



CORNERSTONE

CHRISTIAN ACADEMY

KNOWLEDGE | FAITH | CHARACTER

*“...Christ Jesus Himself being the
cornerstone.”*

Ephesians 2:20

Student Handbook 2023-2024

5107 Oak Street
Eastman, GA 31023
478-374-5427

Parent and Student Handbook 2023-2024

I (we) have read and understand all policies mentioned in the CCA Parent and Student Handbook and agree to abide by them to the best of our ability.

Signature: _____ (Father)

Signature: _____ (Mother)

Date signed: _____

Student name(s): _____

This signature page must be returned to CCA no later than August 11, 2023.

A copy of the Handbook may be found on our website: www.ccaofeastman.com

Dear Parents,

We are so excited to welcome you to the family of Cornerstone Christian Academy. Our faculty and staff are dedicated to serving God and helping you as a parent educate your children. There is nothing more precious than a child and in the course of the academic year, our faculty and staff will spend over 1300 hours with them. Thank you for entrusting us in the social, spiritual, and academic development of your child. We are a partnership with you, and we take our role seriously. Thank you, once again, for your trust, support, and prayers as we endeavor *to train up a child in the way he should go*. As always, please don't hesitate to contact me if I can be of any assistance.

In Christ Alone,

Chester Proctor

Cornerstone Christian Academy, Headmaster

MISSION

Cornerstone Christian Academy exists as a ministry of Eastman First Baptist Church for the purpose of providing academic excellence through a Biblical worldview with a desire to develop students who become complete in Christ, build critical thinking skills, and grow in Christ-like character; while providing a loving, safe, and nurturing atmosphere in a structured educational environment.

OBJECTIVES AND PHILOSOPHY

Eastman First Baptist and Cornerstone Christian Academy hold that Christian education is a directive from God for the Christian family (Prov. 19:27; 22:6; Deut. 6:6-9; Col. 2:8). We believe that the process of education should be designed to encourage holistic growth by increasing knowledge and faith as well as developing character. Students should be grounded in biblical values, patriotism, citizenship, moral character, and superior academic knowledge. These are our goals

- To encourage children to think clearly, logically, and independently
- To achieve mastery in the tools of learning and communication
- To lead children to a personal knowledge of Christ as Savior
- To prepare children to serve God effectively throughout their lives.
- To prepare children to be responsible and productive citizens of our community and nation.

OUR CORE VALUES

Knowledge—producing life-long learners by

- offering a comprehensive academic foundation from a biblical worldview for students at various ability levels
- developing critical thinking skills in our students
- equipping students to effectively apply acquired knowledge
- preparing students for the ever-changing challenges of the 21st century

Faith—creating disciples by

- assisting students in developing a personal relationship with Jesus Christ
- teaching students to articulate the biblical foundations of the faith
- providing service opportunities that will impact others for Christ

Character – developing strength, humility, and integrity by

- insisting on honesty and integrity inside and outside the classroom
- teaching students the importance of treating each person as a fellow image-bearer
- developing an others-centered ethic of service in the home and community

STATEMENT OF FAITH

ARTICLE I

We affirm that the sole authority for the Church is the Bible*, verbally inspired, inerrant, infallible, and totally sufficient and trustworthy.

We deny that the Bible is a mere witness to the divine revelation, or that any portion of Scripture is marked by error or the effects of human sinfulness.

ARTICLE II

We affirm that the authority and sufficiency of Scripture extends to the entire Bible, and therefore that the Bible is our final authority for all doctrine and practice.

We deny that any portion of the Bible is to be used to deny the truthfulness or trustworthiness of any other portion.

ARTICLE III

We affirm that the Bible reveals God to be infinite in all his perfections, and thus truly omniscient, omnipotent, timeless, and self-existent. We further affirm that God possesses perfect knowledge of all things, past, present, and future, including all human thoughts, acts, and decisions.

We deny that the God of the Bible is in any way limited in terms of knowledge or power or any other perfection or attribute, or that God has in any way limited his own perfections.

ARTICLE IV

We affirm that the doctrine of the Trinity is a Christian essential, bearing witness to the ontological reality of the one true God in three divine persons, Father, Son, and Holy Spirit, each of the same substance and perfections.

We deny the claim that the Trinity is not an essential doctrine, or that the Trinity can be understood in merely economic or functional categories.

ARTICLE V

We affirm that Jesus Christ is true God and true Man, in perfect, undiluted, and unconfused union throughout his incarnation and now eternally. We also affirm that Christ died on the cross as a substitute for sinners, as a sacrifice for sin, and as a propitiation of the wrath of God toward sinners. We affirm the death, burial, and bodily resurrection of Christ as essential to the Gospel. We further affirm that Jesus Christ is Lord over His Church, and that Christ will reign over the entire cosmos in fulfillment of the Father's gracious purpose.

We deny that the substitutionary character of Christ's atonement for sin can be compromised without serious injury to the Gospel or denied without repudiating the Gospel.

ARTICLE VI

We affirm that salvation is all of grace, and that the Gospel is revealed to us in doctrines that most faithfully exalt God's sovereign purpose to save sinners and, in His determination, to save his redeemed people by grace alone, through faith alone, in Christ alone, to His glory alone.

We deny that any teaching, theological system, or means of presenting the Gospel that denies the centrality of God's grace as His gift of unmerited favor to sinners in Christ can be considered true doctrine.

ARTICLE VII

We affirm that the Gospel of Jesus Christ is God's means of bringing salvation to His people, that sinners are commanded to believe the Gospel, and that the Church is commissioned to preach and teach the Gospel to all nations.

We deny that salvation can be separated from repentance toward God and faith in our Lord Jesus Christ.

ARTICLE VIII

We affirm that salvation comes to those who truly believe and confess that Jesus Christ is Lord.

We deny that there is salvation in any other name, or that saving faith can take any form other than conscious belief in the Lord Jesus Christ and His saving acts.

ARTICLE IX

We affirm that sinners are justified only through faith in Christ, and that justification by faith alone is both essential and central to the Gospel.

We deny that any teaching that minimizes, denies, or confuses justification by faith alone can be considered true to the Gospel. We further deny that any teaching that separates regeneration and faith is a true rendering of the Gospel.

ARTICLE X

We affirm that the righteousness of Christ is imputed to believers by God's decree alone, and that this righteousness, imputed to the believer through faith alone, is the only righteousness that justifies.

We deny that such righteousness is earned or deserved in any manner, is infused within the believer to any degree, or is realized in the believer through anything other than faith alone.

ARTICLE XI

We affirm that Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation.

We further affirm that Scripture reveals a pattern of complementary order between men and women, and that this order is itself a testimony to the Gospel, even as it is the gift of our Creator and Redeemer. We also affirm that all Christians are called to service within the body of Christ, and that God has given to both men and women important and strategic roles within the home, the Church, and the society.

We deny that the distinction of roles between men and women revealed in the Bible is evidence of mere cultural conditioning or a manifestation of prejudice against women. We also deny that this biblical distinction of roles excludes women from meaningful ministry in Christ's kingdom.

ARTICLE XII

We affirm that Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. An adequate system of Christian education is necessary to have a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school is limited by the pre-

eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*The Bible consists of the 39 books of the OT and 27 of the NT. The books of the Apocrypha, not being of divine inspiration, have no authority over the church.

