For questions regarding the Myschoolworx account username and passwords, contact the office.

### Grade/GPA Calculations

Quarter grades are calculated based on tests, quizzes, and daily work grades. AP class grades will consist of 70% tests, 20% quizzes, and 10% daily work. Regular class grades will consist of 50% tests, 30% quizzes, and 20% daily work.

A student's GPA is calculated at the end of each semester. To calculate the GPA, each numeric grade is converted to a GPA point value (refer to the point values on the GPA scale). The GPA point values are multiplied by the earned credits, summed and then divided by attempted credits. The student cumulative GPA includes all semester grades for all courses taken at CBS in 9th-12th grade. Only grades for classes taken at CBA in the 9th-12th grade are calculated into the GPA. Pass/Fail classes and any electives class are not included in a student's GPA.

Grade	Regular Course	Pre-AP/Honors Course
A+ 98-100	4.00	4.50
A 93-97	4.00	4.50
A- 90-92	3.90	4.40
B+ 87-89	3.10	3.60
B 83-86	3.00	3.50
B- 80-82	2.90	3.40
C+ 77-79	2.10	2.60
C 73-76	2.00	2.50
C- 70-72	1.90	2.40
D+ 67-69	1.10	1.60
D 63-66	1.00	1.50
D- 60-62	0.90	1.40
F 0-59	0.00	0.00

**GPA Scale**

## Semester Exemptions

Exemption policy for Fall and Spring semester finals:

- **Seniors will be exempt from finals in all classes in which a 93% or above average is obtained**
- **Juniors will be exempt from finals in three classes in which a 93% or above average is obtained.**
- **Sophomores will be exempt from finals in two classes in which a 93% or above average is obtained.**
- **Freshman will be exempt from a final in one class in which a 93% or above average is obtained.**
- **Students can be absent no more than two unexcused times in a particular class during the semester in order to be eligible to be exempt from the final. Students suspended during a semester will not be allowed to exempt any finals.**

### Credit Recovery

Students must achieve an average of 60% or higher in their course work for each semester to earn credit. A failed course does not earn credit and must be repeated if the course is required to graduate.

If a student fails a course that is required to graduate, the student must repeat the course for credit recovery. If a student fails the first semester of any two-semester class, the student may proceed to the second semester of the class with permission from the instructor.

If the required course is a semester course, the student must repeat the failed course. If the course is a two semester course, the student may have to repeat the failed semester(s) based on the rules outlined below.

If the student fails the semester, but receives a passing grade for the second semester and the first semester and second semester grades average above 60%, the student will earn full credit for the averaged grade. This is referred to as credit-by-averaging.

If the student receives a passing grade for the first semester but then receives a failing grade for the second semester, the student has not demonstrated content mastery and will therefore repeat the second semester.

### Academic Probation

Students are placed on academic probation if they receive two "F" grades at the end of a semester grading period. Parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one calendar year (12 months/2 semesters). During this time, CBA faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive an "F" for a semester average during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year.

Students who are asked to leave CBA for academic reasons may reapply after one full calendar year, if they choose to return to CBA after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

### **Honor Roll**

Honor roll calculations are based on the average of quarter grades for the current school year and do not reflect the cumulative GPA.

- Principal's Honor Roll - An average of quarter grades that equals 4.0 and higher.
- Academic Excellence Honor Roll - An average of quarter grades that equals 3.50 to 3.99.
- Academic Achievement Honor Roll - An average of quarter grades that equals 3.00 to 3.49.

### **National Honor Society**

Students can qualify for National Honor Society during 10th, 11th and 12th grade based on their cumulative GPA at the end of semester one. Students must have at least a 3.500 cumulative GPA to qualify for National Honor Society.

In addition to the student maintaining a GPA of 3.5 or higher, a student must demonstrate leadership, character, and service. The student's leadership and character will be evaluated by teachers and administrators with a particular emphasis on any suspensions the student receives during the student's time in high school. The student's service will be evaluated by the National Honor Society's faculty sponsor based upon the students participation in required National Honor Society service projects.

### **Class Scheduling**

Students at Cornerstone Baptist Academy are required to have a minimum of six(6) graded courses in their schedule each academic school year. One of the six courses may be an elective course.

