

# PARENT-STUDENT HANDBOOK



**CORNERSTONE**  
CHRISTIAN ACADEMY

P.O. BOX 1608  
BLOOMINGTON, ILLINOIS 61702-1608  
(309) 662-9900

[WWW.CORNERSTONECHRISTIAN.COM](http://WWW.CORNERSTONECHRISTIAN.COM)

# TABLE OF CONTENTS

<b>CCA PERSONNEL</b>	<b>6</b>
<b>INTRODUCTION</b>	<b>7</b>
History	7
Statement of Faith	7
Mission Statement	8
Motto	8
Philosophy of Education	8
Objectives	8
School-wide Expected Student Outcomes	9
Living Curriculum	9
Core Curriculum	9
<b>ADMISSION/ENROLLMENT GUIDELINES</b>	<b>10</b>
Non-Discriminatory Policy	10
Application	10
Registration	10
Returning Students	10
Student Assistance	10
Physical Examinations	11
Birth Certificates	11
Dental Examinations	11
Eye Examinations	11
Tuition	11
Other Fees	11
Financial Obligation/Collections Policy	12
<b>ACADEMIC PROGRAM</b>	<b>12</b>
Philosophy	12
Academic Probation	12
Academic Support Office	13

Advanced Placement Courses _____	13
After School Tutoring Groups _____	13
Bible Classes _____	14
Class Rank & Valedictorian Designation _____	14
Dual Credit _____	14
Eligibility _____	15
Grade Reporting _____	15
Grading Scale _____	16
Grade Point Average Calculation _____	16
Graduation Requirements _____	17
Homework _____	18
Honor Roll _____	18
Integrity Expectation _____	18
Lexia Reading Program _____	19
Parent/Teacher Conferences _____	19
Retention _____	19
Schedule Changes _____	19
Scholarships/Awards _____	20
Shamess Scholars _____	20
Kinzinger Award for Biblical Leadership _____	20
Semester and Final Exams _____	20
Standardized Testing _____	20
Textbooks _____	20
Winterim _____	20
<b>ACTS 1:8 PROGRAM _____</b>	<b>21</b>
Program _____	21
<b>APPEARANCE GUIDELINES _____</b>	<b>21</b>
Philosophy _____	21
Guidelines _____	21
<b>ATHLETIC PROGRAM _____</b>	<b>22</b>
Philosophy _____	22
Program _____	22
<b>ATTENDANCE GUIDELINES _____</b>	<b>22</b>

<b>Philosophy</b>	<b>22</b>
<b>Church Attendance</b>	<b>22</b>
<b>School Attendance</b>	<b>23</b>
Early Departure	23
Excused Absences	23
Illness and Unplanned Absences	23
Unexcused Absences	23
Study Hall & "Flex" Period Attendance	24
Tardy Policy	24
Vacations and Planned Absences	24
College Visitation Days	24
Attendance Probation	25
<b>CHARACTER EXPECTATIONS</b>	<b>25</b>
Philosophy	25
General Expectations	25
No Firearms/No Tobacco/No Drugs/No Alcohol Policy	25
<b>DISCIPLINE PROCEDURES</b>	<b>26</b>
Philosophy	26
General Policy	26
<b>EXTRA-CURRICULAR ACTIVITIES</b>	<b>26</b>
Philosophy	26
Leadership Council	27
Student Activities Board	27
Student Chaplains	27
<b>GENERAL SCHOOL INFORMATION AND PROCEDURES</b>	<b>27</b>
Accidents	27
Before & After School Care	27
Cancellation/ Early Dismissal	28
Care of Property	28
Chapel	28
Closed Campus	28
Computer & Internet Usage	29
Copy Machines & Printers	29
Electronic Devices & Cell Phones	29
Field Trips	29
Food	30

Fundraising Policy _____	30
Locker Use & Inspection _____	31
Logo Use _____	31
Lost & Found _____	31
Lunch _____	31
Medication _____	32
Parent Communication _____	32
Parking _____	33
Photography Policy _____	33
Pledge of Allegiance _____	33
Prayer Circle _____	33
Promotion of Outside Organizations _____	33
Recess _____	33
School & Office Hours _____	33
Security _____	33
Social Networking Policy _____	34
Transportation _____	34
Use of Visual Media _____	34
Visitors & Guests _____	34
Volunteer Opportunities _____	35
<b>PRESCHOOL _____</b>	<b>35</b>
Philosophy _____	35
Preschool Class Hours _____	35
Admissions _____	35
Birthdays _____	36
Birth Certificates _____	36
Communication _____	36
Curriculum _____	36
Discipline _____	36
Loading and Unloading Procedures _____	37
Medication _____	37
Parent/Teacher Conferences _____	38
Personal Belongings _____	38

Physical Examinations _____	38
Field Trips _____	38
Visitors & Guests _____	39
Snack Information _____	39
<b>RELATIONSHIPS _____</b>	<b>39</b>
Philosophy _____	39
Confrontation _____	39
Forgiveness _____	40
<b>APPENDIX 1 _____</b>	<b>41</b>
<b>CORNERSTONE CHRISTIAN ACADEMY ATHLETIC CODE _____</b>	<b>41</b>
Philosophy _____	41
Eligibility Requirements _____	41
General training rules _____	42
Electronic Devices _____	42
Equipment Policy _____	42
Physicals _____	42
Athletic Fee _____	42
Consent Forms _____	42
Dress Code _____	42
Parental Support _____	42
Return to Play (RTP) Policy (IHSA Policy) _____	43
Transportation _____	43
<b>APPENDIX 2 –ATHLETIC FORMS _____</b>	<b>44</b>
<b>STUDENT/PARENT ATHLETIC COMMITMENT CONTRACT _____</b>	<b>44</b>
<b>ATHLETIC PERMISSION/RECORD _____</b>	<b>45</b>
<b>LIABILITY RELEASE AGREEMENT _____</b>	<b>46</b>
<b>APPENDIX 3 – OTHER GUIDELINES &amp; AGREEMENTS _____</b>	<b>47</b>
<b>PRESCHOOL – 5<sup>TH</sup> GRADE FOOD ALLERGY GUIDELINES _____</b>	<b>47</b>
<b>TECHNOLOGY RESOURCES AGREEMENT _____</b>	<b>47</b>
<b>APPENDIX 4 – STUDENT ANTI-HARASSMENT POLICY _____</b>	<b>49</b>
<b>HARASSMENT REPORT FORM _____</b>	<b>53</b>

**CCA PERSONNEL**

**ADMINISTRATION**

Head of School . . . . . Doug Pavey  
Upper School Principal . . . . . Beth Sondgeroth  
Lower School Principal . . . . . Sue Chambers  
Early Education Principal . . . . . Kim Brucker

**DIRECTORS/COORDINATORS**

Director of Advancement . . . . . Danielle Garey  
Academic Support Office Coordinator . . . . . Robyn Hildebrand  
International Student Program Coordinator . . . . . Sean Larsen  
Director of Student Accounts . . . . . Carol Mettrick  
Spiritual Life Director . . . . . Austin Parker  
Director of Technology . . . . . Nic Rassi  
Athletic Director . . . . . John Schwartz  
Facilities Manager . . . . . Rick Scogin  
Director of Curriculum & Instruction. . . . . Jon Scott

**SUPPORT STAFF**

Custodian . . . . . Gary Ayers  
Librarian. . . . . Becky Barnes  
Nurse . . . . . Angie Detloff  
Receptionist . . . . . Larissa McLain  
Academic Support . . . . . Jessica Ray  
Custodian. . . . . Jerry Scogin  
Administrative Assistant . . . . . Mary Tompkins  
Academic Support . . . . . Laura Witt  
Advancement Assistant. . . . . Jessica Wolfe

**FACULTY**

Preschool

Joy Carrington  
Alyssa Garvin  
Starr Smith  
Cheryl Summers

After School Care

Kyle Jorgensen  
Cathy Jorgensen  
Judy Norris

Lower School

Cyndy Summers – Kindergarten  
Sarah Kinzinger--Kindergarten  
Renee Gliwa – 1<sup>st</sup> Grade

Jody Ayers – 2<sup>nd</sup> Grade  
Tara Wallin – 2<sup>nd</sup> Grade  
MaryBeth Rebbec – 3<sup>rd</sup> Grade  
Hannah Artman – 4<sup>th</sup> Grade  
Pam Scott – 5<sup>th</sup> Grade  
Candi Smith – 5<sup>th</sup> Grade  
Nadene Dillman – Music  
Sarah Johnson – P.E./Health  
Christy Weller – Art/Technology  
Cathy Jorgensen – Spanish

Upper School

Tracy Blakemore – Science/Math  
Wyn Boerckel – Bible  
Laurie Dahl – Spanish

Luke Drone – P.E.  
Jody Hagberg – Band  
Linae Hahn – Science  
Mike Hatfield – Math  
Ariana Horna –English/Spanish  
Tasha Jones – Vocal Music  
Kyle Jorgensen – Math/History  
John McLain – Bible/Math  
Bridget Nelson – Strings  
Mitzi Pavey – English/Math  
Becky Phinney – English/History  
Donna Schwartz – English  
Abby Wallin – History  
Amanda Wilson –  
History/Science/English

## INTRODUCTION

### ***History***

Over the years, tremendous growth has occurred in the Christian School movement. Concerned parents and churches have started schools that would provide Christian teaching in every facet of their children's education.

In 1995, a group of Christians began thinking and praying about the need for such a school to serve families in the Bloomington/Normal area. As a result, Cornerstone Christian Academy, an independent Christian school, was founded on July 1, 1997. At that time, the Academy took over the management of the Eastview Christian Preschool, which had been in operation for twenty years at Eastview Christian Church. During the first year, Cornerstone operated as a preschool, with 45 preschool students. In its second year, Cornerstone moved to its next facility at 806 E. Bell Street, and opened kindergarten through 4th grade, in addition to the preschool program. Another grade was added in each subsequent year until the first high school class graduated in 2007. Enrollment continued to increase. and in November of 2003, CCA moved into its new facility east of Bloomington on Ireland Grove Road on 78 acres of land which God provided.

Cornerstone Christian Academy is accredited by the Association of Christian Schools International (ACSI) and is a member of the Council on Educational Standards and Accountability (CESA). The Academy has been awarded state recognition by the Illinois State Board of Education. The school is governed by a self-perpetuating Board of Trustees whose members represent a broad base of evangelical churches.

### ***Statement of Faith***

- We teach that the Bible is the Word of God, supernaturally inspired, is inerrant in the original manuscripts and preserved by God, and is a divinely authoritative standard for every age and every life (I Cor. 2:7-14; II Peter 1:20-21; II Timothy 3:16).
- We teach that the Godhead exists eternally in three persons--Father, Son, and Holy Spirit, and that these Three are one God (Matthew 28:19; John 14:16-26; 16:7-15).
- We teach that God is the absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process (Genesis 1:1-2:25).
- We teach that Jesus Christ in the flesh was both God and man; that He was born of a virgin and lived a sinless life, in which He taught and wrought mighty works, wonders, and signs exactly as revealed in the four Gospels; that He was crucified, died as a penalty for our sins, and was bodily raised from the dead on the third day. Later He ascended to the Father's right hand where He is head of the church and intercedes for believers, and from whence He is coming again personally, bodily, and visibly to this earth (Philippians 2:5-8; Luke 1:26-35; Hebrews 4:14-15; I Peter 2:21-24; I Corinthians 15:3-5; Acts 1:9-11; Ephesians 1:18-23; 5:23; Romans 8:31-34; I John 2:1-2; I Thessalonians 4:15-16; John 14:1-6).
- We teach that in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin. Men are saved, justified, and sanctified on the simple and single ground of the shed blood. Those who trust by faith (alone) in the blood of Christ are saved and will enjoy God's gift of heaven forever. Those who fail to exercise such saving faith are condemned to spend eternity separated from God in hell forever (Hebrews 9:11-14, 10:10-13; I Peter 3:18; Galatians 3:13-14; I Cor. 6:9-11; Romans 8:31-34).
- We teach that such salvation with its forgiveness of sins, its imparting of a new nature, and its hope of eternal life is the pure grace of God apart from any good works, sacraments, religious



deeds or other tokens of human merit which cannot commend us to God (I John 1:8-10, 3:9; II Cor. 5:17; I Cor. 15:1-58; Ephesians 2:8-9).

- We teach that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Spirit (Ephesians 4:11-16, 5:15-21; I Cor. 14:20; Colossians 1:9-12,28; 3:12-17).
- We teach that God wonderfully and immutably creates each person as male or female. These two distinct complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- We teach that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We teach that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).
- We teach that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior of attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cornerstone Christian Academy.

### ***Mission Statement***

CCA is an independent college preparatory school that exists to glorify the Lord Jesus Christ by challenging its students to know Him as Lord, to think biblically, and to grow in knowledge and skill that they may serve and influence the world in His name.