NOTICE OF NON-DISCRIMINATORY POLICY

Cornerstone Christian Academy admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, 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 admission of its educational policies, scholarship and loan programs, athletic and other school administered programs.

Cornerstone Christian Academy believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled or who manifest a disruptive behavior that impedes this school's philosophies or policies. We believe that the standards of Cornerstone Christian Academy are easier to maintain when the students and parent's attitudes are in agreement with school philosophies and policies. This cooperation helps to support the stands we strive to enforce.

CCA is not equipped, nor teachers trained, to facilitate children with learning disabilities or with ADD/ADHD. If such students are accepted in our school, it is up the parents to provide extra services other than what the classroom teachers would do in the confine of the classroom.

POLICY CONCERNING ALTERNATIVE LIFESTYLE

The biblical and philosophical goal of Cornerstone Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like lifestyle. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like lifestyle. Although parents may personally believe differently, while enrolled at Cornerstone Christian Academy, all students are expected to exhibit the qualities of a Christ-like lifestyle espoused and taught by the school and to refrain from certain activities or behavior. Cornerstone Christian Academy retains the right to refuse admission to, or to expel any student who engages in, condones, supports or otherwise promotes sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual (Leviticus 20:13, Romans 1:27).

REFUSAL OF ADMISSION OR DISCONTINUATION OF ENROLLMENT

CCA'S biblical role is to work in conjunction with the home to encourage and enable students to mature as Christ like individuals. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the mission, values, or biblical principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

WAITING LIST POLICY AND PROCEDURE

When new applications are received, determination is made regarding the available openings in the grade level desired. If there are no available openings in the grade level desired, a letter will be sent to the parent/legal guardian indicating the inclusion of the student(s) on a waiting list. In the event that a parent/legal guardian chooses to withdraw their student(s) from the waiting list, the application fee will be refunded. Parents choosing to remain on the waiting list will receive pertinent information from the school. On the first day of school, the parent/legal guardian of the student(s) on the waiting list will be contacted to confirm the decision to remain on the waiting list or have the application fee refunded. After the first week of school, the application fee becomes nonrefundable.

When an opening occurs in a grade level, the parent/legal guardian of the waiting list student will be called and placement will be offered. A decision to accept the placement must be made within three business days. If a decision is not reached or if placement has been declined by the parent/legal guardian; the parent/legal guardian of the next student on the waiting list will be called. In this case, the application fee is not refundable. Any student remaining on the waiting list throughout the year will have the opportunity to re-enroll the following school year and will not be required to submit an application fee for that year.

ADMISSION AND FINANCIAL INFORMATION POLICY

Cornerstone Christian Academy admits students of any race, color, national and ethnic origin to all the rights and 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 the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrated programs.

Cornerstone Christian Academy believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept, for enrollment, students who are not in good standing with the institution

in which they are presently and/or previously enrolled or who manifest a disruptive behavior that impedes this school's philosophies or policies. We believe that the standards of Cornerstone Christian Academy are easier to maintain when the students' and parents' attitudes are in agreement with the school's philosophies and policies. This cooperation helps to support the standards we strive to enforce.

CCA is not equipped, nor teachers trained, to facilitate children with learning disabilities or with ADD/ADHD. If such students are accepted in our school, it is up to the parents to provide extra services other than what the classroom teachers would do in the confines of the classroom.

PROCEDURES

The admissions process begins by a parent or guardian of a prospective student acquiring and completing the application for admissions forms. Once these forms have been reviewed by the Board of Directors an interview may be set up with the parents or guardians of the prospective student. The admission of a student to Cornerstone Christian Academy will be determined based upon the application forms, testing results, and the application interview. In all cases, a student must take a placement test to determine acceptance or placement in a certain grade level.

2023 – 2024 FEE SCHEDULE

Registration Fee:		<u>Jan – March</u>	<u>April – June</u>	<u>July and after</u>
Per student, non-refundable, due at time of registration	K – 5th Grade:	\$225	\$275	\$325

Annual Student Activity and Technology Fee:	\$240
Per student in Kindergarten – 5 th Grade.	

*Annual Capital Improvement Fee:	\$300
Per family at CCA	
*For K – 5 th Grade Families	

Tuition + Fees Above (not counting registration fee)

PROGRAM	ANNUAL	10 Month
Kindergarten – 5th Grade, Full Day, Mon-Fri Per Child	\$5,380	\$538

3% fee applies to all credit card charges

Tuition and Fees may be paid:

- **Annually and is due on June 5, 2023.**
- **On the 10 month plan conveniently billed beginning July 25, 2023.**

Tuition is due on the 25th of each month, and is late after the 5th*. If payment is not received by the 5th, a late fee of \$50.00 per child will automatically be charged to the tuition account. When a student’s account has accumulated three past due amounts within a school year, parents will be required to pay cash on the 5th of each month. If payment is not received within 30 days of the due date, all students must be kept home until payment is brought up to date.*

* If payments are not current by May 5, 2024, students must be kept at home until payment is brought up to date. In addition, school records and report cards will not be released until all financial obligations are paid in full. These policies are necessary to ensure Cornerstone Christian Academy is able to meet its financial obligations.

Returned Check (Including Electronic Checks)

Each returned check (including electronic checks or bank drafts) will be assessed a fee of

\$50.00 on the student's account. When an account has accumulated two such fees on a returned check the family will either be required to pay with cash or a money order.

ACTIVITY/TECHNOLOGY FEES (Kindergarten – 5th Grade

Rather than constantly asking our parents about extra activities and costs during the year, an Activity Fee will be assessed for each student. The Activity Fees cover the normal costs of the following:

Field Trips (excluding meals), Projects, Special Assemblies, Scrapbooks, Birthdays, Thanksgiving/Christmas Parties, program and field day t-shirts, yearbook, red folders, new technology in the classrooms, and internet access to grades, homework, news, and activities through FACTS SIS.

ANNUAL CAPITAL IMPROVEMENT FEE

These funds will go directly toward the funding necessary for building and maintaining our facilities.

AFTER-SCHOOL CARE

After-school care for Kindergarten – 5th Grade is available for the convenience of our parents. The charge is **\$8.00 per day** and is assessed monthly and paid separately from tuition. If not paid current within 30 days your child will not be allowed to attend. You will be called to come and retrieve your child from after-school care. After-school care begins each day at 3:35 pm and ends promptly at 5:30pm.

SUPPLY LIST

A supply list will be posted on our website and emailed to parents for each school year for basic general supplies in each class.

FUNDRAISING

Cornerstone Christian Academy is a tuition-based school and exists on the basis of fees, donations and fundraisers. Fundraisers sponsored by the school are of necessity but will be kept to a minimum number. **PARTICIPATION IN FUNDRAISING ACTIVITIES IS MANDATORY.***

**Families may opt out of fundraising activities by donating \$1000 to the school, \$750 of which will be tax-deductible. Families will also receive tickets to performances (based on allotment), and other material goods that students would otherwise be required to sell.*

ACADEMIC POLICIES AND INFORMATION

CURRICULUM

The course of study at Cornerstone Christian Academy is designed for the scholastic preparation of students by the acquisition of Biblical Truth and academic excellence. The following subjects constitute the **Core Curriculum**:

Bible/Theology, Language Arts (Reading, Phonics, Spelling, Classical Vocabulary, English, Penmanship), Mathematics, Science, History, and Physical Education.