### **Dropping Courses**

Students will have approximately two weeks to make any changes to their elective classes once the school term (Fall or Spring) has begun. Once the two week period to amend the student schedule has passed, if a student drops a class, the grade will be listed as a W/F (withdraw/failing) on the transcript.

### **Upper School Courses in Seventh or Eighth grade**

Pre AP algebra I, Spanish I, health and computer application courses taken in grades 7-8 are included on the Upper School Transcript. The numeric grade is not included in the student's Upper School GPA.

### **Non CBA Courses**

All classes required to graduate must be taken at CBA. If a student wishes to take a course outside of CBA for UPeer School credit, written permission must be first obtained from the Administrator. This includes any course taken through any online, correspondence or other accredited program. Grades must be turned in to the Guidance Office upon completion of the course. Credit will be granted to the student, but the numeric grade will not be included in the student's Upper School GPA.

### **Credit Transfer Guidelines**

CBA will accept credits from accredited high school programs. Transfer credits will not be included in the student's Upper School GPA.

1. Specific transfer courses that meet CBA requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
2. Home-schooled students will be evaluated through credit by exam.

### **Minimester/Mission Requirements**

All students are required to participate in Minimester activities each year they are enrolled at CBA. Students are encouraged to choose activities that fuel their interests and enthusiasm. As a part of the Minimester requirement, each student must participate in Mission activities during their Upper School career. Students who begin Upper School in the ninth or tenth grade must earn one (1) mission credit to graduate. Students enrolling in the Upper School beginning in the eleventh or twelfth grade must earn one-half (½) mission credit to graduate. Credits may be earned in the following manner.

1. International Mission Trips (count for 1 credit)
2. Mission Trips that include travel within the U.S. borders (count for ½ credit)
3. Local missions (count for ½ credit)

Mission credit will be tracked and accessed through the Guidance Office. Additionally, students who participate in a non-CBA sponsored mission trip may earn credits towards their mission requirements. The credit earned for non-CBA mission trips is determined by the Guidance Office and is based on the destination and number of hours spent on evangelism and service.

### **Student with Learning Differences**

If a student has been tested and diagnosed with learning differences within the past three years, he/she may qualify for special classroom for testing accommodations. A copy of the evaluation must be submitted to the office and the child's teacher.

### **Advanced Placement Courses**

Students enrolled in AP courses must maintain a MINIMUM grade of 80 by the end of the first semester in order to remain in the class for the second semester. Students in the second semester of an AP course must maintain an 85% average in order to be eligible to take the AP Exam. By March 15, when AP Exams are ordered, any student who fails below the 85% average will not have an exam ordered. Students must maintain an 85% average in the AP course for the course to count towards the 4AP measure distinguished diploma requirements.

## Graduation Requirements

CBA offers two programs of study for Upper School students. The Required Program consists of courses students must take to graduate from CBA. The Distinguished Achievement Program offers additional courses and advanced measures for students pursuing a more rigorous level of challenge.

### Required Program

4 Bible  
4 English  
3 Math  
3 Science  
4 Social Studies  
1 Foreign Language  
½ Health  
½ Speech  
1 Physical Education  
1 Fine Arts  
1 Technology  
2+ Electives  
25 Total Credits +

### Distinguished Achievement Program

4 Bible  
4 English  
4 Math  
4 Science  
4 Social Studies  
2 Foreign Language  
½ Health  
½ Speech  
1 Physical Education  
1 Fine Arts  
2 + Electives  
28 Total Credits + \*

\*Students must complete 4 AP measures with at least a 70% grade average in each measure.

### Upper School Incentive Program

To be recognized in the incentive program, students must achieve A's in all classes and have zero disciplinary referrals for the quarter. Students will be rewarded by lunch with the principal and free casual day.

### Valedictorian/Salutatorian

Senior class valedictorian and salutatorian are determined based upon the cumulative grade point averages (GPA) and will be finalized at a designated cut-off date each year. Students must have attended Cornerstone Baptist Academy for their junior and senior years to be eligible for this honor, unless approved by administration.

### Honor Graduates

Eligibility for graduation honors is based on cumulative grade point average (GPA). The GPA qualifies the student for the following honors graduation levels.