### ***Motto***

"Educating World Changers"

### ***Philosophy of Education***

- We believe parents are responsible for the Christian education of their children. However, when parents choose us to partner with them in the education of their children, we seek close cooperation with the home expecting parents to be in agreement with the school's mission, objectives, policies, procedures, and philosophy.
- We believe in equality of all persons before God.
- We believe in the development of the whole child.
- We believe that the avenues to understanding and knowledge are diverse and yet bound and guided by biblical truth.
- We believe learning is a lifelong process.
- We believe in the importance of building genuine Christian maturity.

### ***Objectives***

We will seek to lead students to commit their lives to Jesus Christ and see the importance and implications of His Lordship for whole and effective Christian living.

In all that we do and learn, we will challenge ourselves and our students toward educational excellence, a deepening Christian faith, and a commitment to service.

We will work to accomplish these efforts in an atmosphere of academic excellence and a community of grace, believing that God would expect no less from us as His servants.

### ***School-wide Expected Student Outcomes***

In alignment with the Cornerstone Christian Academy mission statement, the curriculum and programs offered at the Academy address four domains: GROWTH, KNOWLEDGE, SKILL, and INFLUENCE.

It is the school's desire and prayerful expectation that graduates of Cornerstone Christian Academy will:

- Engage in God's story.
- Construct and convey ideas and opinions effectively.
- Acquire, analyze, and assimilate new concepts into a personal working knowledge as they progress toward accomplishing learning objectives documented in the Board-approved curriculum guide.
- Participate in cross-cultural experiences with the intention of impacting cultures for the glory of God.
- Form and articulate a Christian apologetic.
- Exhibit an increasing awareness of God's holiness and their own sinfulness, resulting in increased affection for God, His Word, and others.
- Develop sound intellect and analytical skills to solve problems that impact daily life.
- Demonstrate curiosity and inquisitiveness that cultivates a desire to learn.
- Explore, develop, and steward God-given talents in order to reflect His beauty and creative nature.
- Establish disciplines that promote spiritual, intellectual, and physical readiness to serve Christ and others.
- Exercise the responsibilities of a restored image bearer to care for and cultivate God's created order.
- Use technology proficiently, effectively, and ethically.

### ***Living Curriculum***

God has always blessed Cornerstone Christian Academy with outstanding teachers. Each feels particularly called by Him to be here and is qualified both spiritually and professionally to teach those entrusted to them. Every applicant goes through a rigorous application process before they are invited to teach. They must be born again believers with a clear Christian testimony. In addition, they must have at least a Bachelor's degree, though many have advanced degrees. Once at Cornerstone, they are required to continue learning through a variety of methods so that they might become even better equipped in their area of expertise. We pray every year that God will bring us His very best. We believe He has.

### ***Core Curriculum***

Cornerstone Christian Academy is committed to providing a solid liberal arts, college preparatory education presented in the context of a biblical worldview. In order to accomplish this objective, all students take classes in six core subjects. These include: Bible, history, English, science, math, and foreign language. Additional classes in art, music, physical education, and technology are provided for students at all levels. The sequence of these enrichment courses is determined for students in grades K-8. High school students may select their own elective courses to supplement the core. Curricular

materials are reviewed according to an established five-year cycle to ensure that we use the most effective tools for fulfilling the Academy's mission.

## **ADMISSION/ENROLLMENT GUIDELINES**

### ***Non-Discriminatory Policy***

Cornerstone Christian Academy admits students of either biological sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, age, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### ***Application***

For each new student desiring to attend CCA, an application must be completed by the parent(s)/legal guardian. All students entering 9<sup>th</sup>-12<sup>th</sup> grades must also complete and submit the Student Application at the same time. A one-time non-refundable application fee must accompany the application(s). Admission to the Academy is determined by entrance tests, previous school records, recommendations, and an interview conducted with the parents and the student by an administrator.

Married students are not eligible to attend Cornerstone Christian Academy. Students who marry are classified by law as adults and are not accountable to their parents or guardians. CCA, as an institution, chooses to enroll students who are still responsible to parents or guardians.

Students who have been expelled or dismissed for disciplinary reasons from other schools may be admitted on a probationary basis at the sole discretion of the Head of School after a thorough review of all pertinent information.

### ***Registration***

Registration fees are required to be submitted once the student has been accepted for admission. Registration fees are non-refundable.

### ***Returning Students***

The status of all returning students will be reviewed annually, and students will be re-admitted on a best-qualified basis. This involves consideration of academic progress, attendance, disciplinary record, attitude, and spiritual growth. Students entering Kindergarten must apply for admission (even those currently in preschool at Cornerstone), and students entering high school must complete the Student Application as well as the re-enrollment form.

Re-enrollment for returning students typically begins in January, giving qualified students who are currently enrolled the opportunity to re-enroll before open enrollment begins in February. Re-enrollment forms are emailed to currently enrolled families. Completed forms and accompanying fees are submitted to the school office. Families who re-enroll prior to start of open enrollment pay a discounted re-enrollment fee. A tuition deposit is due by May 31 in order to secure a student's spot for the upcoming school year.

### ***Student Assistance***

Applications for Student Assistance will be received beginning in January for the following academic year. *Only applications for new families will be accepted after May 1.*

**Physical Examinations**

Each student is required to have a physical examination prior to entrance into kindergarten, 6th and 9th grades. This may be obtained up to twelve (12) months before the beginning of school. The Illinois Revised Statutes require that school children be adequately immunized against measles, mumps, rubella, tetanus, diphtheria, poliomyelitis, and pertussis unless the parents submit a written objection based on constitutional grounds. Area doctors have the appropriate state health forms that are to be turned into the school office before the school year begins. Please note that *students will be unable to attend school unless this form is on file in the school office.*

**Birth Certificates**

All students are required to show proof of a Certified Birth certificate to meet requirements prescribed by the State of Illinois *prior to the first day of school.* A Certified Birth Certificate is the official document from the County Clerk's Office, and is often presented on thicker paper with a colored border or background with an embossed seal. Any birth certificates that are copies of this original document will read "void" across the copy. These copies cannot be accepted. Certified Birth Certificates can be ordered online or by phone from the County Clerk's office in the county where your child was born. A copy will be made for the student file.

**Dental Examinations**

Each student entering kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grade is required by the State of Illinois to have a dental exam form in the school office. Area dentists have the appropriate state dental forms that are to be turned into the school office.

**Eye Examinations**

All students entering kindergarten or an Illinois school for the first time are required to show proof of having met the eye examination requirements prescribed by the State of Illinois.

**Tuition**

The non-refundable tuition deposit is due within two weeks after the student has been placed, or by May 31st, whichever is later. The remainder of the tuition may be paid yearly (in advance), by two (2) semester payments, or by ten (10) monthly payments. The 10-month plan begins in July and has a \$10/month/family service fee. The semester plan is payable in August and January, and has a \$25/payment/family service fee. There is no service fee for the annual plan.

If payments are not received by the 10th of the month, a late fee of \$40 will be automatically charged to the student's account. If more than one payment is delinquent and arrangements have not been made with the Student Accounts office, the student may not be allowed to come to school until the account has been made current. Returned checks for insufficient funds will be charged a \$25 fee. (See Financial Obligation/Collections Policy)

**Other Fees**

All students will pay \$125 per I.E.S.A. or I.H.S.A. activity that they choose to participate in. *Such fees are due prior to the first practice of said activity.*

Lunches - Purchased not less than one month in advance. Lunches are non-refundable and non-transferrable.

Before & After School Care - Billable in fifteen (15) minute increments, the cost for care is \$10/hour for 1 child, \$12/hour for 2 or more children. There is a \$1 per minute fee for every minute past 5:30 PM.

In the case of a **calendar scheduled half-day**, parents have ½ hour (30 minutes) after the scheduled close of school to pick up students, after which there will be a \$1/minute late charge. Please note that dismissal on scheduled half-days occurs at 11:30 AM.

Graduation Fee (Seniors only)	\$ 75
(announcements, cap and gown purchased separately)	
Lock Lease (optional)	\$10
(replacement cost for locks not returned at the end of the year - \$50)	
Technology Fee	
Preschool Students	\$25
K-5 Students	\$50
6-12 Students	\$75

### ***Financial Obligation/Collections Policy***

The administration of Cornerstone Christian Academy reserves the right to withhold official records, student transcripts and report cards if financial obligations are not met. This includes tuition, before/after school care, library fines, damaged book fines, lost locks, activity and technology fee(s) and lunch money. If financial obligations are not met in a timely manner and there has been no communication with the Student Accounts Office, the account will be turned over to a collections agency.

## **ACADEMIC PROGRAM**

### ***Philosophy***

Cornerstone Christian Academy places emphasis upon the development of the basic tools of inquiry and intellectual development that will help students learn throughout their lives. A student participating in Cornerstone's program will work toward mastery of established curricular objectives in six core subject areas: Bible, English, history, math, science, and foreign language. A variety of elective and enrichment courses is offered within each of the school's divisions. Students are encouraged and expected to go beyond the acquisition of knowledge and practice analyzing facts and drawing conclusions in order to understand the complex nature of our lives. The Academy remains committed to delivering a rigorous academic education that will prepare students to enter the higher education institution of their choosing. However, we also recognize that even the most serious of students may need help from time to time to achieve their highest potential. Therefore, Cornerstone provides academic support in many forms – some voluntary, some mandatory – with the hope that each learner will indeed reach his or her highest potential to God's glory. We will do everything in our power to help each student have a successful academic experience. To that end, we offer several academic support services. (Not all services are open to all students, but only on an "as needed" basis).

### ***Academic Probation***

Upper School Students who do not achieve a cumulative grade percentage of 70% or above at the end of each quarter will be placed on academic probation. During the course of the next quarter, the

student will meet regularly with the Upper School Principal to monitor progress, and to aid parent/student/teacher communication. Students who do not show evidence of improvement may be denied opportunity to attend the following year. Students who are on academic probation will not be considered eligible for participation in athletics.

### ***Academic Support Office***

The Academic Support office exists to provide support for students identified as at-risk or struggling due to a diagnosed disability or recognized skill gap. Support may come in the form of providing classroom strategies for the teacher, academic support personnel working directly with a student or small group of students, and when necessary, developing an academic support plan that incorporates modifications and/or accommodations as outlined in a plan constructed jointly by academic support personnel, teacher(s), principal, and parents. The overarching goal in providing support is to enable students to reach a level of independent functioning within the classroom, particularly at the high school level.

### ***Advanced Placement Courses***

Students enrolled in 11th and 12th grades may request and/or be recommended for Advanced Placement courses that are taught on campus in the traditional classroom setting. AP courses are designed to give students a college classroom experience while still in high school and are taught by CCA faculty who have been trained by College Board instructors. Each AP course has a corresponding cumulative exam that students may opt to take at the end of the school year. These exams are taken on campus and then sent to the College Board to be scored. Scoring is on a 5-point scale. Typically, students who earn a 3 or above on an AP exam are granted some credit for a college course in the related subject area when they enter college.

The opportunity to earn college credit while taking courses to satisfy high school graduation requirements is the primary motivation for enrolling in AP courses. Therefore, it is the general expectation that AP students will sit for the exams in the spring. There is a fee for each exam that is the responsibility of the student's family. This is paid to CCA at the time of test registration during the second semester and remitted to the College Board. Students who do not intend to sit for the exam must communicate this to the course instructor and notify the Upper School Principal no later than January of the year of enrollment in the course.

All AP courses are two-semester classes. Successful completion of both semesters results in one (1.0) high school credit in the related subject area. Grades for AP courses are weighted on a 5.0 scale.

### ***After School Tutoring Groups***

Tutoring groups are held every Monday through Wednesday that school is in session, beginning after the Labor Day weekend. Groups are facilitated by faculty members, volunteers, and high school students. After school tutoring groups are primarily designed to address skill gaps in a particular subject area. Therefore, the completion of daily homework assignments will not be emphasized during these sessions. Support and priority will be given to students who have been identified as at-risk, struggling, those who have an ASP (Academic Support Plan), and/or those who demonstrate difficulty in maintaining a "C" average in the related subject area. Lower school tutoring groups will meet for 45 minutes (3:30-4:15 PM) and are coordinated through the Academic Support Office. Upper school tutoring sessions meet for one hour (3:30-4:30 PM) and are coordinated between the student and/or family and the classroom teacher.

### ***Bible Classes***

Biblical studies are taught with an emphasis on teaching and nurturing youth in their relationship with Jesus Christ. Spiritually, the goal of the Academy is to encourage all students to receive Jesus Christ as personal Savior and to challenge them to think biblically. To this end, students will be provided with an in-depth knowledge of the Bible, the inspired, infallible word of God. The Bible curriculum and spiritual emphasis of the school are designed to lead students to a greater knowledge of Jesus Christ and to develop the necessary disciplines to become fully-devoted followers of Christ.