Christianity cannot be compartmentalized and taken out for church on Sundays. It must be central to our every thought and action. Every class at Cornerstone Christian Academy is taught from a distinctively Christian perspective by teachers committed to both the Lord and academic success. As our students learn to view everything from a coherent, biblically grounded system of thought, they are able to grow both spiritually and academically.

We live in a world where people have difficulty thinking that God is ultimately in control of all things. Since we believe that there is only one Truth and only one Standard by which everything should be measured, a biblical worldview is central to every subject we teach, every problem we face, and every decision we make. Therefore, the selection of curriculum for use at Cornerstone Christian Academy falls within the following seven criteria:

1. Theological Presuppositions
How does this material address a Biblical world/life view?
2. Moral Tone
How is this material measured by the Ten Commandments?
3. Aesthetic Qualities
What characteristics contribute to this material's artistic value?
4. Developmental Propriety
Where is the appropriate grade level for this material?
5. Public Reputation
What place in the tradition of western civilization does this material have?
6. Private Conviction
To what extent do concerns of individual and collective conscience apply to the use of the material?
7. Personal Taste
Preferences of genre, style, etc.

CURRICULUM REVIEW SCHEDULE

Teachers are to use the texts and curriculum as provided through the school. Curriculum will be reviewed and updated as follows:

Bible (years ending in 0 or 5)	Language Arts (years ending in 3 or 8)
Science & Health (years ending in 1 or 6)	Math (years ending in 4 or 9)
History/Geography (years ending in 2 or 7)	

ELEMENTARY COURSE OF STUDY

Bible/Theology, Language Arts (Reading, Phonics, Spelling, Classical Vocabulary, English Grammar, Penmanship), Mathematics, Science, History, and Physical Education

The Elementary School curriculum is designed to foster the development of the whole child. Learning is a total process where children are prepared for life. Beginning with concrete development activities, your child manipulates real objects, learns through all five senses, and gains understanding necessary for future mastery of academic skills.

GENERAL ACADEMIC AWARDS

HONOR ROLL

Headmaster's Honor Roll: 95.5 and above

Honor Roll: 89.5 – 95.4

1st – 2nd Grade—Math and Language Arts Only
3rd – 5th Grade—All subjects excluding PE and Electives

For either Honor Roll a student must have no “C” or lower on any single report card throughout the year.

***HEADMASTER'S AWARD FOR HIGHEST OVERALL GPA**

1st – 2nd Grade—Math and Language Arts Only
3rd – 5th Grade—All subjects excluding PE and Electives

***STAR AWARDS FOR OUTSTANDING ACHIEVEMENT (grades 3-5)**

Writing Star
Science Star
Mathematics Star
History Star

*Students may only win one of these awards.

READING ROCKS AWARD

Awarded to each student in the 1st – 5th grade with the greatest total number of reading minutes (the student must have turned in his/her Reading Log on time each month in order to win this award).

BIBLE SCHOLAR AWARD

Awarded to each student in the 3rd – 5th grade with the highest GPA in Biblical Studies.

CHARACTER AWARDS

Kindergarten – **Happy Heart Award** – awarded to the student who always displays a Philippians 2:14 attitude.

1st Grade - **Cheerful Heart Award** - awarded to the student who under all circumstances keeps a cheerful attitude.

2nd Grade - **Servants Heart Award** - awarded to the student who seeks opportunities to help and serve whether or not they have been asked.

3rd Grade - **Caleb Award** - awarded to the student who has demonstrated diligence and persistent effort in all subjects.

4th Grade - **Barnabas Award** – awarded to the student who demonstrates the ability to encourage their fellow students.

5th Grade - **Timothy Award** - awarded to the student who exhibits a teachable spirit in all areas of academics and character qualities.

BOOKS AND EQUIPMENT

The safekeeping of books is the responsibility of the student to whom they are assigned. Lost or damaged books will be charged to the student responsible for the books.

FAILING A CLASS

The following actions may be taken when a student has failed a class for the quarter (Grades 1st and up):

1. Any indication of significantly decreasing or failing quarter grades will result in teacher-initiated contact with parents before the end of the quarter.
2. Students failing a class may be put on a contract.
3. When a student fails a course(s) at first and/or third quarter, the teacher will further discuss the situation with parents at conferences if necessary. At the end of the second quarter the parents/legal guardian will be contacted by phone. The phone call will be made prior to the report card being sent home.
4. Parents/legal guardians may use *FACTS SIS* for access to regular grade and homework updates. Additionally, teachers will be available by phone or email throughout the quarter to provide grade updates and progress reports.

GRADE SYSTEM AND REPORT CARDS

Students in **standard or honors classes** are graded on the following scale:

98.0 – up	A+
93.0 – 97.9	A
90.0 – 92.9	A-
88.0 – 89.9	B+
83.0 – 87.9	B
80.0 – 82.9	B-
78.0 – 79.9	C+
73.0 – 77.9	C
70.0 – 72.9	C-
Below 70	F

Final Report Cards (Fourth Grading Period) will not be distributed until all fees are reconciled through the school office and bookkeeper.

Student records and cumulative files will be kept in the office in a locked file cabinet. All of a student's records are open to his/her parents, and parents may retrieve copies of the files at the cost of duplication ***PROVIDED THERE IS NOT AN OUTSTANDING BALANCE ON THE STUDENT'S BILL.***

VISITING YOUR CHILD'S CLASSROOM

Parents are always welcome at Cornerstone Christian Academy because you are an integral part of the education of your child. However, for safety and security reasons, parents are **NOT** allowed to enter the classrooms without first making an appointment with the teacher or the school office.

COMMUNICATION WITH STUDENTS

Lunches, homework, books, and other items that may need to be delivered to your child should be left in the office. If you need to send a message to your child during school, please call the office, and the message will be delivered to your child. We **DO NOT** call students to the phone except in the case of an emergency. A message may be given to a student to call a parent during a convenient break (i.e., lunch).

RE-ENTERING THE BUILDING AFTER SCHOOL IS DISMISSED

For safety and security reasons students and parents are **NOT** allowed to re-enter the school building after 3:20 p.m. to retrieve forgotten textbooks or personal items from classrooms. This also includes those students and/or parents who participate in the after-school program. After 3:20 p.m. no after-school student or parent will be allowed to re-enter a classroom. **Exceptions:** After-school students who are working on a project with a supervising teacher are allowed classroom access after 3:20 p.m. Additional exceptions may be made provided a teacher or administrator accompanies the student.

PARENT/TEACHER CONFERENCES

While we make every effort to accommodate all requests for conferences, “drop-in” conferences after school do not allow adequate time for our teachers to prepare to share with you all that is happening with your child. Parents who desire a conference with teachers, school administration, or the headmaster should telephone the school office or write a note to arrange a convenient appointment. Any situation involving a teacher and student which causes parental concern should first be discussed with the respective teacher. If a satisfactory solution cannot be achieved, an appointment for a conference with that teacher and the administrator should be made. For safety and security reasons, under no circumstances should a parent seek to re-enter a classroom after 3:20 p.m. unless you have set up an appointment with the teacher.