Cum Laude GPA 3.5 to 3.79  
Magna Cum Laude GPA 3.8 to 3.99  
Summa Cum Laude GPA above 4.0

## Homework Policy

The primary purpose for homework is to reinforce class content and instruction. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more-in-depth attention to a given unit of study. Please be aware that tests will not be given on Thursdays unless there has been at least three days' notice because we strongly encourage our families to be actively involved in their church. Whether or not a student spends less or more time on homework depends on organization, study skills, use of time, homework environment and other factors. If a student does not turn in an assignment on time, 30 percent per class period will be deducted from the assignments. After three periods a zero will be recorded. Unless prior arrangements have been established with the teacher, late projects will receive a deduction of 30 percent per class period.

## Textbook Care

All students are responsible for purchasing their textbooks by the first day of school.

## Discipline

We believe it is God-ordered that parents bear the primary responsibility for teaching their children right behavior and attitudes. Cornerstone Baptist Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with Biblical principles and development capability. Teachers will establish classroom procedure and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT CBA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school property or in school activities will be subject to disciplinary action.

### Code of Conduct: 24/7/365

Students are expected to represent Cornerstone Baptist Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-school grounds or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to CBA in a negative manner which may result in disciplinary action or a student's dismissal from school.



### Minor Infractions

1. All minor infractions listed in the lower school handbook apply to all students. (See p. 30)
2. Minor classroom disruption
3. Failure to comply with the CBA dress Code
- 4.
5. Failure to participate in class.
6. Loud or disorderly conduct while in hallways and restrooms,

Repeated minor offenses may result in disciplinary probation.

Although not all-inclusive, the following may result in a detention, a Saturday School, suspension or immediate separation from the school: In all cases, the administrator reserves the right to make the final decision for any Disciplinary action.

### Major Infractions

The following is a non-comprehensive list of major infractions:

1. **Use of Abusive or Profane Language and Disrespect:** Using abusive or profane language, and/or showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action. Non-directed profanity will result in a minimum of two-day suspension
2. **Disruptive Behavior:** Repeated classroom disruptions that prohibit learning in classroom situations will not be tolerated and will result in disciplinary action.
3. **Bullying:** Repeated use or ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action. See also ; Anti- Harassment Policy in General Section.
4. **Cheating/Dishonesty:** Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism or forgery. In addition, students will receive a "0" on the assignment in question. Minimum Suspension: Two (2) Days
5. **Drug Use/Substance Abuse:** The possession, use or distribution of illegal drugs, controlled substance or alcohol and/or misuses of over-the-counter drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Students in the presence of these substances may be disciplined as well. Violation of this rule will be dealt with whether on or off school property. CBA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution

of illegal drugs or controlled substances on its property. Minimum Suspension: Five (5) Days with possible expulsion.

6. **Tobacco Use:** The possession, use or distribution of tobacco products such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited. CBA is considered a tobacco free zone. Minimum Suspension: Three (3) Days.
7. **Electronic Device or Medium:** A misuse, as defined by the Acceptable Use Policy, of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Cell phones may not be used during school hours.

If there is a deliberate misuse of a cell phone or electronic device, the device will be confiscated and a \$20 fee will be assessed. The student will also receive an automatic Saturday School detention.

8. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by parent conference in order to return to school following a first offense. Minimum Suspension: Three (3) days.
9. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, will be considered serious offenses. Minimum Suspension : One (1) day.
10. **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden. Minimum Suspension: One(1) Day.
11. **Immorality:** Students are expected to maintain oral purity as is outlined in God's Word. Unacceptable sexual behavior includes but not limited to inappropriate contact and any issue associated with pornography, whether on or off property. Minimum Suspension: Five (5) Days.
12. **Insubordination/Disrespect:** Insubordination will result in an automatic Saturday School, with possible suspension. Sleeping or eating in class will be classified as disrespect and result in detention or Saturday School.
13. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. Minimum Suspension: two (2) Days.
14. **Tattoos and /or body piercing:** Tattoos and/or body piercing are not permitted while a student at CBA. Any student who obtains a tattoo or body piercing will receive a minimum Saturday School with possible suspension.. Corrective action must also be taken to address the issue

15. **Truancy:** Missing school or any part of the school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. On-property truancy-Saturday School, Off-property truancy - One (1) Day Suspension.
16. **Vandalism:** Destruction or defacing of property belonging to the school, PBC or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) Day, plus full restitution, including labor and cost of repairs.
17. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, pepper spray, mace, tear gas, bullets, fireworks and other explosives is not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) Days with possible expulsion.
18. Repeated violations of minor infractions will be considered a major infraction.