### ***Class Rank & Valedictorian Designation***

Cornerstone Christian Academy does not rank students. Valedictorians are selected from each graduating class based on academic achievement, contribution to school life, involvement in the community, leadership skills and evidence of spiritual maturity. In the review of student transcripts as part of the Valedictorian selection process, only credits earned at Cornerstone Christian Academy will be calculated. Students must have been enrolled for all four years of high school in order to be considered for this honor.

### ***Dual Credit***

#### **Online Courses**

Cornerstone Christian Academy offers a variety of elective online courses to supplement the core curriculum at the high school level. These courses may be taken in addition to the core, but may not replace CCA's core coursework. The Academy partners with SevenStar Academy to provide rich online learning experiences that present content from a biblical worldview perspective.

Three options are available for high school students who wish to enhance the core curriculum with online coursework:

1. High school elective credit courses (.5 credit per semester),
2. Advanced Placement (AP) courses (.5 credit per semester and weighted on a 5.0 GPA scale), and
3. Dual credit college courses (1 credit per course; weighted on a 5.0 GPA scale).

Students who excel academically and have the resources to meet the demands of online learning should make an appointment to meet with the Upper School Principal in order to discuss the option that would work best for the student and his/her family.

Fees associated with enrollment in online courses are not included in the base tuition. Registration and fee remittance for online courses are handled directly through the course provider. In addition to course fees, families are also responsible for purchasing necessary textbooks and lab materials required for each online course. All applicable fees must be remitted at the time of registration and are not refundable once the student is enrolled in an online course. It is important to note that registration windows and requirements vary depending on the course provider. Regular communication with the Upper School Principal is necessary in order to ensure timely registration and fee remittance. It is the responsibility of the online student to be informed of pertinent registration, start, and end dates.

In order to preserve the integrity of Cornerstone Christian Academy's core curriculum, the following policies related to online course enrollment and credit transfer apply:

1. Except in the rare cases of school-created schedule conflict or credit recovery, online courses may not replace traditional classroom instruction in the core subject areas delivered on-site at Cornerstone Christian Academy.

2. All application, registration, course, textbook, and lab fees for online courses are the responsibility of the enrolling student. If a school-created schedule conflict necessitates online course enrollment, other financial arrangements may be made at the discretion of the administration.
3. Students enrolling in online Advanced Placement courses must notify the Upper School Principal of their intent to sit for the corresponding AP exam no later than January of the respective school year. Exam fees are the responsibility of the student, and are remitted to CCA in March at the time of exam registration.
4. Students who enroll in online dual credit courses must provide a copy of the final transcript to the Upper School Principal in order for the grade to be reported on the high school transcript and credit to be included in GPA calculation. It is the responsibility of the student to request the final transcript from the university providing the credit.

Inquiries related to online course enrollment should be directed to the Upper School Principal who reserves the right to approve or deny a program or course, depending on its alignment with CCA standards, values, and graduation requirements.

### **CCU at CCA**

Cornerstone Christian Academy partners with Colorado Christian University (CCU) to provide high school students with the opportunity to earn dual credit for courses taken on the Cornerstone campus, taught by Cornerstone faculty. These courses have been audited and certified by CCU, and college credit hours are granted by the university upon successful completion of the designated course. While dual credit course offerings may vary from year to year, they are typically part of the junior/senior level coursework. If a course has been certified for dual credit by CCU, students will receive information from the CCA instructor during the first week of school about the option to apply to CCU and register for dual credit. Taking advantage of the dual credit option is highly encouraged, but not required.

### ***Eligibility***

For all extra-curricular activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. Any student whose average grade falls below 70% in any class will be placed on a “watch list” and will be encouraged to seek assistance from the appropriate teacher or tutor. If a student’s average grade falls below a 60%, he or she will be considered “ineligible” for competition for a period of one week, until the first day of the subsequent school week. Students who struggle with repeated instances of ineligibility may be advised to withdraw from participation in certain extra-curricular activities in order to allow more time for academic preparation. It is the desire of the administration and faculty that students work up to their highest potential, and every effort will be made to achieve that goal through faculty mentoring and parental involvement.

### ***Grade Reporting***

Teachers update their RenWeb grade books every Wednesday, and parents have access to this information at any time by logging into their ParentsWeb account. Report cards will be posted one week following the end of each grading period. Transcripts reporting final grades (four-quarter average) for grades K-8 and semester grades for each high school course are archived and kept on file in the school office. Transcripts are not posted on ParentsWeb, but can be provided upon request. Transcripts



requested for college and scholarship applications will be provided free of charge. Transcripts requested following enrollment in another academic program are available for \$5 each.

### **Grading Scale**

Cornerstone Christian Academy emphasizes learning and the acquisition of skills above the attainment of a particular grade or score. However, formative and summative assessments which utilize traditional grading practices can aid in determining student progress toward curricular objectives. The following grading scale is utilized when reporting student academic progress:

Numerical	Letter Grade
100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59 & Below	F

In addition, students receive conduct and concept mastery grades of E (Excellent), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory) in some elementary classes. These conduct codes are also used in every class in the Upper School and affect a student's eligibility for the Upper School Honor Roll.

### **Grade Point Average Calculation**

Grade Point Average (GPA) is reported for high school students on a semester basis. Semester grades are calculated as follows: Quarter Grade (45%) + Quarter Grade (45%) + Semester Exam Grade (10%). The semester grades each carrying a weight of .5, are averaged using the following scale:

A = 4.0
A - = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3
C = 2.0
C- = 1.7
D+ = 1.3
D = 1.0
D- = .7
F = 0

All graded courses carry equal weight in GPA calculation with the following exceptions: Advanced Placement and Dual Credit courses receive an extra point in the calculation process. For example, an "A-" would receive a GPA weight of 4.7.

Winterim grades are calculated in the second semester GPA and carry the following weights:

Academic / Practical Courses =	.25 each
Study/Service Trips =	.50
Internships =	.50

**Graduation Requirements**

As a minimum, twenty-seven (27) units of credit above the eighth grade shall be required for graduation. The minimum quantitative requirements shall be:

Bible:	4 units
English:	4 units
History/Social Studies:	4 units (one must be American History)
Mathematics:	3 units
Science:	3 units
Foreign Language:	2 units
Winterim:	2 units
Electives*:	2 units
Fine Arts:	1 unit
Physical Education:	1 unit
Practical Arts:	½ unit
Health:	½ unit

In order to receive a unit of credit, the student must complete and pass two full semesters of coursework.

\* Electives must come from core subject areas (Bible, English, history, math, science, or foreign language).

High school students may apply for a waiver of Cornerstone Christian Academy’s physical education course requirement for one of the following reasons with prior approval from the high school principal or designee:

1. Enrollment in academic classes that are required for admission to a specific program at an institution of higher learning.
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.
3. Four-year participation in a credit-granting music course that meets during the designated PE class times.
4. Participation in a minimum of two seasons of interscholastic athletics at the high school level.
5. Participation in an adaptive athletic program outside of the school, in the case of a student who has an Academic Support Plan.

Students are strongly encouraged to complete the high school physical education course requirement by enrolling in one of the on-campus course offerings. However, it is understood that some unique situations arise that may make it challenging for students to satisfy this requirement. If one of the scenarios listed above applies to a student enrolled in grades 9-12 during the academic year and beyond, he/she must complete the course requirement waiver application, and should not assume that the waiver will automatically be applied. It is important to note that CCA’s PE courses have GPA power,

while substituted activities outline above do not. Approved substitute activities will not be included on the student's high school transcript.

### ***Homework***

Homework is a valuable part of the educational process. Developing strong homework habits provides reinforcement of skills and concepts as well as a sense of responsibility for one's own learning.

Homework is assigned on a regular basis, and students are expected to complete it and bring it back to class at the assigned time.

At the beginning of each day or class period, the teacher will collect students' homework. The teacher will send a notice to the office about missing assignments. School office personnel will then contact the student's parents to inform them that their student has a missing assignment. If the assignment is turned in by the next time the class meets, it will be graded and the grade will be reduced by 10%. Any assignments that remain incomplete beyond that timeframe will receive a grade of "0." Students who demonstrate chronic patterns of incomplete schoolwork will be required to meet with the grade level/subject area teacher and the principal to discuss the problem and determine the best course of action.

An "Incomplete" may be issued when the teacher feels there are justifiable reasons for the work to be late (such as illness at the end of a grading period). Such a grade will be changed to an "F" if the work is not completed within two weeks of the notice of the "Incomplete" grade.

Students in grades 2 – 5 are required to have an assignment notebook which will be issued in August. Teachers will use the assignment notebook to communicate with parents and model organizational skills essential for student success. Students may purchase additional notebooks for \$8 each payable in the office.

Students who are absent are responsible for all assignments during their absence. (See Attendance section for additional information related to make-up assignments.)

### ***Honor Roll***

Each quarter those students in 6<sup>th</sup> through 12<sup>th</sup> grades who demonstrate academic excellence will receive recognition through the Upper School Honor roll. In order to qualify for Honor Roll status, a student must have not received more than one "B" with all other grades being "A's" (or their equivalents on a 4.0 GPA scale) per quarter in all graded courses and no mark less than "S" in conduct. Students must be enrolled in a minimum of 6 credit-granting courses per semester in order to be eligible for Honor Roll designation. The Honor Roll is published in CCA<sup>2</sup>Day at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters.

### ***Integrity Expectation***

The Academy operates on an honor system. The honesty and integrity of each student is considered vital. Cheating is a major violation and is disciplined accordingly. The following areas are considered as cheating:

- Giving or receiving help on tests, copying homework, allowing someone to copy;
- Sharing information from tests or quizzes with others;
- Plagiarizing or copying work and claiming as student's own work.

Cheating is a serious offense and will be addressed as follows:

- Teachers will confront a student if cheating and/or plagiarism is suspected.
- Teachers will report suspected cheating and/or plagiarism to the Principal.
- The student may meet with the Principal and the teacher.
- If there is reasonable cause to believe that the student has indeed cheated, the Principal will be notified and parents called.
- The student will receive a zero on the assignment.
- A conference may be held with the parent, student, teacher, and Principal, if the Principal deems necessary.
- If continued offenses occur, the student may be expelled from the academy.

### ***Lexia Reading Program***

Lexia Reading System is a supplementary software program designed to help students acquire and improve basic reading skills. This is just one of the strategies employed by the Academic Support Office. It is designed to provide independent practice in phonological awareness, phonics, vocabulary, fluency, and language structure.

### ***Parent/Teacher Conferences***

Teachers at Cornerstone Christian Academy are always willing to answer questions and to work in a positive manner for the welfare of their students. Conferences for all students will be held at the end of the 1st quarter after report cards have been posted on ParentsWeb. These conferences are a great opportunity for the teacher and parent to discuss the physical, emotional, and academic development of the student. If a conference is desired at any other time, please contact the individual teacher to set up a conference time.

Conferences for preschool students will be held twice a year.

The Academic Support Office holds annual conferences with parents at the end of May in order to review student progress and to construct a new ASP (Academic Support Plan) for the upcoming school year.

### ***Retention***

Students in grades one through eight will be required to repeat the year if they earn three or more final grades of "F's" for the year in core subjects (Bible, Math, Science, English, History, and Spanish). A student at this level who fails at least one class but less than three will be encouraged to seek tutoring over the summer to strengthen skills prior to the next school year.

High School students who fail courses will not receive credit for those courses and will be required to retake them if needed for graduation. Students who do not earn passing grades in core subject coursework must meet with the high school principal to determine the best course of action for credit recovery.

### ***Schedule Changes***

All requests to change student schedules must be made within the first week of classes at the beginning of each semester. A Schedule Change Request form must be completed and signed by a parent or guardian. Students submit completed request forms to the office and must report to assigned classes until they receive notice of approval.

## ***Scholarships/Awards***

### ***Shamess Scholars***

The Shamess Scholars will be a high school sophomore, junior, and senior student who exhibit outstanding “world changer” potential as evidenced by spiritual growth and leadership, participation in the life of the school, commitment to academic excellence, an unwavering desire to be part of God’s work at Cornerstone, and involvement in culture-shaping activities in the broader community and beyond. Scholarship recipients are selected by a committee comprised of faculty, staff, and administrators and will be announced in May of each year. Eligible candidates must carry a cumulative grade point average of 3.3 and maintain this standard throughout the award period. Additionally, Shamess Scholars will meet with the Head of School and Upper School Principal periodically during the school year for the purpose of further developing worldview and leadership skills that will equip them to serve and influence the world in Christ’s name.

### ***Kinzinger Award for Biblical Leadership***

The Kinzinger Award for Biblical Leadership is awarded annually to one recipient per level in grades 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> who demonstrates a passion for God’s Word, and who lives out his/her passion before their peers. In addition, consideration is given to those students who exhibit potential for spiritual leadership going forward.