CUSTODIAL PARENTS/NON-CUSTODIAL PARENTS

All parents, (both Father and Mother) who have students attending Cornerstone Christian Academy are considered custodial parents unless legal documentation stating otherwise is presented to the Administration. The relationship that CCA has will be with the parent/parents who have signed the contract with the school. If a dual-custody situation arises, CCA will send all correspondence to the primary parent who then will be responsible to communicate or furnish information to the secondary parent. CCA is not equipped to

send duplicate information mailings, due to the large quantity of information, which goes home from various sources.

Only the parent with whom we have a contractual relationship with can request such information.

GENERAL HEALTH AND SAFETY GUIDELINES

Students who become ill during the day will be referred to the school office. The office personnel will determine whether or not the student is well enough to remain in school until the end of the day. Students are not to call home before checking in with the office for evaluation.

The following guidelines will be followed in this determination:

1. Elevated temperature greater than 100.0 degrees
2. Vomiting, nausea, diarrhea, sore throat
3. Discharge from any body opening
4. Sore indicating impetigo or ring worm
5. Rashes from unknown causes or of a contagious nature
6. Paleness or listlessness
7. Head lice

When one or more of the above symptoms are present, a parent/guardian will be contacted to arrange transportation for the student. Adequate contact information must be on file at the school at all times.

Students must remain at home for a minimum of 24 hours after the last episode in the following cases:

1. Elevated temperature 100.0 degrees or higher
2. Vomiting
3. Diarrhea

MEDICATION

No medication will be given without permission from the parents. If medication (including Tylenol and cough drops) is to be given at school, clear and precise written instructions must accompany the medicine given. If a student requires regular medication, prior arrangements must be made with a doctor's prescription. No medication will be administered by faculty or staff without doctor's orders. All prescription drugs must be kept in the office.

The school secretary cannot administer medication unless it is accompanied by a note containing the following:

- a. Name of medication
- b. Date
- c. Exact dosage
- d. Time to be administered

- e. Duration of time medication is to be given
- f. Doctor's name
- g. Parent Signature

COMMUNICABLE DISEASE

Any staff member and/or student who contracts any communicable disease will not be allowed to be in attendance at school during the duration of the illness. This action is taken in the best interests of the non-infected students and staff.

Such communicable diseases include, but are not limited to the following: Influenza, Pneumonia, Strep, Whooping Cough (Pertussis), Acquired Immune Deficiency Syndrome (AIDS), Mumps, Measles, Chicken Pox, Diphtheria, Conjunctivitis (Pink Eye).

If a child becomes ill during the day, he/she may be excused to go home. A parent or authorized person will be notified to arrange care. Only pre-authorized persons may transport students from school.

LICE

If it is determined that a student has lice, the parents will be notified immediately. After treatment, the student may return to school, but will be checked for 5 school days following his/her return.

SUSPECTED CHILD ABUSE

If a teacher or staff member suspects a child is being abused (mentally or physically) or neglected, the concern will be brought to the attention of the headmaster immediately. The suspicion of abuse is enough to warrant the notification of the Department of Family and Children Services. The headmaster, in conjunction with the teacher or staff member, will determine the need to contact the Department of Family and Children Services. The headmaster makes final decisions and initial contact. Both the headmaster and the teacher/staff member will document the incident.

FIELD TRIPS

Field Trips are an extension of the academics at CCA and there is much to be learned by sharing these experiences with classmates. Therefore, all students will **RIDE TOGETHER** in CCA approved vehicles on any CCA sponsored Field Trip. As with any other academic day, students may be checked out from the field trip by a parent or guardian and return home in a private vehicle. However, travel **TO and FOR** the duration of the instructional time of the designated Field Trip is limited to CCA approved vehicles **ONLY**.

CHAPERONES/DRIVERS FOR FIELD TRIPS: Only parents, grandparents, step-parents, and court appointed guardians are allowed to serve as Chaperones and Volunteer Drivers for CCA Field Trips and must submit themselves to a criminal background check and complete the necessary driver and insurance information questionnaire. Chaperones/Drivers **MAY NOT** stop at restaurants, convenience stores, etc., without prior consent of the supervising teacher.

There are a limited number of chaperones/drivers needed for each trip and CCA will make every effort to include you throughout the year. If you are not needed in one of these capacities, you may still attend the field trip in your own vehicle, but you will not be assigned as a chaperone.

PLEASE NOTE: Due to our trips being academic in nature, pre-school (K-4 & younger) children are **NOT ALLOWED** on any CCA Field Trip. This is for the benefit of all students and teachers. Please make other arrangements for the younger children if you desire to go.

PERSONAL PROPERTY AT SCHOOL

No personal property may be brought to school other than items needed to function in a normal day. No toys, tape recorders, radios, knives, or anything considered to be a weapon are allowed at school. If any valuable personal property is lost, the school will not be responsible.

LOST AND FOUND

Lost and found articles that are turned into the school office will be placed in the lost and found closet. All students' clothing items that are plainly marked with names written inside will be returned to the owner (no initials please). Parents and students may schedule a time to look through the lost and found closet.

BOOKS

The safekeeping of books is the responsibility of the student to whom they are assigned. Lost or damaged books will be charged to the student responsible for the books and billed to their tuition account.

SUPPLY LIST

A supply list will be emailed during the summer months for each school year for basic general supplies in each class.

LUNCHES/SNACKS

Each student should bring his or her own lunch each day, a snack for recess, and a snack for after school care (if applicable). If a parent will deliver a lunch to the school, the parent should clearly mark their child's name on the lunch and leave it with the front office personnel.

RETENTION POLICY

The general policy of the school is to retain (fail) students based on the following criteria. Should there be an academic concern, a conference will be set with the principal and teacher at the semester to pray, plan, and discuss possible retention.

Kindergarten – 1st Grade

Teacher recommendation based upon two or more of the following:

1. Personal Observation
2. Below grade level performance in academic subjects
3. Below grade level on standardized testing
4. Lack of sufficient mastery on basic skills as outlined on the skills mastery form for the student's grade level. The student may be required to pass an end of year skills assessment.
5. Social/emotional maturity

Grades 2-5

1. Failure of two or more core academic subjects based on yearly average (math, science, history, reading, language, Bible)
2. Grade levels of 1.5 below norm in standardized testing in total reading and math
3. Social/emotional maturity
4. Failure to follow through on tutoring
5. Lack of sufficient mastery on basic skills as outlined on the skills mastery form for the student's grade level.

STANDARDIZED TESTING

Standardized achievement tests are administered annually to all students in Kindergarten – 5th Grade. During testing weeks, class homework will be kept to a minimum.

Achievement test data is placed in each student's file and is used to determine appropriate placement and educational programming. A copy of the test result will be given to parents with the year-end report card. Standardized achievement tests are administered 2-4 days of the designated test week. (See school calendar for dates.)

FACTS SIS

All parents/guardians will be given login information within the first week of school to access *FACTS SIS*. CCA will use *FACTS SIS* to communicate student's grades to parents and students. CCA urges you to familiarize yourself with this website. Any questions or concerns logging on, please call the front office.

ATTENDANCE POLICIES AND INFORMATION

ATTENDANCE POLICY

In order to obtain the maximum benefit from our academic program, students should be in class every day. The following rules are designed to help the student maintain good attendance, help parents fulfill their responsibility, and allow the student to receive all the educational benefits to which they are entitled.