#### **Tardies (per class)**

- Students will begin each semester with zero tardies in each class.
- Students are expected to be in their seat when the bell rings.
- Each tardy is equal to one demerit.
- Students will serve a Saturday School detention after 5 unexcused tardies.
- Parents are responsible for checking Myschoolworx to monitor their student's tardies.

#### **Discipline Method**

This process will normally follow specific steps as directed below:

- The teacher is the first line of authority on addressing behavior requiring discipline. CBA employs a demerit system to determine discipline.
- Minor infractions receive 1 demerit, and Major infractions receive 5+ demerits depending on severity and nature. If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time a phone call or conference with the parents, administrator and/or teacher and child will be held to implement a plan of action to resolve the situation.
- Discipline referrals will be given through Myschoolworx and an e-mail will be sent to the parent.

## **Detention/Demerit Process**

- The handing out of demerits is left to the discretion of the Teachers, Staff, and Administrator of Cornerstone Baptist Academy for Minor and Major Infractions.
- Upon the accumulation of 5 demerits the student will receive Detention to be carried out in 30 minute increments after school Monday-Thursday. There will also be a \$20 fee due upon the first day of Detention. After the 5th Detention the fee will go up \$5 per Detention.

### **Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of the CBA Code of Conduct. An administrator at all times has the authority to suspend a student. The length of suspension will be determined by the administration. All work missed during the suspension is to be made up. Very specific changes in attitudes and actions will be expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended from school. Suspended students are not allowed to be on school property during the period of their suspension without administrative approval. Students are not permitted to participate in or attend extra-curricular activities while on suspension. Students suspended will not be allowed to exempt any finals for the semester in which the suspension occurred.

### **Restoration Plan**

It is always the intention of Cornerstone Baptist Academy to lovingly restore students after a period of suspension. :Loving them back onto the team: is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students: At the beginning of the suspension period, CBA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, CBA staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the CBA community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. In addition, staff

will be encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

### Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation [see listing of infractions]. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student is on disciplinary probation (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion" below.

### Merit Trips

Students who receive no more than 4 demerits in a given semester will be eligible to participate in the Merit trip for that semester.

## Attendance

### Arrival and Dismissal

The following procedure will be in place to ensure the safety of your student at Cornerstone Baptist Academy.

1.

When a student needs to depart from school early for an appointment, the parent must send a note, email or call the receptionist as early in the day as possible. Students will need to sign out at the office. Students are responsible for missed work when leaving early.

1. Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration. Upon arrival, students may not miss any class, assembly, lunch or any other scheduled event for any reason without prior administrative approval.
2. If students become ill during the day, they are to get a pass from their teacher and report to the office where the receptionist will contact the parent to determine if it is necessary for the student to go home early.
3. Please note the section below entitled "Pre-Approved Absences" for guidelines that govern students leaving town for any reason. Pre-Approved absence request forms are available at the office.
4. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the

day of a previously announced test or quiz, he/she will be required to take the test or quiz the day of return.

5. Students may not miss more than 12 school days or they may be required to repeat the grade level. A letter will be sent to parents after a student reaches three absences. The administration will review any absences over 5 units per semester to determine the educational process of the student. Saturday School may be assigned for credit recovery.

### Academically Excused, Exempt and Unexcused Absences

- **Excused Absences:** The following absences will be considered academically excused if the school receives a note, phone call or email from the parent. These absences are still reported with the student's total absences on the report card, but without penalty for makeup work or tests if made up during the designated period of time. These absences DO count in the total for exam exemptions absences.

Examples of academically excused absences:

- a. Not feeling well, colds, allergies, headache, any sickness that does not include a fever or stomach issues.
- b. In court
- c. Pre-approved absences.