### ***Semester and Final Exams***

High School students will take written cumulative examinations for each graded course at the close of each semester. These evaluations are valuable tools for assessing student progress. Semester and final exam grades will be 10% of each semester’s grade and will be administered at the end of each semester. Exam dates are listed on the school calendar. No exams will be administered prior to the assigned exam date. Families should make every attempt to ensure their student’s attendance. Students with unexcused absences on exam days will receive a zero (0) for the exam, and the semester grade will be averaged accordingly.

### ***Standardized Testing***

All students in grades 1-11 are required to take standardized achievement tests annually. A copy of testing results will be sent home to parents, and one will remain on file in the school office. The Terra Nova is administered to students in grades 1-8. High school students take the PSAT 9/10 in grades 9 and 10 and the PSAT/NMSQT in grade 11. The cost for the administration of these tests is included in the cost of tuition. Achievement data for students in grade 12 is collected from their participation in the ACT and/or the SAT programs which are administered off-site. ACT and SAT registration information is available from the Upper School Principal upon request.

### ***Textbooks***

Students are expected to be good stewards of all CCA property, including text and workbooks. Students in every grade will be responsible for maintaining good condition of all text and workbooks. Families will be billed for lost or damaged textbooks. “Damage” is determined by the textbook committee and is defined as “more than normal wear.” At the close of the academic year, families who have not paid for lost or damaged materials will not have access to ParentsWeb and school records will be held until outstanding invoices are settled.

### ***Winterim***

Winterim is a unique high school mini-semester experience that takes place during the month of January. During this time, regular classes are suspended for students in grades 9-12 while they participate in one of the following elective options: two three-hour classes (one academic and one practical in nature), study/service trips, or internships (limited to juniors and seniors). Students receive credit for these courses while having the opportunity to explore their unique areas of interest and giftedness. Course options vary from year to year, as do course fees. Registration takes place in late October and early November.

### **ACTS 1:8 PROGRAM**

The purpose of Cornerstone's ACTS 1:8 Program is to further spiritual growth development and to develop students with a heart for ministry. It is our hope that students learn the joy of serving others, commitment, and discipline through their participation in serving others. There are many opportunities to serve at the school, in the community, and in the local church. We encourage students to observe those around them, identify areas of need, and seek to serve because they love the Lord and want to make a difference for the sake of His name.

#### ***Program***

Acts 1:8 reads, "But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." We have identified the following locales of service:

- "Jerusalem" - Every Cornerstone student will be involved in ministering to the local community on a regular basis.
- "Judea/Samaria" – Upper School students have some projects which will take them outside the immediate community of Bloomington/Normal.
- "Ends of the Earth" –As with the church at large, Cornerstone students are encouraged to be "goers" and/or "senders." To that end, a monthly offering is taken to support our international ministry partners.

### **APPEARANCE GUIDELINES**

#### ***Philosophy***

The way a student dresses and his or her outward attitude is often a reflection of a heart attitude. In order to not be a distraction to another's walk with the Lord or the learning environment at Cornerstone, students are required to groom and dress with modesty, good taste, good repair, cleanliness, and safety in mind. A student's appearance (grooming and attire) should not draw attention away from the spiritual and academic objectives of the school experience or cause a distraction to self or others. In addition, logos, slogans, and pictures that promote non-Christian values and subcultures will not be allowed. The administration reserves the right to make the final decision related to the appropriateness of a student's appearance.

#### ***Guidelines***

- Head – It is unacceptable for students to wear hats, caps, hoods, or other head coverings indoors at any time. This includes hats that are part of an ensemble. Sunglasses may not be worn in the building.

- Hair – Students are requested to groom themselves carefully. Hair must be kept clean and out of the eyes at all times. Extreme styles or color are unacceptable.
- Feet – Shoes must be worn and stay on the feet at all times.
- Attire - Students may wear shorts, t-shirts, and jeans to school. However, shorts or skirts must be an appropriate length. When in doubt, please don't wear the article in question. Modesty and good taste are the key factors to consider.

The following guidelines apply to male and female students where applicable:

- No tank tops, halter tops, muscle shirts or midriff-showing tops
- No writing on the rear of shorts, pants, or sweatpants
- No pictures of guns or weapons on any articles of clothing or accessories
- No pajama pants
- No undergarments showing at any time

Field Trip Attire – Teachers will inform students of required attire on field trips. Students who fail to comply with the assigned field trip attire may not be allowed to participate.

P.E. Uniforms – **Approved P.E. uniforms (detailed on the School Supply List) are required for all students in grades 6-12.** Parents and students should take note that daily P.E. grades will be reduced for those not wearing the approved P.E. uniform.

## **ATHLETIC PROGRAM**

### ***Philosophy***

Participation in athletics at Cornerstone provides opportunities for students to worship and glorify God by using their whole body. The goal of CCA's athletic program is to instill attitudes of respect, teamwork, and sportsmanship while mastering skills. Student-athletes have the opportunity to provide a Christ-like witness as they learn to win with grace and humility and to accept defeat with poise and dignity.

### ***Program***

Cornerstone Christian Academy is a member school of the Illinois Elementary School Association, the Illinois High School Association, and the East Central Illinois Conference. A variety of interscholastic competitive sports and activities is currently offered for both boys and girls. All student-athletes must maintain good academic, behavioral, and attendance standing. In addition, sports physicals, athletic commitment contracts, and all pertinent paperwork must be current for the season of participation. See the Athletic Handbook appendix for more specific information.

## **ATTENDANCE GUIDELINES**

### ***Philosophy***

Regular attendance is critical to success in school. Students and parents share the responsibility of making every effort for the student to attend class every day that school is in session. Parents bear the added responsibility of reporting student absences by contacting the school office promptly.

### ***Church Attendance***

Church fellowship is a vital part of spiritual and social growth. Our school encourages students to attend weekly church services with their families or on their own. Students are also encouraged to participate in church-sponsored youth programs and events. When a church event conflicts with a school day or event, parents should communicate with their student's principal to request an excused absence.

### ***School Attendance***

Absences should be necessary and unavoidable. **Students will not be excused from school by parent request without valid cause.** Administrators will deal with exceptions on a case-by-case basis and will make the final decision if absence is excused or unexcused. **A parent must call the school at 662-9900 or email the office before 9:00 AM when their student will be absent for all or any part of the school day and leave a message stating the reason for the absence and to request homework (grades K-5).** If calling before 8:15 AM, please leave a message on the school's voicemail. Students should report to the Academy office upon return to school to ensure accurate recording of time absent.

### ***Early Departure***

If a student needs to leave school early for any reason, the parent must write a note or call indicating the time of departure, and who will be coming to pick the student up. Parents or others picking up children during school hours must come to the office to sign their student out.

### ***Excused Absences***

Absences for the reasons listed below will be excused if the school is notified on the day of the absence:

- Illness or injury
- Serious illness or death in the family
- Medical or dental appointment (verification from the physician's office may be required)
- Accident or emergency
- Vacation or planned absence with prior administrative approval
- Unavoidable circumstances

Students who have been absent for any of these reasons will have the same number of days as absent to complete make-up assignments. Upper School students should obtain assignments from RenWeb. Parents may request make-up work by contacting the school office. In order not to disrupt the daily class schedule, parents may come to the school to pick up make-up assignments only after the end of the day.

### ***Illness and Unplanned Absences***

Students with a sore throat, fever, or other noticeable symptoms of an illness, must remain home for their sake and for the sake of other students. Students who have recovered sufficiently from an illness and have been without a fever for 24 hours without the aid of medication, may return to school. Students who have been ill must arrive prior to 12:00 noon in order to be considered eligible to participate in extracurricular activities for the day of the absence. Tests or quizzes that are missed due to illness should be made up as soon as possible upon the student's return to school.

### ***Unexcused Absences***

Any absence resulting from circumstances other than those listed above will be considered unexcused unless excused by an administrator. All work missed due to an unexcused absence must be completed, but will receive no credit. **Students who are unexcused for any part of a school day will be considered ineligible for participation in extracurricular activities that day.**



### ***Study Hall & “Flex” Period Attendance***

Attendance in all assigned periods, including 6th – 12th grade study halls and “flex” periods, is expected on a daily basis. Study hall time is time set aside for the purpose of assisting students with homework management and the development of strong study habits. Students who elect to include a study hall period in their schedule must expect to report daily to the assigned study hall room prepared to work on schoolwork. Students are not permitted to join other classes or report to other areas of the building during study hall time. High school students who have 8th hour study hall are not permitted to leave campus early without administrative approval. “Flex” periods are designed to provide flexibility in students’ schedules and to provide opportunities for such activities as tutoring, club meetings, Bible studies, and special rehearsals to occur during the course of the regular school day. To that end, students are required to remain on campus during all “flex” periods, unless other arrangements have been pre-approved by the Upper School Principal.

### ***Tardy Policy***

Excessive tardiness requires a conference with the student’s parents and the principal. Students who are tardy to class will be asked to report to the office to obtain a tardy slip. Lower School students arriving after 8:20 must have parents check them in at the school office. Upper School students arriving after 8:20 AM due to tardiness will result in an unexcused absence for the 1st hour class period.

All teachers are required to keep daily attendance records.

1. At the 3rd tardy, parents will be notified that the tardiness has occurred.
2. With each subsequent 3 tardies, the student will receive an unexcused absence for that class/subject area.
3. In case of inclement weather or unavoidable traffic delays, an announcement will be made to excuse tardies.

### ***Vacations and Planned Absences***

Vacations and planned absences up to 5 days per academic year will be considered excused with approval from the principal. Parents should attempt to minimize planned absences as much as possible.

***All planned absences must be cleared with the principal at least one week in advance.*** The principal will notify all of the student’s teachers of the upcoming absence. Work is not given out to the student in advance. Students have the responsibility to obtain the assignments upon their return to school, and have the same number of days as absent to complete assignments, to a maximum of five days. After the five days, incomplete assignments will receive no credit. Students who will miss an announced test during their absence over material previously covered will take the test the day they return. If the test was not announced prior to the absence, or new material was covered during the absence, the teacher will assign a make-up date.

### ***College Visitation Days***

High school students will be granted excused absences for pre-arranged college visit days. Parents should obtain approval from the Upper School Principal at least one week in advance of the scheduled visit.

### ***Attendance Probation***

Students who miss more than ten days or ten periods of a specific class in one semester will be placed on attendance probation. Parents will be notified when this occurs. Attendance is recorded on student transcripts and may affect a student's eligibility for future enrollment. Excessive absences may result in a student being retained in the same grade. In all cases, academic work missed must be completed. Students who are on attendance probation are not considered eligible for participation in athletics.

## **CHARACTER EXPECTATIONS**

### ***Philosophy***

Although CCA does not require a student to be a Christian, it must be understood that the school will uphold standards of Christian conduct and expect the students to operate within them, both while on campus and away from it. Cornerstone will strive to train students to live above reproach, showing respect for God, country, family, school personnel, and fellow students at all times. Students are expected to operate with integrity and behave in a consistent manner while at school and away from campus. Misconduct away from school that impacts the school community may need to be addressed by the school administration.

### ***General Expectations***

Students are expected to demonstrate respect, compassion, diligence, neatness, modesty, discipline, self-control, and good stewardship. The Academy requires that a student's behavior and lifestyle be consistent with a Christian model. This is particularly true in that the Bible makes specific prohibitions against the following behaviors and lifestyles and that these issues can significantly affect a student's ability to be part of CCA. Violations to general expectations are addressed based on guidelines adopted by the Board of Trustees. These guidelines are available upon request.

- promiscuous behavior (sex outside of marriage) (1 Cor. 6:18-20)
- homosexual behavior/lifestyle (1 Cor. 6:9, Romans 1:26-27)
- criminal activity (Titus 3:1)
- use of drugs and alcohol (1 Cor. 3:16-17 and Proverbs 20:1)
- disrespect for authority (Col. 3:22, Heb. 13:17, Rom. 12:7)
- cheating, lying, stealing (Ex. 20: 15-16)
- communication (spoken, written, or electronic) that is not edifying to the body of Christ or the Cornerstone community
- bullying or targeted acts of aggression

In addition to these direct biblical mandates, we feel the following areas (addressed indirectly in scripture) would also be inconsistent with Christian standards at CCA:

- acting in anger (Eph. 4:26, James 1:20, 1 Cor. 9:27, Titus 2:2)
- use of profanity (Ex. 20:7, Col. 4:6, Eph. 4:29; 5:4)
- unkindness (Eph. 4:32)

### ***No Firearms/No Tobacco/No Drugs/No Alcohol Policy***

Cornerstone Christian Academy has a firm NO FIREARMS/NO TOBACCO /NO DRUGS/ NO ALCOHOL POLICY. This means firearms, tobacco, drugs, and alcohol are not permitted in Cornerstone Christian Academy buildings or on school property. Any student who is found with a firearm, tobacco, drinking, using drugs, or is under the influence in school, on school property, or at a school-sponsored event will

face immediate, indefinite suspension. Re-admission to Cornerstone Christian Academy will only be considered after a parent meeting with the Academy administration.