EXCUSED ABSENCES

The following shall constitute a valid excused absence for non-attendance of part or all of a day/class for a student at school, provided satisfactory evidence is provided to the school office in writing on the day the student returns to school:

- Personal illness or injury (a doctor's note may be required, see attendance policy below)
- Death, illness or injury within the immediate family
- Instances where attendance by the student would be hazardous
- Prior approval or special absences (see below)
- School-related activities
- Validated doctor appointment*
- Validated appointment for driver's license test date*

*We strongly encourage appointments to be made outside of normal class time.

PRE-ARRANGED ABSENCES

During the course of a school year, if it becomes necessary or if families desire to take an extended trip out of town, for the student and teacher's sake, we ask for the following considerations:

- In the case of extended planned trips (1 week or more), please give a minimum two (2) week notice in writing to your student's teacher. This allows the teacher adequate time to plan and collect student's assignments for the period to be missed. For trips of less than a week, one (1) week notice will be appreciated.
- Assignments are due back to the teacher on the student's day of return to classes.
- Any tests missed during the student's absence will be made up at the teacher's discretion within one week of student's return to classes.

ATTENDANCE REQUIREMENTS FOR PARTICPATION IN EXTRA CURRICULAR ACTIVITIES

In order for a student to participate in extracurricular activities (i.e., a school performance), he/she must be in school on the day before the activity for rehearsal/practice, in school by 8:30 am on the day of the activity, and arrive no more than 10 minutes later than the posted time for student arrival. Exceptions may be granted by the administration for doctor's appointments, pre-arranged absences, or justifiable emergencies.

ABSENCE POLICY

Because of the level of study and the challenging pace of our courses, K – 5th grade students of Cornerstone Christian Academy are allowed **14 absences for the year** for general purposes (i.e. sickness or family trips).

Any tests missed during the student's absence will be made up at the teacher's discretion within one week of the student's return to classes. If a student is absent on the day any assigned work (this includes Reading Logs, projects, book reports, or homework) is due, the policy is as follows:

- **If the work was assigned and published on FACTS SIS or in a newsletter 3 or more days before the student's absence, the work is due on the day of the student's return to school.**
- **If the work was assigned and published on FACTS SIS or in a newsletter less than 3 days before the student's absence, the work is due on the day following the student's return to school.**

After 14 absences (including absences received for excessive tardies):

- Each absence because of illness or personal injury will require a note from the student's doctor indicating the student was too ill to attend school. Any absence not excused will result in a zero for all work missed.
- Satisfactory evidence as defined above will be required in order for an additional absence to be considered excused. Any absence not excused will result in a zero for all work missed.

If a student is absent more than 15 days (including absences received for excessive tardies) excused or unexcused, the student may not be considered for promotion. Parents may be required to provide additional information for these absences.

TARDY POLICY

Teachers will begin taking their students to the classrooms at 7:55 AM. **At 8:00 AM the tardy bell will ring.** Any student not in his or her classroom by the time this bell rings will be required to be signed in by their parent in the administrative office. The student must receive a tardy slip from the administrative office in order to be admitted to class.

Please note that each student must be in school until noon to be counted present for the entire day. Students who are late, but arrive by 11:30 am are counted present for the whole day.

Tardy consequences (per grading period):

First Tardy—Student receives a Verbal Warning.

Second Tardy—Student receives a Written Warning.

Third Tardy—Student is documented as having **One Absence** for the nine weeks and must serve a 30 minute after school detention on the last Thursday of the month. A \$10 fee will be assessed to cover supervision time by a teacher.

With each subsequent three tardies, the student will receive not only an **additional absence**, but will also receive detentions compounded in thirty-minute intervals (i.e., the 6th Tardy = 1 hour of after school detention, etc.). Supervision fees will be charged at \$10 per half hour.

We believe this policy will help ensure the prompt arrival of students, facilitate better use of the classroom time, and avoid disruptions to the learning of your child and others in his or her class.

HOSPITAL/HOMEBOUND POLICY

PURPOSE

The Hospital/Homebound Program is a service for students who are physically unable to attend school for a period of ten (10) consecutive days or more.

QUALIFICATION

Any CCA student who has a physical condition medically diagnosed by a licensed physician, which restricts them to their home or hospital is qualified for this program.

PROCEDURE

The hospital/homebound request form must be completed in its entirety and returned to an administrator. This includes the medical certification section of the form, which is completed by the physician. Once completed, CCA administration will determine if the student is eligible for the program. If eligible, the student will begin the program immediately.

INSTRUCTIONAL PROCESS

Student assignments will be provided weekly by the classroom teacher. Some deviations may be required. For example, physical limitations may increase the time needed to complete assignments or may require that all or part of the work be done orally with the school liaison. The student will be counted present each day if he/she is receiving instruction. Grades are determined by the classroom teachers, school liaison, and parent records. Grades are posted on the permanent records by the classroom teacher.

GOVERNING POLICY

The primary objective of hospital/homebound instruction is to enable students with medically diagnosed conditions to continue a planned educational program during the time when regular school attendance is not possible. A physician should reasonably be able to project that the student will be absent a minimum of ten (10) school days and is physically able to profit from educational instruction. Students are not eligible if the absences are due to expulsion or suspension.

Any student on homebound status who is not making adequate progress or not completing the assigned work will lose his/her homebound status, and his/her absences will be counted as unexcused. The student will have ten (10) days after each semester to complete his/her work including final exams or an amount of time reasonable to complete assignments (approved by an administrator). Otherwise, the grade will be changed permanently to an F.

As soon as the student is physically able to return to his/her normal routine and functioning, regular school attendance must resume. In some cases, dual instruction through regular attendance and hospital/homebound may be used in returning the student to full day instruction.

All forms are available through the school office.

STUDENT ARRIVAL

School doors are open with supervision at 7:40 AM. Students are to go directly to their assigned waiting area for their teacher to get them at approximately 7:55 AM. **At 8:00 AM the tardy bell will ring.**

STUDENT EARLY DISMISSAL

If your child has to leave early from school, you or the person picking the student up must come by the office and sign the student out.

STUDENT DISMISSAL

The bell for dismissal rings at 3:00 pm on full days and noon on half-days. Parents are **NOT** allowed to enter the school building after 2:30 pm to pick up their students and must either come through the car pool line or stand at the front door of the school where your child will be sent to you. **The carpool line is open until 3:20 pm on full days and 12:20 pm on half days.**

CARPOOL LINE SAFETY AND ETIQUETTE

When picking up and dropping off your child(ren):

- Be patient, careful, and watchful
- Go slowly
- Take turns

- Face forward when moving
- Stop at least six feet from the car in front of you
- No cell phone use at the pick-up/drop-off location as this can be a *significant* distraction
- Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle
- Please do not try to have a conversation about your child(ren) with school staff as they are working in carpool

SUBSTITUTE RIDES HOME

Most students ride home with the same one or two people each day. While we do ask parents to provide names on the Authorization to Pick Up form at the beginning of the year, if your student will not be riding home with their regular rides please give the office a courtesy call to let us know your student will be riding home with someone already on your authorized list.