- **Exempt Absences:** The following absences will be considered academically excused IF the school receives a doctor's note (for sickness) or a phone call, note or email from parent. These absences DO NOT count in the total for exam exemptions absences.

- a. Not feeling well, colds, allergies, headache, any sickness that does not include a fever or stomach issues.
- b. Doctor's appointment with a doctor's note turned in within one week. After one week, we will no longer accept a note and the absence will change to an excused absence.
- c. Death in the immediate family
- d. An illness that includes a fever above 100 degrees or stomach problems (vomiting or diarrhea).
- e. A migraine headache IF the school had to file a note from the doctor documenting that the student has a history of migraine.
- f. An injury or illness with a note from a doctor stating when the student may return to school.
- g. Pre-approved college visits (for Juniors and Seniors only).
- h. Getting your driver's license/permit.
- i. In court due to circumstances beyond the student's control.

- **Pre-Approved Absences:** For pre-approved absences to be excused, they must be cleared with the administration at least five days in

advance. These will be counted on the report card as absences, but without academic penalty. Students are allowed five pre-approved absences if in good academic standing. Of these five pre-approved absences, Junior and SENiors may use three of them for college visits. Pre-approved college visits DO NOT count against the student in terms of exam exemptions, but ALL other pre-approved absences DO count in terms of exam exceptions. If the student does NOT receive a pre-approved absence BEFORE a college visit the date WILL count as an excused absence in terms of exam exceptions. Pre-approved absences exceeding the five allowed are at the discretion of the administration. Students who do not obtain a pre-approved absence will receive a warning the first time. Any repeat violations after the warning will make the absences count as Unexcused Absences.

- **Unexcused Absences:** All absences not meeting the criteria listed for Excused Absences and Exempt Absences are unexcused and are counted with the student's total absences and recorded on the student report card. An unexcused absence of more than one hour will result in a Saturday School because it will count as an excessive tardy or more than one hour. An unexcused absence of a whole day may result in other disciplinary consequences to be determined by the Administration. Examples of unexcused absences:
  - a. Staying home to study
  - b. Oversleeping
  - c. Choosing not to come to school
  - d. Absences without parent permission
- Additionally, a student cannot miss more than five of a particular period per semester. If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has more than five absences in any one period, the student may be assigned to attend Saturday School for credit recovery.
- Students who do not attend the required Saturday School to make up the time missed may not get credit for the class for the semester.

## Athletics and Extracurricular Activities

### Eligibility

Competitive sports and other extracurricular activities (fine arts and academic competition) can contribute to a well-rounded education; however, such activities are extracurricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education. Students who compete in sports and extra activities must be passing ALL classes with a score of 70% or higher. Students who fall to 69% or lower in one or more classes at the end of the nine week grading period will be ineligible for extracurricular participation for a minimum of three academic weeks. The three weeks will begin on the Monday after grades are posted on Myschoolworx and end at the completion of the school day on the third Friday.

After three weeks of ineligibility, if ALL grades are above 70% the student may return to extracurricular participation. During the ineligible period, the student may practice, but not travel, suit up or participate with or in the extracurricular area they are involved in. If after three weeks, the student is still failing a class, grades will be checked weekly, and when ALL grades are above 70%, the student may return to extracurricular activities.

### Sportsmanship Code of Conduct

- All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent CBA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation. All students participating on a CBA-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress Code and the appearance guidelines outlined by the athletic department.

### Fees

All fees are billed by the CBA Office. Access to grades will be withheld for unpaid fees or items that are not returned.

## Before/Aftercare

Attending day care is considered a privilege. Students participating in this program should adhere to the CBA Code of Conduct. An administrator at all times has the authority to remove a student from day care. Students not picked up by 3:15 p.m. must go to extended cars until parents arrive.

Cornerstone Baptist Academy provides daycare for an additional fee. Day care will begin at 3:15 p.m. for students in grades 1-6. Day care ends at 5:30 p.m. each school day. Sign-up for day care is available at the office.

## School Visitation

Parents are welcome on our property. We want to minimize disruptions to the classroom instruction; therefore, we ask that those who wish to visit classes do so within the following guidelines:

- Please contact the school in advance to schedule your visit to coincide with the classes you wish to observe.
- At the time of your visit, sign in at the reception desk located at the main entrance where a visitor's badge will be provided.
- Students are not allowed to have friends visit during lunch or during the school day.