## **DISCIPLINE PROCEDURES**

### ***Philosophy***

Teachers have a discipline plan for the classroom to create an environment in which learning can take place. They employ restorative discipline methods which draw upon student and teacher strengths for effective results. Consistency and parent partnership are the underlying factors in creating this environment.

### ***General Policy***

Disorderly conduct will not be tolerated. Some infractions of discipline include, but are not limited to, the following:

- Being disrespectful or unkind to a teacher, peer, or visitor;
- Fighting or roughhousing;
- Exhibiting inappropriate or boisterous behavior;
- Speaking out in class without permission;
- Being out of an assigned seat unnecessarily;
- Being unprepared for class by not bringing homework or other materials;
- Violating the dress code;
- Cheating, lying, or committing plagiarism;
- Destruction or vandalism of student or school property;
- Violating established classroom or lunchroom rules;
- Use of cell phones or other electronic devices without prior approval;
- Any behavior deemed unacceptable by the Principal or Head of School.

If, after being warned, a student refuses to correct inappropriate behavior, a detention to be served the following morning may be assigned. Parents will be notified as soon as possible by the teacher assigning the detention. Students serving detentions report to the Before School Care area at 7:15 AM on the next school day. Students must be on time and parents are not permitted to remain in the same area during the detention period.

Failure to correct inappropriate behavior may result in suspension and/or expulsion. When a serious offense occurs (including, but not limited to, physical violence), the administration reserves the right to override normal discipline steps and move immediately to suspension and/or expulsion.

## **EXTRA-CURRICULAR ACTIVITIES**

### ***Philosophy***

It is the expectation that all Cornerstone students will be involved in extracurricular activities, as these build both relational and leadership skills. An extracurricular activity is any activity that is not part of the student's core curriculum. These activities include but are not limited to the following: Student Activities Board, Cyclone Theatre, Scholastic Bowl, Chess Club, athletic teams, cheerleading, yearbook, newspaper, Leadership Council, and various other club activities.

### ***Leadership Council***

Leadership Council presents unique opportunities for students to grow as “World Changers”. Believing that leadership development and authentic discipleship do not happen in large groups, but rather, through life-on-life influence, Leadership Council is a gathering of students, faculty, and administrators who genuinely desire to impact culture for the glory of God. Students will engage with their teachers and administrators to design and implement programs that strengthen the spiritual life of all students at Cornerstone, and, in the process, develop leadership skills they will need to lead in the cause of Christ throughout their lives. Leadership Council has three branches based on Micah 6:8, which instructs us to “seek justice, love mercy, and walk humbly with God.” Each of the three branches of the council is comprised of students representing upper elementary school, middle school, and high school, and each group identifies itself with a biblical Greek word that corresponds to its area of emphasis – practicing mercy through service and humility in leadership while promoting justice within the community and beyond.

### ***Student Activities Board***

Students who serve on the Student Activities Board learn valuable skills as they work together to plan and execute a variety of special events that provide opportunities for fellowship both during and outside of the regular school day. These students communicate with peers and faculty members in order to prepare for, promote, and direct activities. Participation is by administrative invitation and students are asked to commit to service for the full school year. Student Activities Board members may be asked to recruit other students and teachers to form smaller committees that meet as needed to work on details of specific events.

### ***Student Chaplains***

Student Chaplains function as the student extension of the Spiritual Life Director's office. This two-year leadership role is intended for juniors and seniors who demonstrate a heart for the Lord in serving the Cornerstone community through various ministry opportunities. Applications for Student Chaplains are reviewed and selections are made annually.

## **GENERAL SCHOOL INFORMATION AND PROCEDURES**

### ***Accidents***

All accidents which occur during the school day or on any school-sponsored trip should be reported to the office immediately at which time an incident report will be completed. Students who require immediate emergency medical attention will be transported to the hospital by ambulance and the parents will be notified by phone.

### ***Before & After School Care***

Cornerstone offers before and after school care for CCA parents who must drop their student off before the beginning of the school day. This service is billed monthly to those families who use it.

Beginning at 7:15 AM, students may be brought into the school for Before School Care, and signed in, recording the time of arrival. **All preschool through grade 5 students arriving prior to 7:50 must be signed into Before School Care.** Preschool students will be supervised in the preschool area. Students will not be allowed to wait in the airlock. Jr. High students (6<sup>th</sup>-8<sup>th</sup> grade) may arrive as early as 7:15 AM, but must go directly to the Forum Room for supervision. There is no cost for this.

At 3:30 PM **all Preschool-8<sup>th</sup> grade students, who have not been picked up, will be checked into After School Care.** (In order to ensure the safety and protection of all students at all times, we respectfully ask that parents *not instruct their children to wait outside or in another part of the building instead of going to After School Care.*) After School Care is available until 5:30 PM. Students must be signed out, recording the time of departure. Billable in fifteen (15) minute increments beginning at 3:30 PM, the cost for care is \$10/hour for 1 child, and \$12/hour for two or more children. There is a \$1 per minute fee for every minute past 5:30 PM. No pre-registration is required to use After School Care. *Should a parent be consistently late, the Academy reserves the right to suspend all extended care privileges. If a parent is over one month behind in extended care fees, all extended care privileges will be suspended.*

### ***Cancellation/ Early Dismissal***

In the event of an unplanned cancellation or school-wide early dismissal due to inclement weather or other reasons, parents will be notified in three ways:

- ParentAlert (via email, text message, and/or voice message)
- Alert notice on school website ([www.cornerstonechristian.com](http://www.cornerstonechristian.com))
- WJBC 1230 AM radio live broadcast and [wjbc.com](http://wjbc.com) (Cancellations page)

In most cases, if Unit 5 or Tri-Valley schools cancel **due to weather**, CCA will also cancel. We will make every attempt to make any such decisions by 6:30 AM. Please do not call the school or teachers at home. If school is cancelled, all games and practices will be cancelled or postponed at the discretion of the Athletic Director.

In the case of an early dismissal, parents have ½ hour (30 minutes) after the scheduled close of school to pick up students, after which there will be a \$1/minute late charge.

### ***Care of Property***

Students at Cornerstone Christian Academy are responsible for taking good care of the equipment and materials they use at school. This is true of large (and often expensive) items such as computers, as well as smaller items like textbooks and athletic equipment. We expect our students to be good stewards of all that God has given us. Should students behave irresponsibly with any of the school's materials or equipment, and as a result, break, lose, or destroy it, the responsible party(ies) will be expected to replace the lost or damaged item(s).

### ***Chapel***

Chapels for both Lower School and Upper School are held weekly each Monday. Lower School Chapel is held in the gym at 8:30 AM, and Upper School Chapel is held in the Forum Room at 9:20 AM. Parents are encouraged to attend either Chapel as their schedule permits. Combined Chapel is held the last Monday of each month at 9:20 AM in the gym.

### ***Closed Campus***

CCA has a firm closed campus policy, which requires students to remain on school property for the entire school day. Exceptions to this must be approved by the principal as explained under Vacations and Planned Absences.

### ***Computer & Internet Usage***

The Academy provides access to a variety of electronic devices, networking systems, and software in order to promote educational excellence. Acceptable use of these systems, devices, and software must be for educational or research purposes with the approval of school personnel.

Use of school computers and internet access is a privilege, not a right, and is limited to those students who have read and agree to comply with the "Technology Resources Agreement" found in Appendix 3 of this handbook. Inappropriate or unauthorized use will result in the loss of those privileges and appropriate disciplinary action.

### ***Copy Machines & Printers***

Students are not authorized to make copies or print papers/homework at school unless instructed by a faculty member as part of classroom work. Parents should make every effort to see that printing of homework is done at home. When unavoidable printing/copying must be done at school, students will be charged \$0.10 per copy/page. *No colored copies will be printed.*

### ***Electronic Devices & Cell Phones***

Cornerstone Christian Academy's electronic network is to be used to support the curriculum and the mission of the school. The network is not a public forum for general use. Student users may access technology for only educational purposes. The use of personal electronic devices or school issued electronic devices in any manner that disrupts the educational environment, violates the rights or privacy of others or causes harm to others, including but not limited to using the device to text, access social media, take photographs, or cheat in any capacity is prohibited and will be subject to school discipline. School discipline could include loss of network access, loss of technology use, or other appropriate disciplinary action.

The use of personal electronic devices (including, but not limited to, cell phones, iPods, smart watches, tablets, laptop computers, gaming systems, and video or MP3 players) during instructional time is restricted to educational uses and to usage as directed by an instructor. Students accessing the internet at school will use the school's student or guest network. Students may not use their devices as hotspots.

The use of personal electronic devices on school-sponsored trips and during extra-curricular activities for any purpose other than one approved by a teacher, coach, or administrator is prohibited.

Students who need to contact their parents during the school day may do so from the school office, using either their personal cell phones or the office landline. During After School Care, students may use phones for monitoring calls or text messages from parents, siblings, or carpool drivers. This is the only acceptable use of a personal cell phone during this time.

Students who do not uphold the electronic devices and cell phones policy must turn the electronic device over to the care of school personnel until a parent or guardian comes to the Academy office to retrieve it.

### ***Field Trips***

Field trips play an important role in enriching the educational experience. They are much more than a day away from the books! We believe that hands-on experiences provide excellent opportunities for

learning. Students are expected to participate in these experiences, and may be given an assignment to complete on a related topic if they do not participate in the field experience.

While away from school, students must remember that they are representatives of Christ and of CCA, and conduct themselves accordingly. Exemplary behavior and dress are expected. (Please see the **Appearance Guidelines** section of this handbook).

Parents who are attending or driving to a field trip may be responsible for any costs/fees involved (gas, parking, admission, etc.). *Siblings are not permitted to attend with a parent unless the field trip is designed as a family event.* Classroom teachers will select chaperones on a rotational basis. Anyone not selected as a chaperone for a particular field trip who wants to attend is welcome to meet his/her student at the destination at his/her own expense. All drivers must have proof of current insurance on file in the school office. Vehicles transporting students must have a working seatbelt for each passenger. The law requires that all children under 8 years of age be in a car seat. It is the parents' responsibility to provide the booster-style car seat.

### **Food**

**Food, candy, and beverages may only be consumed in designated areas during approved periods and may not be carried into classrooms or common use spaces.** In order to maintain order, cleanliness, and safety, **only water bottles will be allowed in classrooms.** In addition, no food or beverage items may be left on top of lockers. Food or beverages brought to school as part of a class project or for a special occasion must be pre-approved by school personnel and consumed in the reserved area only. All students must read and comply with the "Food Allergy Guidelines" as presented in Appendix 3 of this handbook.

### **Fundraising Policy**

Cornerstone Christian Academy is committed to supporting the school and its programs through voluntary gift donations. As such, any other fundraising program that will either be promoted in the school or have CCA's name attached to it must be pre-authorized by the administration, who has the right to deny any such activity.

The following Fundraising Policy was adopted by the CCA Board of Trustees in November of 1998:

- A. Cornerstone Christian Academy is committed to seeking financial partnerships through voluntary gifts donations.
  1. The School Board and the administration will be familiar with and adept at strategies and techniques for seeking voluntary gift partnerships – small and large, restricted and unrestricted, operational and capital, current and deferred.
  2. CCA will tie its reason-for-being to its reason-for-asking to be supported by those who believe in its mission.
  
- B. Cornerstone Christian Academy is committed to avoiding the sale of products to finance the school.
  1. Fundraising by product sales diminishes the very idea of mission.
  2. Fundraising by product sales enables the school Board and administration to avoid asking anyone to give.

3. Fundraising by product sales relies on the public's desire for a tangible exchange of goods in return for money, rather than the tangible benefits of good work to the glory of God.

### ***Locker Use & Inspection***

Students who are assigned a locker will be held responsible for its contents and its cleanliness. Students are not permitted to share lockers, switch lockers or use more than one locker. Students are also not allowed to enter anyone else's locker at any time. *Lockers may be decorated on the inside only using magnets only. There is to be no outside decoration of any kind.*

All of a student's personal items and school materials must fit in the locker and remain there at all times. *Athletic bags that are too large for the hallway locker should be kept in the locker room or other designated area.* Items of great value should be left at home, not stored in student lockers. CCA does not accept responsibility for loss of or damage to student property. Lockers at CCA are not to be locked at any time. Food items and beverages are not to be kept in student lockers for any purpose other than lunch. Eating or drinking is not permitted in the hallways or in the classroom.

All lockers in the locker rooms have been issued a padlock for student use. These padlocks must remain in the locker room attached to the assigned locker.

The school reserves the right to inspect the lockers at any time to maintain standards of cleanliness and for other appropriate reasons. At the end of the school year, teachers will inspect all lockers and damages may be assessed if a locker has been unduly damaged.