Should an occasion arise where your child will ride home with someone who is NOT on the authorized pick up list, please call the office granting permission for the student to leave school with that person. Please include the other person's name and make and color of the car. If at all possible, please have the school nametag attached to the mirror of the car so we can identify it. Also, please inform the office if this person is to be added to the Authorization to Pick Up Form.

SUPERVISION AFTER SCHOOL HOURS

Except for participating in official practices, rehearsals, and meetings, or help with classes, students are expected to leave the campus no later than 15 minutes following the end of the school day. Each family should make arrangements for students to be picked up.

LATE PICK-UPS

Only in emergency situations should a child be left in the after-school program after 5:30. If such an occasion arises, please make every effort to call ahead to let the teacher and student know when he/she can expect to be picked up. There is a charge of **\$25.00** for every 15 minutes late that a child is picked up. This fee will be added to the regular weekly charges and should be paid at the usual time.

Please make sure all persons who you wish to allow to pick up your child from the after-school care program are on the authorization list. If someone else comes to pick up your child, the child will not be released to him or her without your written or verbal consent. We will ask for a Drivers License I.D. to verify their identity.

APPEARANCE POLICIES AND INFORMATION

PHILOSOPHY

Cornerstone Christian Academy believes that the use of school uniforms projects an atmosphere of uniformity, pride, loyalty, and equality among students. Uniforms help in removing some of the distractions normally confronted when children face the dilemma of possessing the latest designer fashions or the latest fad sweeping the nation at any given time. School uniforms also tend to involve students more and to make them part of a "team" at the school. This is not so much to erase their individuality, but to include everyone at the same level as far as image and dress is concerned.

UNIFORMS

We expect students to adhere to CCA's dress code. All students not abiding by the dress code will lose their day of FREE DRESS. This is on the last day of each month and is a reward for those students who are exhibiting responsible uniform dress on a daily basis.

Dress Code Infractions:

1st Offense – verbally warned by teacher or administration

2nd Offense – Written up in FACTS SIS and copy of referral sent home to parents requiring signature.

3rd Offense – Written up in FACTS SIS and a loss of free dress day privileges for that month.

Please note that the following list is not exhaustive. We reserve the right to interpret it as we see fit. If you have concerns, please contact the office during regular business hours.

Please Note the following as it relates to all articles of clothing, uniform or free dress attire (including masks, face coverings, pants, shorts, shirts, socks, belts, jackets, shoes, hoodies, hair accessories):

- If there is writing on any attire worn on the CCA Campus all words should honor and glorify the Lord. Any words or images that promote rebellion, unsafe activities, anti-Christian values, or belittles others will not be allowed. Political slogans or political organization logos are NOT allowed.
- The only flag allowed to be displayed on any attire worn on the CCA Campus is the United States of America Flag or the Christian Flag.

	Boys Daily Dress
Slacks or shorts	Khaki or Navy slacks Khaki or Navy walking shorts provided they meet the following 3" rule: Shorts must not be any shorter than 3" from the bend of the knee. When student kneels on the floor, it will be measured from the floor up. All slacks and shorts must have belt loops. Embellishments/flashy designs on pockets or elsewhere, holes, rips, and tears in slacks or short are NOT allowed. Cargo pants/shorts or carpenter pants/shorts are NOT allowed. Jeans may be worn every Friday.
Shirt	Any Solid Colored golf shirt (long or short sleeve) Shirts must be tucked in at all times (this will not be enforced in Kindergarten until the second semester). Spirit Wear T-Shirts may be worn every Friday! Current or previous school year field day and performance T-shirts may be worn every Friday.
Socks	Red, White, Blue, Black, or Khaki
Shoes	Tennis shoes, boat shoes (Sperry's), loafers, Toms/Bobs No Heelies. No Flip Flops. No Crocs. Sandals with backs may be worn on free dress days. Tennis shoes MUST be worn for PE. If in doubt, please check with administration prior to wearing or purchasing.
Belt	Cordovan, Black, Brown, White, Khaki, or Navy (or any combination of these colors in any pattern) Belts are to be worn at all times (this will not be enforced in Kindergarten until the second semester).
Sweater (optional)	Solid colored sweatshirts without logos, writing, or advertisements.
Sweatshirt/Hoodie for indoor warmth	Solid colored sweatshirts without logos, writing, or advertisements.
Overcoat/Jackets (optional)	Overcoats/Jackets of any color may be worn for outdoor warmth as long as the logo is smaller than a credit card.

Girls Daily Dress	
Slacks/Shorts/Capris/Shorts	Khaki, navy, or black slacks/capris/skirts/skorts Cargo pants/shorts or carpenter pants/shorts are NOT allowed. Khaki or Navy walking shorts provided they meet the following 3" rule: Shorts/skorts/skirts must not be any shorter than 3" from the bend of the knee. When student kneels on the floor, it will be measured from the floor up. Embellishments/flashy designs on pockets or elsewhere, holes, rips, and tears in slacks or short are NOT allowed. All pants and shorts must have belt loops Jeans may be worn every Friday.
Shirts	Any Solid Colored golf shirt (long or short sleeve) Shirts must be tucked in at all times (this will not be enforced in Kindergarten until the second semester). Spirit Wear T-Shirts may be worn every Friday! Current or previous school year field day and performance T-shirts may be worn every Friday.
Socks	Red, White, Blue, Black, or Khaki
Shoes	Tennis shoes, boat shoes, loafers, Toms/Bobs type No Heelies. No Flip Flops. No Crocs. Sandals with backs may be worn on free dress days. Tennis shoes MUST be worn for PE. If in doubt, please check with administration prior to wearing or purchasing.
Belts	Cordovan, Black, Brown, White, Khaki, or Navy (or any combination of these colors in any pattern) Belts are to be worn at all times (this will not be enforced in Kindergarten until the second semester).
Sweater (optional)	Navy, Red, White, or Black may be worn in classroom.
Sweatshirt/ Hoodie for indoor warmth	Solid colored sweatshirts without logos, writing, or advertisements.
Overcoat/ Jackets (optional)	Overcoats/Jackets of any color may be worn for outdoor warmth as long as the logo is smaller than a credit card.

All logos must be smaller than a credit card

HAIR

Hair must be neatly combed and brushed with no unnatural color.

The hair accessories allowed are Barrettes, Bows, Clips, Rubber and Elastic Bands, Headbands, and Scrunchies.

NOTE: Any exceptions to the above policy on hair on the basis of academic or athletic events will be approved by administration.

***CCA HONOR CODE**

The CCA Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another, and remaining silent when a student has knowledge of these actions. In the CCA community, lying, cheating, stealing, defaming others and intentionally damaging the property of others and remaining silent when a student has knowledge of these actions cannot be tolerated:

- **Lying:** A student lying or purposely misrepresenting the truth violates the Honor Code.
 - **Cheating:** A student giving or receiving unauthorized help on a test or graded assignment, or a student submitting the work of another as his/her own, violates the Honor Code.
 - **Stealing:** To take (the property of another) without right or permission. To present or use (someone else's words or ideas) as one's own.
 - **Defaming others:** A student writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.
- Intentionally damaging the property of another:** A student deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.
- **Remaining silent when a student has knowledge of these actions:** When a student has personal knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority (teacher, coach, administration, etc.).

“A CCA student will not lie, cheat, steal, defame others or destroy their personal property, nor tolerate those who do.”