## Closed Property

Cornerstone Baptist Academy maintains a closed property. All visitors to the Upper school must enter the building at the main entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students. Non-CBA guests are not allowed in the classroom or in the lunch room without prior approval from administration.

## Dress Code

The administration reserves the right to determine if a student is dressed and groomed appropriately. CBA has chosen to implement the dress code policy by the adoption of a uniform program. There are clear Biblical principles which ought to govern choice for dress.

1. Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:9-10)
2. Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5).
3. Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6:19-20).

### Immodest apparel

We define immodest apparel as any clothing that is so tight as to call attention to a specific body part. The determination of what is too tight is left to the discretion of CBA staff. We also define immodest apparel as any bare skin from the clavicle to the knee. This includes when the student reaches or stretches for something. The purpose of this standard is to protect your student, our teachers, and you as a parent. The dress code is to be followed when on school property, and at school events.

#### General Dress Code Guidelines

- Only solid colored, gray, black or white shirts (without writing or pictures) may be worn under uniform shirts.
- Only current CBA sweatshirts may be worn over uniform shirts.
- Only gray or black fleece full zip jackets without hood or CBA Jackets may be worn during the school day.
- Belts should be worn with shorts or pants, if necessary.
- Hats may not be worn inside the school building.
- Tattoos and/or body piercings are not permitted while a student at CBA
- Abnormal hairstyles are not permitted.
- It is important for every uniform item to be identified with the owner's name. CBA is not responsible for misplaced items.

- Pants and shorts must be worn above the hips, and may not be skin thighs or have holes, rips, tears, or frays and cannot be gathered at the ankle.
- Appropriate undergarments must be worn at all times.
- Shoes must have a strap on the back.

At all before school and after school CBA events (sporting events, fine arts events, etc), students do not need to be in uniform but must be dressed modestly and follow similar dress code guidelines.

### Dress Code Guidelines for Girls

- Girls must wear loose-fitting black or khaki shirts, pants, shorts, or jumpers with royal blue, gray, black, or white solid-colored polo shirts.
- Skirt and skirt length needs to be to the top of the knee. Short length should not be shorter than two inches from the crease in the back of the knee.
- Only straight leg or boot cut pants may be worn.
- Appropriate undergarments and modesty shorts are to be worn under shirts at all times.
- Students are not permitted to wear skin tight pants, or pants with holes, rips, tears or frays.
- Only current CBA crewneck sweatshirts may be worn over uniform shirts
- **Hooded sweatshirts are not permitted.**
- Only gray or black full-zip fleece jackets without a hood or CBA jackets may be worn during the school day.
- Only solid colored gray, black or white shirts or camisoles, sandals, or moccasin-type footwear including slippers/house shoes or shoes with wheels.
- Jewelry should be modest, and should not draw too much attention; two piercings per ear only.
- Hair accessories should be modest, small, and delicate.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- Hats may not be worn during the school day.

### Dress Code Guidelines for Boys

- The uniform for boys consists of a royal blue, gray, black, or white solid color polo shirt and black or khaki pants or shorts.

- Students are not permitted to wear skin tight pants, or pants with holes, rips, tears or frays, and cannot be gathered at the ankle.
- Only straight leg or boot cut pants may be worn
- Only solid colored, gray, black or white shirts (without writing or pictures) may be worn under uniform shirts.
- Only current CBA crewneck sweatshirts may be worn over uniform shirts.
- **Hooded sweatshirts are not permitted.**
- Only gray or black full-zip fleece jackets without a hood or CBA jackets may be worn during the school day.
- Belts (black or brown) are to be worn at all times, if necessary.
- Shoes must have a closed toe and heel.
- No flip-flops, clogs or moccasin-type footwear including slippers/house shoes or shoes with wheels.
- Hair should always be above the eyebrow, neatly trimmed, not excessive in length, and well-groomed at all times. Boys' hair should be cut so that it is off the collar without the manipulation of chemical products, rubber bands, etc.
- Bleached and highlighted hair is not permitted. Coloring of hair is permitted as long as it is dyed a natural color.
- No facial hair is permitted. Boys should be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Earrings and other types of jewelry should not be worn while a student at CBA.
- Hats may not be worn during the school day.