### ***Logo Use***

Use or reprint of any Cornerstone logo (the main Shield logo, the Cyclone logo, and the "Distinctive Education" logo) ***is prohibited without advance authorization by the school administration.***

### ***Lost & Found***

Items that are found can be turned into the school office. Those that have not been reclaimed become the property of CCA and may be disposed of every two weeks as necessary. Please mark belongings to enable quick identification.

### ***Lunch***

Lunches are to be sent from home each day, unless a family orders a school lunch as outlined below. Refrigerators and microwaves are not available for student use. All students must work to maintain the cleanliness and sanitation of the eating areas. "Nut-free Zones" must be carefully observed, and all students must be familiar with the school's "Food Allergy Guidelines." (See Appendix 3.)

There are four lunch periods:

1. Lunch 1 (Kindergarten-2nd Grades) – 11:00-11:25 AM with recess following until 11:45 AM.
2. Lunch 2 (Grades 3-5) – 11:25-11:50 AM with recess *before* lunch from 11:05-11:25 AM.
3. Lunch 3 (Grades 6-8) – 11:35 PM-12:00 PM on Monday; 11:25-11:50 AM Tuesday – Friday.
4. Lunch 4 (Grades 9-12) – 12:15-12:40 PM on Monday; 12:25-12:50 PM Tuesday – Friday.

The catered lunch program begins the week after Labor Day. Students may participate if they choose. Cost varies depending on the lunch ordered. Lunch are purchased in advance online through



ParentsWeb. ***Please do not send a student to school to purchase lunch for that day, and please note that lunches are non-transferrable and non-refundable in case of an absence.***

Parents or grandparents (please no younger siblings) are welcome to join their child(ren) for lunch. Please sign in at the office and obtain a visitor's badge before going to the lunch room.

### ***Medication***

If it is necessary for a student to receive prescription medication at school, a *Prescription Medication Administration Authorization* form must be completed by both the medical prescriber and the parent/guardian and kept on file in the school office.

If it is necessary for a student to receive over-the-counter/non-prescription medications at school, an *OTC Medication Administration Authorization* form must be completed by the parent/guardian and kept on file in the school office.

Parents are responsible for submitting a new Medication Administration Authorization form any time there is a change in the dosage or the time a medication is to be given.

Both forms are available on the school website.

Students will administer the medication under the supervision of the school office personnel. If the student is not capable of self-administration, school personnel will administer the medication.

Students are not allowed to carry any medication on their person. All medications must be kept locked in the school office. All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include the following information: name of student, name of medication, dosage, time to be taken, prescriber's name, and date.

Non-prescription (over the counter) medication must be in the original labeled container with the student's name affixed to the container. No medication will be provided by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. Any unused medication not picked up by parents by the last day of school will be disposed of by school personnel.

Cornerstone Christian Academy does not assume responsibility for any authorized medication taken independently by the student.

### ***Parent Communication***

***CCA2Day*** – CCA2Day is the weekly newsletter that is posted on the school's website each Friday and contains information, dates, and other important announcements or reminders. Parents must review this each week.

***Cornerstone Courier*** - The Courier is the quarterly school newsletter that provides parents and other school constituents with updates on CCA's growth and direction.

***ParentsWeb*** – Parents are encouraged to log on to ParentsWeb at least weekly to check on student progress and grades. To communicate directly with a teacher, please email the teacher or call the

school office at 662-9900. The teacher will be notified of the call, and will return the call, generally within 24 hours.

### ***Parking***

When visiting campus during the school day, parents are encouraged to park in a space at the northern-most area away from the driveway and “stacking lanes” used during dismissal times. Handicapped spaces are reserved for our guests who have legal authorization to park in them. Please avoid parking in the drop-off circle when coming into the school. Visitor parking is designed for new families coming into the school.

High school students who drive personal vehicles to school must register car information with the school office. Student drivers will park in the back parking lot and enter the high school using the south door. ***This parking lot is not to be used as a drop-off or pick-up point for students.*** In case of snow, students may be required to park in the main lot in the far west row. Students should not plan to return to their vehicles until the end of the school day. Cars may not be left in the parking lot overnight. If reckless driving is reported to the office, students may lose the privilege of driving to school.

### ***Photography Policy***

Cornerstone staff or their representatives will take digital photos during the school year for use in slide shows, graduation posters, and other marketing options. Such photographs remain the property of the school.

### ***Pledge of Allegiance***

Students will recite the *Pledge of Allegiance* as mandated by law each day during homeroom class time.

### ***Prayer Circle***

Prayer Circle consists of parents who come to the school for weekly prayer. Prayer Circle meets in the Conference Room every Wednesday beginning at 8:15 AM. Parents who wish to attend must sign in at the school office.

### ***Promotion of Outside Organizations***

Cornerstone does not permit handing out flyers or other promotional materials from outside organizations unless the school is directly involved.

### ***Recess***

All elementary grades will go outside for recess unless the wind chill is below 20 degrees. Students should dress accordingly.

### ***School & Office Hours***

Preschool (P3, P4, PF, & PK) – See schedule within Preschool section

Lower School (K-5) – 8:20 AM – 3:10 PM

Upper School (6-12) – 8:00 AM – 3:20 PM

The office is open from 7:45 AM to 3:45 PM Monday through Friday. Parents or other visitors to CCA are required to obtain a visitor’s badge in the school office upon arrival.

### ***Security***

Parents will be provided with a sign for their car window which identifies them. Additional signs can be provided for daycare providers, grandparents, or others who will be dropping off or picking up students. Students will not be released unless the car sign is present. If no car sign is present, the driver must report to the school office. During school hours, the doors are locked and visitors must be admitted into the building.

### ***Social Networking Policy***

In order to maintain privacy, confidentiality, and safety of all CCA staff and students, internet communication between staff, students and parents shall be limited to such interfacing as enabled by the school and/or teacher email accounts and web pages established by the RenWeb system used school wide. Furthermore:

1. The use of Cornerstone Christian Academy's systems to engage in social media is not acceptable at any time.
2. CCA staff, students, and family members agree not to engage in any social media activities that may harm or tarnish the image, reputation, and/or goodwill of Cornerstone Christian Academy and/or any of its employees. CCA staff, students, and family members are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when participating in any social media activities.
4. Students may not "friend", "follow", "link", etc. with any current CCA employee.

### ***Transportation***

Parents must make arrangements to transport students to and from school. When transporting other students to school-sponsored activities such as field trips or athletic events, parent drivers must ensure that all passengers are wearing seatbelts and using the provided child safety seats. Parent drivers must have proof of insurance on file in the school office. Students are not allowed to transport other students to or from school-sponsored events unless parental permission has been secured prior to departure from campus.

Students being transported by CCA's student activity bus must remain seated and must wear a safety belt at all times that the bus is in motion. Students and their accompanying teachers/coaches share responsibility for the cleanliness and general upkeep of the bus.

### ***Use of Visual Media***

On occasion, visual media such as videos and DVDs may be used to enhance the curriculum. Any such media rated PG or above requires advanced administrative approval and parental permission. In keeping with this policy, movies should not be viewed while transporting students to school-sponsored trips or extracurricular activities, either in the school activity bus or in parent vehicles.

### ***Visitors & Guests***

Classroom visits are limited to prospective students and their families, parents of currently enrolled students, and other special guest presenters arranged by the classroom teacher. Other guests are not permitted on campus during the school day unless pre-approved by an administrator. Visitation requests should be made to the school office at least one full day in advance of the visit. Visitors must

report to the school office to obtain a visitor's badge, and must be escorted to the classroom by school personnel.

Visits will not be allowed during the first two weeks of school, standardized testing days, semester exams, the last week of each semester, or the week prior to Christmas break. Siblings or other children are not allowed to observe classes or attend field trips.

For safety reasons, no pets will be allowed in the school building, unless prior authorization has been obtained by an administrator.

Guests who accompany Cornerstone high school students to school dances must submit the Special Event Guest Sign-up form *no less than 24 hours prior to the event*. This form is available in the school office.

### ***Volunteer Opportunities***

We encourage parents to be involved in the life of the school, and provide several ways to do so:

- Field Trip Chaperones
- Concession Volunteers
- Lunch Volunteers
- Library Volunteers
- Tutoring Volunteers
- Jerusalem Project Drivers
- End of Year Activities

## **PRESCHOOL**

### ***Philosophy***

Early education of the young child begins the journey of discovering who God has created them to be in Christ. Teachers strive to offer a secure and nurturing community where children are taught foundational truths encompassing spiritual, physical, social, emotional, moral, and intellectual development.

Fundamental teachings are acquired through the instruction of biblical truths, language and math concepts, pre-writing and pre-reading experiences, motor skills development, social interactions, art and music expressions and technology.

Core values are set in place to teach, train, and to instill a love of learning while developing a desire to serve God and influence the world for His glory.

### ***Preschool Class Hours***

- P3: 3-year-old (2-day) meets on Tuesday and Friday from 8:30 AM – 11:00 AM
- P4: 4-year-old (3-day) meets on Monday, Wednesday & Thursday from 8:30 AM – 11:00 AM
- PK: 4 and 5-year-olds (half day) meets Monday through Friday from 12:30 PM – 3:00 PM
- PF: 3, 4, and 5-year-olds (full day) meets Monday through Friday from 8:30 AM – 3:00 PM

### ***Admissions***

A child entering preschool will be admitted on a first-come, first-served basis. All students must be at least three years old in order to attend preschool. Students with a fall birthday may be accepted into the program before they turn three, but will not be permitted to attend until their third birthday. Students must be able to toilet themselves and will not be allowed to wear disposable pull-up-type diapers. Class size is limited to 18 students. Once classes are filled, a waiting list will be established. In order for a student to be placed on the waiting list, all paperwork must be completed and the proper enrollment fee paid. Enrollment paperwork will remain on file until an opening becomes available. When an opening becomes available, parents will be notified in the order in which enrollment forms were received. A parent has 24 hours to inform the school of their decision before the next person on the waiting list is notified.

### ***Birthdays***

Every preschool student will be assigned a snack day closest to his/her birthday. If the student has a summer birthday, then a “half birthday” will be celebrated during one of the student’s snack days. All snacks must follow the food allergy guidelines as presented in Appendix 3 of this handbook.

Please do not bring birthday party invitations to class unless there is an invitation for every student.

### ***Birth Certificates***

All students are required to show proof of a Certified Birth Certificate to meet requirements prescribed by the State of Illinois *prior to the first day of school*. A Certified Birth Certificate is the official document from the County Clerk's Office, and is often presented on thicker paper with a colored border or background with an embossed seal. Any birth certificates that are copies of this original document will read "void" across the copy. These copies cannot be accepted. Certified Birth Certificates can be ordered online or by phone from the County Clerk's office in the county where your child was born. A copy will be made for the student file.

### ***Communication***

Information will be communicated weekly through the electronic all-school newsletter – CCA2Day. The most current edition is available for viewing on Fridays. Another form of preschool communication is *Preschool Pages* which includes information from the classroom teacher about curriculum, upcoming events, and classroom connections. The Early Education Principal and classroom teachers may send out important information occasionally via email as well.

### ***Curriculum***

In order to begin laying essential building blocks of the Christian faith, all preschool classes will use *The Jesus Storybook Bible* as the basis for curriculum. In addition, a wide variety of age-appropriate activities such as academic readiness projects, social interaction, art media, crafts, games, and music will be used in order to accomplish the Academy’s objectives. Phonics along with phonemic awareness curriculums are used in all 4- and 5-year-old classes, fostering an awareness of the connection between letters and their phonemes (sounds). All 3- and 4-year-old-classes will be focusing on concepts such as the five senses, farm animals, seasons, transportation, community helpers, etc.

### ***Discipline***

Preschool teachers spend time “teaching and training.” Teaching is defined as clearly explaining to the student the expectations of God and the teacher in the classroom. Training includes the actions of the teacher that may become necessary when the boundaries or guidelines are tested by the student. These

actions may include removing the student from a situation in order to assist them in choosing more appropriate behavior. While the student is on the premises, the teacher will handle any disciplinary problems in a consistently loving but firm manner. Discipline will be directly related to the student's behavior and handled without bias or prolonged delay.

### ***Loading and Unloading Procedures***

Morning classes and full-day classes begin the unloading process at 8:15 AM and conclude at 8:30 AM. A preschool staff member and/or a student helper will escort students into the building/classroom. Students arriving after 8:30 AM must be escorted into school by their parents. At no time are preschool students to be dropped off without a staff member present.

Preschool students arriving before 8:00 AM must be escorted to their classroom by a parent and signed into Before School Care (located in a designated classroom). Preschool students arriving with older siblings may be unloaded with the older children and then must be escorted to the preschool area by their sibling, a CCA teacher or an Eleos helper (student helper).

Cornerstone staff will unload afternoon classes from 12:20 PM until 12:30 PM.