THE HONOR CODE COMMITMENT:

I, _____, desire to attend Cornerstone Christian Academy and am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at CCA. I understand that Christian teachers are in partnership with my parents. I will strive to obey them also as they seek to train me according to God's Word. Because I believe that honor toward God and man is essential, I promise not to lie, cheat, steal, defame others, intentionally damage the property of another, or remain silent when I have knowledge of these actions. I understand that failure to uphold these principles and guidelines of the Parent-Student Handbook will result in disciplinary action and possible dismissal from CCA.

DISCIPLINE POLICIES AND INFORMATION

Discipline is a learning process in which an individual learns self-control and recognizes his responsibility to God and man. Discipline includes living by an established standard or set of rules. It is rooted in discipleship and aims at restoration and improvements of character. Bringing glory to Christ through proper conduct is the goal of discipline.

The discipline policy of Cornerstone Christian Academy is rooted in two presuppositions concerning human nature. First, man is created in the image of God, by an act of God's power, for the glory of God. This gives man a high degree of dignity which he would not have if he were merely a more highly developed form of animal life. Second, due to the fall, mankind is born in sin and is by nature at enmity with God, his creator. The belief that man is basically good is demonstrated by Scripture and experience to be false.

In holding to these presuppositions, two commonly held beliefs are forcefully denied: 1) that man, as a result of evolutionary process is merely an animal and 2) that man is basically good. Therefore, discipline must be taught as an essential part of a person's character building. It is not assumed that an individual will naturally discipline himself, but in time with proper training will become a disciplined person.

SPECIFIC STATEMENT OF DISCIPLINE

Students are taught personal discipline by adhering to the classroom and school policies of Cornerstone Christian Academy. At times corrective discipline is needed in order to correct behavior. Discipline, as a God ordained method of correcting behavior and developing character, will be enforced at Cornerstone Christian Academy.

DISCIPLINE CATEGORIES AND CONSEQUENCES

Misconduct has been classified and divided into three categories, depending on the severity of the violation. The category and the consequences are at the discretion of the teachers and/or headmaster.

All teachers' individual classroom policies are posted in their classroom and are explained during Open House.

Category I

The following list is not to be considered as all-encompassing of Category I offenses:

- Tardiness to School/Classes
- Dress/Hair code violation
- Violation of Cell Phone Policy
- Passing notes in class
- Talking or disrupting class
- Running in the hallways
- Chewing Gum
- Public display of affection
- Failure to follow directions

Consequences: May result in one or more of the following: a firm rebuke, silent lunch, revoking privileges, student/headmaster conference.

Category II

The following list is not to be considered as all-encompassing of Category II offenses:

- Cheating and plagiarism*
- Leaving school grounds without permission
- Using inappropriate language
- Disrespect of authority
- Destroying school or personal property
- Lying
- Violation of Student Driving Policies
- Violation of the Technology and Social Media Policy
- Three or more Category I offenses

* **Plagiarism:** It is presenting as your own work the words, ideas, opinions, theories, or thoughts of another which are not common knowledge. Students who present others' words or ideas as their own without fair attribution [documentation] are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a citation page without having carefully cited the source within the text of the document. Plagiarism also includes, but is not limited to the following acts when performed without fair attribution: directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline; paraphrasing all or part of another person's words without documentation; stating an idea, theory, or formula as your own when it actually originated with another person; and purchasing (or receiving in any other manner) a term paper or other assignment, which is the work of another person, and submitting that work as if it were one's own. (This statement on plagiarism comes from Brewton-Parker College. We are adopting this statement school-wide).

Consequences: May result in one or more of the following: 2 or more days of silent lunch or In-School Suspension (ISS), loss of privileges, parent/headmaster conference, after-school detentions, writing letters of apology to the parties offended, and Out-of-School Suspension (OSS) from 2-3 days with a zero for all missed work. Each teacher will determine their own consequences for plagiarism within the class ranging from reassigning the work with a deduction in grade for the first offense, to a zero for subsequent offenses.

Category III

The following list is not to be considered as all-encompassing of Category III offenses:

- Violation of U.S., state, or local laws
- Bullying of any kind
- Fighting
- Sexual and/or racial harassment including inappropriate touching of any kind (please see the Sexual Harassment Policy on following page)
- Threats of any kind—physical, verbal, written, or implied.
- Stealing
- Implying or the actual possession of a weapon or other dangerous item at school
- Blatant disrespect for authority
- Blatant Violation of the Technology and Social Media Policy
- Sexual immorality or misconduct (on or off the school property)
- Defacing or destroying school or personal property
- Using or possessing drugs, alcohol, or tobacco (including vaping), on or off the school campus
- Possession of printed or digital pornography
- Use of profane or vulgar language
- Two Category II offenses

Consequences: Offenses will result in Out-of-School Suspension (OSS) or expulsion.

SUSPENSION/EXPULSION

When suspension/expulsion from school is the proper course the following model will be used:

- The parents will meet with the headmaster and/or Board of Directors member to discuss the offense(s) warranting suspension/expulsion.
- The decision to suspend a student will be made by the headmaster.
- The decision to expel a student will be made upon the recommendation from the headmaster to the Executive Committee of the Board of Directors.

SEXUAL HARASSMENT

CCA is committed to maintaining an academic environment in which all individuals treat each other with honor and dignity. Sexual harassment is a form of sexual discrimination. CCA desires to maintain a learning environment conducive to the spiritual and academic growth and development of students enrolled. CCA prohibits any form of sexual harassment and sexual violence. It is a violation of this policy for any student, employee, or volunteer of CCA to harass a student, employee, or volunteer through conduct or communication of a sexual nature as defined by this policy. It is also a violation of this policy for any student, employee, or volunteer of CCA to be sexually violent to a student, employee, or volunteer. Furthermore, teasing and/or joking will not be accepted as an excuse for sexual harassment or sexual violence.

CCA will investigate all formal and informal complaints that are either verbal or written concerning actions or statements which may constitute sexual harassment or sexual violence. Disciplinary actions will follow for any student, employee, or volunteer who sexually harasses, is sexually violent, or intimidating toward a student, employee, or volunteer of CCA. CCA also reserves the right to discipline any student, employee, or volunteer for sexually related statements or conduct that does not constitute sexual harassment or sexual violence but are still inappropriate in nature.

TECHNOLOGY POLICIES AND INFORMATION

ACCEPTIBLE USE POLICY

In signing this Acceptable Use Policy, I understand that I am making a pledge of compliance before the Lord and the administration of CCA. I choose to abide by the rules and guidelines of this Acceptable Use Policy when using technology provided by CCA. My choice is based upon my willingness to have a biblical standard of moral conduct which reflects my relationship with Jesus Christ, my Lord and Savior. My willingness to obey is an outworking of the love that I have for Him and the desire I have to please Him. I know this commitment will be accomplished through the help of the Holy Spirit at work in me.

The use of technology at CCA is a privilege and not a right. I understand that these privileges can be revoked at any time should I violate the rules for appropriate use. **I have read the policies and procedures in the handbook and agree that when using CCA technology:**

1. I will use the computers and computer services for school purposes. Any form of misuse will result in my privileges being restricted or revoked.
2. I will use appropriate communication at all times according to the policy guidelines outlined in the student handbook and in the description of "Netiquette."
3. If assigned a personal profile, I will not share my user name, ID, or password with others.