### Dress Code Violations

For each dress code violation, a demerit will be given and your child will be required to change or be sent home. For every 5 demerits, your student will be required to attend a Saturday School. If your student continues to disobey the dress code guidelines, suspension and a parent conference may be scheduled.

Students will begin each semester with zero dress code violations.

### Casual Friday Attire

On casual Friday, Students do not have to wear uniforms, but they must dress modestly. No sloppy or inappropriate attire will be allowed. Jeans may be worn. But may not have holes, rips, tears, or frays. No leggings, jeggings, skin tight jeans, or mini shirts are permitted. If your student chooses to wear a shirt, it must be to the knee with shorts underneath.

### Spirit Day Attire

On spirit days, students may wear any CBA approved t-shirt with uniform shorts, pants or appropriate denim pants (denim shorts or skirts are not allowed) and appropriate shoes. Jeans may not have holes, rips, tears or frays. Leggings, jeggings, skin-tight jeans, or mini skirts are not permitted.

### Field trip Attire

Students must wear required field trip attire (CBA t-shirt and appropriate pants, shorts, or shirts) unless special permission has been obtained from an administrator. Jeans may not have holes, tears or frays. No leggings, jeggings, skin-tight jeans, or miniskirts are permitted. All uniform sweaters, sweatshirts, and jackets are allowed on field trips. Special dress guidelines for field trips may be applied depending on the trip.

## Field Trips

Field trips will be taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of CBA. A parent permission slip is required to release the school from liability. Students are required to wear their CBA t-shirts for field trips, unless other instructions are given.

1. CBA field trips are for current CBA students only. No other students are allowed to attend. In most cases siblings that are not enrolled in CBA are not allowed to attend.
2. Any student on disciplinary or academic probation may be excluded from a field trip.
3. School rules, regulations, and policies are in effect on all field trips on or off school grounds.
4. Students who attend activities (field trips, after-school sports, etc.) must have attended school the day of the activity.
5. Students are responsible for any academic material missed while on a school field trip or school activity.
6. If a student misses a scheduled test because of a field trip or school activity, the student will be responsible to take the test the next day.

### Guidelines for a Field Trips

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, CBA, or families, ourselves, and Cornerstone Baptist Church.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but wherever

possible, girls and guys will be separated while traveling.

- Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- Students are not allowed to leave early without a CBA staff member approval.
- Students must wear required field trip attire (CBA t-shirt) unless special permission has been obtained from an administrator.
- All chaperones supervising students must have been approved by the office.

## Music and Dancing

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the Biblical view that God created man in His own likeness. As such, CBA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at CBA. It is the desire of CBA that students learn to make choices in the area of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who had given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance, which accentuates the nature of fallen man, which appeals to the image of God created in us. It is the desire of CBA that students refrain from choosing the types of music and dancing that are worldly in nature and that bring glory to self instead of bringing glory to God.

## Search of Students

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including, but not limited to, student's outer clothing, pockets, or belongings.

Students also understand and agree that CBA shall have the right to monitor or examine any electronic device at the school or any CBA activity. Additionally, CBA may monitor or examine any posting on the internet or other electronic medium which includes but is not limited to text messages and postings impersonal web sites, social networking sites, for example "Snapchat", "Instagram," or "facebook", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

## Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc, to further establish a secure zone on the CBA property.

## Vehicle Use on Property

1. Students who drive without a valid driver's license may have their key confiscated and the vehicle towed. This action may result in suspension or expulsion.
2. Students who drive to school must register their vehicle with the office by the end of the second week of school or immediately upon receiving their license.
3. Students may park only in their assigned CBA parking area.
4. Reckless or careless driving will not be tolerated.
5. Vehicles are not to be moved during the school day without administrative approval.
6. The speed limit is 10 mph on school property.
7. Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
8. No writing, pictures, or symbiosis shall be deployed on any vehicle which promotes a philosophy contrary to the philosophy of CBA.
9. No loud music will be permitted in the vehicles while on school property or at school activities.

Violation of any of the above Vehicle Regulations may result in not being able to drive on school property for a specified period of time and/or other disciplinary action.