Parents will be provided with a sign for their car window that identifies the child to be picked up. Additional signs can be requested for daycare providers, grandparents, or others who will be picking up students. Preschool staff members will bring students to the front of the building at the conclusion of class. Please place the pick-up card in the window or on the dashboard of the car where it can be read easily by a preschool staff member. The children will be escorted to their car by a staff member. At that time, the driver is required to get out and fasten the child into the car seat.

Loading morning students begins at 11:00 AM and continues until 11:15 AM. Students must be picked up within 15 minutes of their dismissal time. Parents of students who do not pick up on time need to park and pick up the student in the Preschool office. This will result in a late pick-up fee.

Loading afternoon students begins at 3:00 PM and continues until 3:30 PM. If students are carpooling with elementary or upper school students, they will be dismissed with the older students. Students not picked up by 3:30 will be signed into the After School Care program, and parents will need to come into the building to sign out the student. School pick-up cards are required to be shown at the time of pick-up.

### ***Medication***

If it is necessary for a student to receive prescription medication at school, a *Prescription Medication Administration Authorization* form must be completed by both the medical prescriber and the parent/guardian and kept on file in the school office.

If it is necessary for a student to receive over-the-counter/non-prescription medications at school, an *OTC Medication Administration Authorization* form must be completed by the parent/guardian and kept on file in the school office.

Parents are responsible for submitting a new Medication Administration Authorization form any time there is a change in the dosage or the time a medication is to be given.

Both forms are available on the school website.

Students will administer the medication under the supervision of the school office personnel. If the student is not capable of self-administration, school personnel will administer the medication.

Students are not allowed to carry any medication on their person. All medications must be kept locked in the school office. All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include the following information: name of student, name of medication, dosage, time to be taken, prescriber's name, and date.

Non-prescription medication must be in the original labeled container with the student's name affixed to the container. No medication will be promedicvied by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. Any unused medication not picked up by parents by the last day of school will be disposed of by school personnel.

Cornerstone Christian Academy does not assume responsibility for any authorized medication taken independently by the student.

### ***Parent/Teacher Conferences***

Conferences for preschool students will be held twice a year. Teachers at Cornerstone Christian Academy are always willing to answer questions and to work in a positive manner for the welfare of their students. These conferences are a great opportunity for the teacher and parent to discuss the physical, emotional, and academic development of the student. If a conference is desired at any other time, please contact the individual teacher to set up a conference time.

### ***Personal Belongings***

All coats, sweaters, boots, hats, etc. should be permanently marked with the student's name. Students should bring toys or other objects only on "Show and Share" days. The Academy cannot be responsible for any loss of these items. If items are lost, please check with the classroom teacher.

### ***Physical Examinations***

Each preschool student is required to have a physical examination prior to the first day of school. This may be obtained up to twelve (12) months before the beginning of school. The Illinois Revised Statutes require that school children be adequately immunized against measles, mumps, rubella, tetanus, diphtheria, poliomyelitis, and pertussis unless the parents submit a written objection based on constitutional grounds. Area doctors have the appropriate state health forms that are to be turned into the school office before the school year begins. Please note that *students will be unable to attend school unless this form is on file in the school office.*

### ***Field Trips***

Our P4, PF, and PK classes take field trips during the year. Prior to each field trip, permission slips will be sent home requiring a parent's signature giving the Academy permission to transport their student. Any student without a signed permission form will not be allowed to attend the field trip.

Parents transporting other students are required to provide proof of auto insurance to the office prior to departure.

### ***Visitors & Guests***

Classroom visits are limited to prospective students and their families, parents of currently enrolled students, and other special guest presenters arranged by the classroom teacher. Other guests are not permitted on campus during the school day unless pre-approved by an administrator. Visitation requests should be made to the school office at least one full day in advance of the visit. Visitors must report to the school office to obtain a visitor's badge, and must be escorted to the classroom by school personnel.

Visits will not be allowed during the first two weeks of school, standardized testing days, semester exams, the last week of each semester, or the week prior to Christmas break. Siblings or other children are not allowed to observe classes or attend field trips.

For safety reasons, no pets will be allowed in the school building, unless prior authorization has been obtained by an administrator.

### ***Snack Information***

Parents will be asked to provide a snack on a rotating basis. The student who brings the snack is the leader for the day. Snack schedules are provided in advance on a monthly basis. Specific snacks are assigned on the schedule. Snacks must be in sealed, store-bought containers, but not necessarily individually packaged. Drinks will be limited to milk, 100% juice, or water. The Academy will provide napkins and cups. Please refer to the "Food Allergy Guidelines" as presented in Appendix 3 of this handbook.

## **RELATIONSHIPS**

### ***Philosophy***

Relationships are an important part of life, and are highly valued at Cornerstone Christian Academy. It is important to understand that the biblical concepts of friendship will be addressed with the student body. Students should not be exclusive in their friendships. Acts of intimidation will not be tolerated. Students must read and agree to adhere to the Academy's "Student Anti-Harassment Policy" found in Appendix 4 of this handbook.

Behaviors that surround dating relationships are not appropriate for school. CCA will not allow any displays of affection including hand holding, kissing, etc. There is to be no "pairing off" or other "boyfriend/girlfriend" activity during any school-sponsored activity.

### ***Confrontation***

Any time two or more people are together, the possibility of conflict exists. Disagreements are inevitable, and a natural part of each student's life. Matthew 18 teaches that when problems arise between people, they must meet together in the spirit of reconciliation. Most problems will be resolved in this way.

The faculty and staff at Cornerstone Christian Academy believe that God has set up the principles described in Matthew 18 in order to handle the problems that will arise between people. The Academy also believes that when these verses are followed appropriately, most problems will come to resolution. When someone says or does something that is hurtful, we are responsible to:

1. Go and talk with the other person involved, sharing how we feel about what they said or did. This should not be done in a way that accuses them of being wrong. The goal of this meeting



is reconciliation. In most cases this will take care of the problem. If it doesn't, the next step is to:

2. Talk with an adult (faculty or staff) at CCA about the problem and ask them to help resolve it.

If this does not succeed in solving the problem:

3. Talk with the principal. He or she will then help deal with the situation appropriately.

This can be a very difficult process to go through. It requires courage and integrity. Every student will be required to act out Matthew 18 while at CCA. The "5 A's" will help each student to remember the Academy's expectations:

1. ADMIT what you did wrong
2. APOLOGIZE for how your choice affected someone.
3. ASK for forgiveness.
4. ACCEPT the consequences.
5. ADJUST your choice next time.

### ***Forgiveness***

Forgiveness is a choice. God gives us the ability to make our own choices just as the Bible tells us in the stories of the prodigal son and Jesus on the cross. We know that we cannot be forgiven unless we forgive. When we choose to forgive someone, we are really making three promises:

1. I won't remind you about what you did wrong.
2. I won't remind others about what you did wrong.
3. I won't remind myself about what you did wrong.



## APPENDIX 1

### **CORNERSTONE CHRISTIAN ACADEMY ATHLETIC CODE**

#### ***Philosophy***

The purpose of Cornerstone Christian Academy Athletics is to provide a Christian environment for athletes to develop their talents so that they might glorify God on the field/court by using the gifts He has given to them. Through our athletic program, our goal is to instill in the players an attitude of respect and sportsmanship towards other players, coaches, officials, and fans that is consistent with biblical standards. Student-athletes will have the opportunity to provide a Christ-like witness as they learn to win with grace and humility, and to accept defeat with poise and dignity.

#### ***Eligibility Requirements***

##### **Academics**

Cornerstone Christian Academy submits to the authority of the Association of Christian Schools International, Illinois Elementary School Association, Illinois High School Association, and East Central Illinois Conference by-laws when making determinations regarding eligibility for participation in all athletic and extra-curricular programs governed by these entities.

When participation on one of CCA's athletic or extra-curricular teams requires a try-out, the student must meet academic, attendance, and eligibility standards at the time of the try-out in order to participate.

Eligibility to participate in extra-curricular activities will be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. Any student-athlete whose average grade falls below 70% in any class will be placed on a "watch list" and will be encouraged to seek assistance from the appropriate teacher or tutor. If a student-athlete's average grade falls below a 60%, he/she will be considered "ineligible" for competition for a period of one week, until the first day of the subsequent school week. If the student-athlete becomes ineligible, he/she may be allowed to practice with the coach's discretion, but may not attend games.

Students who are on academic probation will not be considered eligible for participation in athletics.

##### **Attendance**

Student-athletes are expected to be at all scheduled practices and contests. Absences must be pre-arranged with the coach. Acceptable reasons for missing practices or games will be at the coach's discretion. The student-athlete's standing/position may be affected by absenteeism. Continued unjustified, unexcused absenteeism may result in suspension from the team. If a student-athlete misses school due to illness or unexcused absences, he/she will not be eligible to participate in that day's sports activities. In the case of illness, if a student's condition improves enough that he/she to arrive at school by 12:00 noon and attends the remainder of the day, he/she will be able to participate in that evening's extra-curricular activities. Exceptions to this policy include funerals, doctor appointments, early dismissal, and prearranged absences. Students who are on attendance probation will not be considered eligible for participation in athletics.

### **Disciplinary**

While on the playing field, student-athletes are expected to display competitive, godly attitudes. They must maintain an attitude of encouragement towards each other and their opponents. At any time that a student-athlete is ejected from a contest, he/she is required to miss the next game (IESA & IHSA rule). If a student-athlete is ejected from a game or receives a technical foul for unsportsmanlike behavior he/she will be required to attend a coaches' meeting to discuss his/her actions. At this time, coaches will instruct the athlete in the area of self-control and personal and team testimony. In cases of repeated offenses, suspension from the team may result.

### **General training rules**

Student-athletes should ensure their best physical and mental condition to participate in sports and to represent the school. See the Cornerstone Handbook for penalties involving the use of alcohol, tobacco, or illegal drugs.

### **Electronic Devices**

The use of cell phones and other electronic devices should be limited to those circumstances when athletes need to communicate with parents/guardians. Student-athletes are expected to follow school policies related to electronic device use as stated in the Parent/Student handbook.

### **Equipment Policy**

Student-athletes agree to care for and be responsible for uniforms and school equipment issued and used. All uniforms are required to be washed and returned at the end of the season. Missing or damaged uniforms/equipment must be replaced at student-athlete cost.

### **Physicals**

Student-athletes must have a valid physical examination on file in the school office dated not more than one year preceding any try-out, practice, or game in any athletic activity. Students may not practice for and/or participate in a contest unless and until record of the physical examination is on file.

### **Athletic Fee**

All students must pay \$125 per I.E.S.A. or I.H.S.A. activity that they choose to participate in. Students may not practice for and/or participate in a contest unless and until record of the activity fee payment is on file.

### **Consent Forms**

Parents will be asked to sign the Athletic Permission/Record and along with the student sign the Student Athletic Commitment Contract. Students will also be required to sign the IHSA Performance-Enhancing Substance Testing Policy form.

### **Dress Code**

Coaches will instruct athletes regarding required attire for game days.

### **Parental Support**

Parents of CCA athletes will agree to support the program by helping with concessions, ticket sales, bookkeeping, scoring, time clock, etc. as needed. Contact the Athletic Director for more information.

***Return to Play (RTP) Policy (IHSA Policy)***

The National Federation of State High School Associations (NFHS) has established a national playing rule regarding potential head injuries. The rule states “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

***Transportation***

In order to make all of the athletic season successful, we will need coach and parent/guardian help with driving to away games and practices. Parents are required to sign the Athletic Permission/Record form, which is kept on file in the office in order to transport athletes. In the event that a parent would like their student athlete to ride home with another adult after an away contest, arrangements are to be made in advance and communicated to the supervising coach. Students may not transport other students to or from athletic contests unless parental permission has been secured prior to departure from campus.



## APPENDIX 2 –ATHLETIC FORMS

### ***STUDENT/PARENT ATHLETIC COMMITMENT CONTRACT***

We, the undersigned, realize the commitment needed to participate in athletics at CCA, so we commit ourselves to the athletic program and to the individual team.

As a student-athlete, I will perform the following duties in order to fulfill the contract and show my commitment to the team and to the school.

- A. As a student-athlete, I am a leader. I will use this leadership role to honor God and to represent my school in an excellent manner.
- B. I will be at every practice on time. I will give the coach ample notification if I will be absent. I will purpose to be ready mentally for every practice and every game.
- C. I will show respect to all coaches, referees and fans with whom I come in contact.
- D. I realize that my curricular efforts come before those that are extra-curricular. I accept the policy that my academic progress will be checked weekly to govern eligibility for the following Monday through Saturday. If my average grade falls below 70% in any class, I will be placed on a “watch list” and be encouraged to seek assistance from the appropriate teacher or tutor. If my average grade falls below 60%, I will be considered “ineligible” for competition for a period of one week, until the first day of the subsequent school week. I will be ineligible for participation in extra-curricular games, but will be able to participate in practices at the coaches’ discretion.