4. I will use the internet for school purposes. I understand that my access will be monitored and data may be retrieved and read because it is considered to be part of the official records of CCA, which is subject to disclosure to law enforcement and/or third parties.
5. If I accidentally access an inappropriate, offensive, or pornographic site, I will notify the principal immediately.
6. If I accidentally receive an “Access Denied” notice, I will notify the teacher immediately. I understand that if I fail to report this, my internet browsing history may be reviewed to determine if there has been other related activity.
7. I will honor and respect all copyright laws regarding software, information, and attributions of authorship.
8. I will not download any software to school equipment.
9. I will not attempt to gain unauthorized access to another organization’s systems and/or information.
10. If assigned a personal profile, I will always log off the computer so another person will not be able to access my account.

I will follow the simple guideline of “If in doubt, don’t!” I understand that CCA is dedicated to the safety and protection of those who are allowed to use the school’s technology. It is my responsibility to use CCA technology in an ethical and lawful manner. I understand that my use of the computer systems may be suspended immediately upon the discovery of a possible violation of the CCA technology policies. A violation of the provisions of this agreement and policy may result in disciplinary action up to, and including, termination.

“Whatever you do, in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17

My use of technology at CCA is a privilege and not a right. I choose to be in agreement with what is asked and expected of me in this Acceptable Use Policy to the honor and glory of God.

SOCIAL MEDIA POLICY

Social networking can be an effective means of communication when used appropriately. Content-sharing sites like You Tube along with Facebook, Twitter, blogs, and podcasts are a few commonly used forms of social media. CCA has established rules and guidelines to protect students, parents, staff, and administration from potential liability as well as slander. Responsible use of social media can be an asset. As a result, it is very important that students, parents, staff, and administration understand network etiquette which is referred to as “Netiquette.”

When using social media, students, parents, staff, and administration must remember they represent CCA, but more importantly they represent Jesus Christ. As a result, careful attention must be given to what is said or written and how it is said or written. Words are very important to our heavenly Father. He created the world with them! We must be careful to frame our world and the world of others with words that please Him. Ephesians 4:29

states, “*Let no foul or polluting language, nor evil word nor unwholesome or worthless talk [ever] come out of your mouth, but only such [speech] as is good and beneficial to the spiritual progress of others, as is fitting to the need and the occasion, that it may be a blessing and give grace (God’s favor) to those who hear it.*” Embracing and applying the principles of “netiquette” is one way to appropriately use social media. Listed below are simple guidelines to follow:

1. Be polite. Be kind. Use appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent or threatening language is prohibited.
2. Avoid communication that may be offensive to others. Do not use, make, distribute, or redistribute jokes, stories, or other material that is based upon stereotypes or slurs relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Guard and protect the identities of others and their reputations. Integrity and honesty are vital. People believe what they read. The Word of God says “love covers a multitude of sin.” People will always make mistakes. As a child of God, we do not need to broadcast others’ faults to the world. The Golden Rule is a great guide to follow when using social media. It states, “Do unto others as you would have them do unto you.”
4. Remember Thumper’s rule from the Disney movie, *Bambi*, "If you can't say (write) something nice, don't say (write) nothing at all."

Readers who know that you go to a Christian school will connect your personal life to your school life; so, your use of social media should be consistent with your testimony as a child of God and disciple of Jesus Christ. You are to be a reflection of Jesus in words, actions, and deed both in and out of school. The world, to whom we desire to reach for Jesus Christ, knows the standard by which we are to live. They hold us to a higher moral and ethical standard and judge us according to that standard. We want what we say, how we act, and what we do to be pleasing to the Lord and to give Him glory and honor. Therefore, be responsible, careful, polite, and kind when using social media.

VIOLATIONS

CCA will investigate and respond to all reports of violations of the social media policy. Disciplinary action will follow according to the consequences in the Discipline Policy—detentions, suspension, and/or dismissal which will be determined by the content of the blog or post. In addition, students will lose the privileges of using a laptop or cell phone while on the school property.

*And whatever you do [no matter what it is] in **word or deed**, do everything in the name of the Lord Jesus and in [dependence upon] His Person, giving praise to God the Father through Him. Colossians 3:17.*

GUIDELINES FOR PERMITTED ELECTRONIC ITEMS

CELL PHONES/SMART WATCHES

Currently there is no need for students to have cellphones or smart watches on campus. If a parent wishes for the child to have a cellphone, it must remain off and in their bookbag while on campus. Phones going off and students on their devices causes a disruptive learning environment and will not be tolerated.

First offense: The teacher will take the device and give it to Administration, record the violation in FACTS SIS, and write a discipline referral indicating 1 session of Lunch Detention. The discipline referral will require a parental signature and must be returned the following day. The student may pick up the device at the end of the day the offense occurred.

Second offense: The teacher will take the device and give it to Administration, record the violation in FACTS SIS, and write a discipline referral indicating 3 days of Lunch and Break Detention. The discipline referral will require a parental signature and must be returned the following day. The student may pick up the device at the end of the day the offense occurred.

Third offense: The teacher will take the device and give it to Administration, record the violation in FACTS SIS, and write a discipline referral indicating 2 days of In-School Suspension (ISS) as well as requiring the student to surrender their device to Administration upon arriving at school for 30 days. The discipline referral will require a parental signature and must be returned the following day.

Parents who need to contact students during the school day should call the school office.

EXCEPTIONS:

1. For those whose health is monitored through their phone and communicated to parents.

ELECTRONIC LISTENING DEVICES (iPods, MP3 players, etc.)

These items are NOT permitted during the school day. These devices will be permissible under specified guidelines during some co-curricular and extra-curricular activities.

ELECTRONIC RECORDING DEVICES (cameras, tape recorders, etc.)

These items are only permitted during the school day if permission has been granted by a teacher for academic purposes. These devices will be permissible under specified guidelines during some co-curricular and extra-curricular activities. Any use of these items for the purpose of cheating, harassment, vulgarity or any other activity deemed inappropriate by the administration will result in serious consequences.

Appendix A

**2023 – 2024
FEE SCHEDULE**

Registration Fee:
Per student, non-refundable,
due at time of registration

**Annual Student Activity
and Technology Fee: \$240**
Per student in
Kindergarten – 5thGrade.

***Annual Capital
Improvement Fee: \$300**
Per family at CCA
*For K – 5th Grade Families

Tuition

PROGRAM	ANNUAL	10 Month
Kindergarten – 5th Grade, Full Day, Mon-Fri Per Child	\$4840	\$485

3% fee applies to all credit card charges

Tuition and Fees may be paid:

- **Annually and is due on June 1, 2023.**
- **On the 10 month plan conveniently billed beginning July 25, 2023.**

Tuition is due on the 25th of each month, and is late after the 5th*. If payment is not received by the 5th, a late fee of \$50.00 per child will automatically be charged to the tuition account. When a student’s account has accumulated three past due amounts within a school year, parents will be required to pay cash on the 5th of each month. If payment is not received within 30 days of the due date, all students must be kept home until payment is brought up to date.*

* If payments are not current by May 5, 2024, students must be kept at home until payment is brought up to date. In addition, school records and report cards will not be released until all financial obligations are paid in full. These policies are necessary to ensure Cornerstone Christian Academy is able to meet its financial obligations.