If this contract is broken, I understand that the coach and the Athletic Director will meet and decide the appropriate action to be taken. Possible consequences include:

- 1. Suspension from team participation.
- 2. Suspension from participation in one or more athletic contests.
- 3. Suspension from portions of an athletic contest.
- 4. Public apologies to team and coaches.
- 5. Any other action the coach and/or Athletic Director deem necessary.

---

Signature of Student

Date

As a parent of a student-athlete, I agree to model the behaviors expected of my student as outlined in Paragraph C above. I understand that to do otherwise may be a source of embarrassment to my student, may damage the reputation of Cornerstone Christian Academy, and most importantly, bring dishonor to the Lord we seek to glorify in all things.

Therefore, I understand and agree that if I fail to live up to my agreement, I jeopardize my attendance at future athletic events.

---

Signature of Parent

Date

**CORNERSTONE CHRISTIAN ACADEMY**

**ATHLETIC PERMISSION/RECORD**

<u>Student Information</u>	<b><i>This box is for office use only.</i></b>
Grade: 5 6 7 8 9 10 11 12	Fall sport _____
Student Name _____	Winter sport _____
Address _____	Spring sport _____
City _____ Zip _____	Physical Date _____
Email _____	<b><u>Sports Offered:</u></b>
Birth Date _____	<i>Circle sport involvement:</i>
Parent/Guardian Name _____	<b><u>Fall/Winter</u></b> <b>MS</b> Boys' & Girls' Basketball <b>HS</b> Boys' & Girls' Basketball <b>HS &amp; MS</b> Cross Country <b>MS</b> Girls' Volleyball <b>HS</b> Girls' Volleyball <b>HS &amp; MS</b> Cheerleading <b>MS</b> Baseball <b>HS &amp; MS</b> Golf <b>HS</b> Boys' Soccer <b>MS</b> Co-ed Soccer
Phone # _____ Cell # _____	<b><u>Spring</u></b>
Emergency Contact _____	<b>HS &amp; MS</b> Boys' & Girls' Track <b>HS</b> Baseball <b>HS</b> Tennis
Relationship _____ Phone# _____	<b><u>Transportation</u></b>
Family Doctor _____	My child has permission to travel with the Cornerstone Christian Academy team coaches or parents to or from practices and away contests during the school year. This includes transportation on the school activity bus.
Phone # _____	As the parent/legal guardian of the above-named student, I give permission for him/her to practice and compete in any of the IESA/IHSA interscholastic sports or activities offered. I grant permission for my child to receive treatment from physician, nurse, or other professional medical personnel who may be needed in my absence due to injuries sustained while participating in athletics for Cornerstone Christian Academy.
Hospital Choice _____	Signature of parent _____
Any current or recurring medical conditions? Please explain. _____	Date _____
Any medication being taken? _____	
Any allergies _____	
Name of Insurance _____	



**LIABILITY RELEASE AGREEMENT**

The undersigned (herein the “Individual”) wishes to participate in the following activity:

**2017-2018 Sports Activity**

(Herein the “Activity”) sponsored by Cornerstone Christian Academy of McLean County, Inc, a 501(c)3 corporation (herein the “School”)

The School and the undersigned agree that this activity poses a risk which includes, but is not limited to, the following specific risks

Shuttle Transportation, Parental Transportation, Student Transportation, Injury sustained during practice or play, as well as similar and dissimilar risks (herein the “Risks”).

For and in consideration of the school allowing the individual to participate in the activity, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the undersigned (herein the “Releasers”), release, waive, discharge, and covenant to not hold liable the school and its officers, employees and agents (herein the “Releasees”), from all liability to the Releasers, on account of injury to the Individual, death to the Individual, or injury to the property of the Individual while the Individual is participating in the activity.

The undersigned is fully aware of the risks and other hazards inherently in the activity and is voluntarily participating in the activity, and voluntarily assumes the risks and all other risks of loss, damage or injury that may be sustained by the Individual while participating in the activity.

The undersigned warrants that he or she (and parents or guardians) has fully read and understands this Liability Release Agreement and voluntarily signs the same, and that no oral representations, statements, or inducements apart from the foregoing written agreement have been made to the undersigned.

Signature of Participant: \_\_\_\_\_

Print Participant’s Name: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Print Name of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX 3 – OTHER GUIDELINES & AGREEMENTS

### ***PRESCHOOL – 5<sup>TH</sup> GRADE FOOD ALLERGY GUIDELINES***

Due to the increased number of children who have peanut or tree nut allergies and subsequent anaphylaxis (a life-threatening response to allergens), state law requires schools to develop and uphold food safety and allergy guidelines. Allergic reactions can appear any time after ingestion or exposure to the allergen and students at the highest risk for a severe reaction are those that have peanut or tree nut allergy. The guidelines below are intended for all Preschool – 5<sup>th</sup> grade students.

- All food is to be eaten in the lunchroom (Upper Tier Seating Area for K- 5<sup>th</sup> grade students; Forum Room for Upper School students) or outdoors. No lunches and/or food and drink are to be eaten in the classroom unless otherwise instructed by the administration.
- “Nut-Free Zone” signs are posted in Preschool and Lower School classrooms, library, computer lab, UTSA, a section of bleachers in the gym, music and art rooms, and the northwest bathroom. Special care must be given to maintaining these zones as nut-free and thoroughly sanitizing each zone on a regular basis.
- Parents and guardians of Preschool – 5<sup>th</sup> grade students are asked to refrain from sending lunches to school that contain peanuts, tree nuts, or any nut by-product.
- Treats brought to school intended to be shared with classmates **MUST** be packaged and nut-free, and brought to the office to be approved by the school nurse.
- Only store-bought items will be permitted to be shared with classmates. Bakery items or homemade items will not be allowed for class parties or special celebrations.
- Treats to be shared with classmates must include ingredient labels.

Please refer to the list of suggested nut free lunch and snack items presented at [www.snacksafely.com](http://www.snacksafely.com)

### ***TECHNOLOGY RESOURCES AGREEMENT***

The purpose of all our technology resources is to support the school’s educational mission. Therefore, student use of these resources must be for matters directly related to one’s academic studies at Cornerstone Christian Academy (CCA). While it is impossible to prevent the truly determined from accessing questionable material, it is our hope that this policy will provide clear guidelines for use and reasonable consequences for misuse.

The following policy is designed to facilitate a Bring Your Own Device (BYOD) initiative. BYOD enables students to bring personal devices to class and use the school’s updated network infrastructure to support his or her academic endeavors. This new policy will also be applicable to all devices owned by CCA in use by students.

Requirements:

- 1) Students desiring to bring their own device must first meet with the Director of Technology to establish clear expectations for using a personal device in a classroom learning environment.
  - a. Students will be asked to share the computer’s MAC address.
  - b. Students will be given access to CCA’s WIFI.
  - c. Students will be given a printer code and will be charged \$.10 per black and white print. (Color printing will not be available to students.) Students are responsible for their code and should not share it with others.



- 2) Students and parents must sign the Partnership Agreement annually before using any devices in a classroom learning environment.

Policy:

- 1) In order to initiate and maintain permission to use personal devices at school, all users must sign the "Technology Resources Agreement" and meet with the Director of Technology. Non-adherence may result in loss of access and/or appropriate disciplinary action.
- 2) Classroom teachers have the right to deny the use of devices at any time unless there has been an accommodation arranged beforehand with the Academic Support Office.
- 3) CCA reserves the right to monitor and review the use of all our technology resources.
- 4) Breaches of the policy are deemed as violations of school behavioral expectations and usage of these devices on campus may be denied, whether they belong to the student or the school.

Internet Use:

- 1) Wireless Internet access is available throughout CCA's campus for educational, research, communication, and administrative purposes only.
- 2) Students may only access the internet while under the supervision of CCA faculty or staff member.
- 3) Downloading of any kind (music, videos, games, software) will not be permitted while using the school's WIFI unless specifically instructed to do so by the classroom teacher.
- 4) Social networking of any kind (Facebook, Twitter, Instagram, etc.) will not be permitted at any time.
- 5) Internet-based or LAN line games will not be permitted at any time. (This excludes teachers who use Internet-based games to teach school-related skills.)
- 6) Visiting sites that are not school-related and/or are inappropriate in nature is not permitted.
- 7) Video conferencing, chatting, or messaging of any kind will not be permitted.
- 8) Sending or receiving email is not permitted unless set up by a teacher in a course linked with other schools or with Moodle. (Moodle is a cloud-based learning management tool. If a teacher is using this tool, parents and students will be notified by the teacher.)
- 9) Attempting to bypass the school's firewall is not permitted.

Cornerstone Computers:

- 1) Altering the computer in any way (desktop, screensaver, taskbar, etc.) is not permitted.
- 2) Accessing other computers from your own (remote access) is not permitted.
- 3) The computers are to be used for schoolwork only, as directed by the classroom teacher.
- 4) Should any of the above policies be violated, disciplinary measures will be taken by the Administration, which could include suspension or expulsion from CCA.
- 5) Any damage, modification, or vandalism to computers will result in loss of computer privileges and the student will be charged for any material and labor costs necessary for repairs. This policy includes pranks such as unplugging network cables, removing "roller ball" from the mouse, etc. – no exceptions to this policy will be made.

## APPENDIX 4 – STUDENT ANTI-HARASSMENT POLICY

The policy of Cornerstone Christian Academy is to provide an academic environment that is free from harassment—whether based on biological sex, race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or termination from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including termination.

### I. Definitions and Prohibited Acts

1. Sexual harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
  - Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
  - Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
2. Unwelcome and Offensive. Under the law, harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others, whether they object or not.
3. Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on biological sex, race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning biological sex, race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and

jokes, the school does not tolerate such on its premises, during school and extra-curricular activities.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's biological sex, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, publications, posters, offensive cartoons, and other words or pictures of a suggestive nature.

4. **Physical Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the employee's biological sex, race, color, national or ethnic origin, age, or disability are prohibited.

5. **Sexual Harasser.** Defined as any person initiating harassment that is sexually based or based on the biological sex of the student.
6. **Race, Color, National or Ethnic Origin, Age, Biological Sex, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, biological sex, or disability is prohibited.

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, biological sex, or disability is prohibited.

7. **Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, social media platforms, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
8. **Definition of Bullying or Intimidation.** "Bullying or intimidation" means any written, oral, or physical act or gesture that, under the circumstances, a reasonable person should know will have the effect of harming a student, damaging his or her property, or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as biological sex, race, color, national or ethnic origin, age, or disability.

9. Examples of Harassment, Bullying, or Intimidation. Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or aggressive nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances or aggressive acts.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or images.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's biological sex, race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, biological sex, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

## **II. Application of Anti-Harassment Policy**

The student anti-harassment policy applies to school hours, to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus, while on school property or at school-leased facilities, or at any other time when the event or activity has any school affiliation. Additionally, as a Christian school, the school has the right to expect and does expect that students and employees of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

## **III. Prohibited Actions**

1. Employee-Student Harassment, Bullying, or Intimidation. Employee-Student harassment, bullying, or intimidation of any type is prohibited.
2. Student-Student Harassment, Bullying, or Intimidation. Student-Student harassment, bullying, or intimidation of any type is prohibited.
3. Parent-Employee Harassment, Bullying, or Intimidation. Parent-Employee harassment, bullying, or intimidation of any type is prohibited.

#### **IV. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation**

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature, as well as those who have been witness to such, are encouraged to promptly report the matter to one of the school officials designated below. All complaints will be promptly investigated.

#### **V. Where to Report Harassment, Bullying, or Intimidation**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

- |    |                 |                           |
|----|-----------------|---------------------------|
| 1. | Doug Pavey      | Head of School            |
| 2. | Beth Sondgeroth | Upper School Principal    |
| 3. | Sue Chambers    | Lower School Principal    |
| 4. | Kim Brucker     | Early Education Principal |
| 5. | John Schwartz   | Athletic Director         |

#### **VI. Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

#### **VII. Protection Against Reprisal**

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, making false complaints or complaints not made in good faith can jeopardize someone's reputation. If in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action.

#### **VIII. Procedure for Investigation of a Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Head of School. The principal and/or Head of School will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction. Observed, documented patterns of such behavior will inform decisions related to disciplinary action.

**HARASSMENT REPORT FORM**

Complainant \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Did the incident(s) involve \_\_\_ sexual harassment, \_\_\_ racial harassment, \_\_\_ national or ethnic origin harassment, \_\_\_ disability harassment, and/or \_\_\_ age harassment?

Give the name of the person who you believe harassed or was violent toward you or another person:

\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person:

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur?

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present:

\_\_\_\_\_

This complaint is filed on the basis of my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's anti-harassment policy and understand the procedures the school will follow.

Complainant signature \_\_\_\_\_ Date \_\_\_\_\_

Complaint received by (name) \_\_\_\_\_ Date \_\_\_\_\_