

## Mission Statement

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

Based on Luke 2:52

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

### Christian Philosophy of Education

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

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

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

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School Mascot – Cougar

School Colors – Gold and Black

## ORGANIZATION

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

### **Our Board members are:**

Jerry Hogan (President)	Ray Hansen (Vice-President),
Dean Duncan (secretary)	Marcia Crouch
Johnece Marchbanks	Linda Ligon
Joe Hays	

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

## ACCREDITATION

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

**This handbook includes the general parameters of school life. It is very important that every Parent and Student be familiar with its contents.**

## ELIGIBILITY AND ADMISSION

**Eligibility:** Cornerstone Christian Academy seeks students whose families support the school's mission and philosophy. Attributes of character and citizenship are equally as important as aptitude and accomplishment. Cornerstone admits students of any race, economic status, or nationality to all the rights, privileges, programs and activities generally made available to students at the school. In addition, Cornerstone Christian Academy does not discriminate based on gender except in religious exercises, as necessitated by specific religious tenets held by the school and its controlling body.

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

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

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

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

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

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

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

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

Deposit and Fees: In order to enroll a student, all parents must pay the annual Registration fee of the school year for which application applies. The registration fee is non-refundable.

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

The Principal must approve any variation of this payment plan.

There will be a \$25.00 charge for any non-sufficient fund draft or check that is made payable to Cornerstone Christian Academy.

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

If you choose to change your child's education plan (for example: if you change from half day to full day) there is no charge for the change other than the appropriate increase or reduction in tuition. A processing fee of \$50.00 will be charged for additional changes or alterations of the educational program.

Fundraising: We expect all CCA parents to participate in fundraisers. Fundraisers allow us to purchase some of the "extras" that make for a better school, such as new playground equipment, scholarships, curriculum, P.E. equipment and new computers. We encourage parents to help with fundraising whenever possible. Please try to help with the fundraising whenever possible. Participating in fundraising will be mandatory for those on scholarship.

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

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

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

## SCHOOL POLICIES AND PROCEDURES

### **Daily Schedule:**

School begins at 8:15a.m.

School is out at 3:15 p.m.

Core is from 8:15 a.m. - 1:45 p.m. (Pre K – 6<sup>th</sup> Grade Only)

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

Any student dropped off and left unattended before 7:45 a.m. will go into Morning Care and will be charged \$7.50. Likewise, any student remaining after 3:30 p.m. will go to After Care and pay the rate of \$7.50 per hour.

### **Arrival: Drop Off**

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

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

For security, all doors are kept locked unless monitored by an adult. The Main Entrance, the glass doors facing Cavitt Avenue, will be unlocked at 7:45 a.m. and locked again at 8:15 a.m. **Students who arrive after 8:15 a.m. are tardy.** Tardy students must receive a Tardy Slip from the front office in order to enter their classrooms. Students entering Chapel late must sit in the back as not to disturb services. If a student is tardy on Friday and sitting in the back, he/she is still required to quote memory verses with their class.

Upon arrival, students will go to their assigned chapel seat and remain there until dismissal. While in the auditorium, all students are to sit quietly. All school belongings will be stored under their seat during chapel. Students are not permitted into the classrooms until after chapel.

## Dismissal: Pick Up

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

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

You will receive a card with your last name on it. Please display the card in plain sight (front windshield). This will enable the teachers on duty to guide your child safely to the correct vehicle. Please note: If you carpool, you will need name cards for each child in your carpool. Teachers on duty will escort children to your car.

We welcome you coming inside to get your child. We do ask, however, that you park in a designated parking space before doing so. This is simply to ensure that the line of vehicles moves smoothly. It is also a safety measure.

If you need to speak to your child's teacher, please park in a designated parking place to ensure that other vehicles are not delayed.

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

Students may not leave with anyone other than their parents or others designated on the pick-up list unless the parents send **written permission in advance**. We will accommodate any carpools, but please let us know in advance. Persons other than the parents will be required to show a photo ID. Thank you in advance for your patience as we ensure each child's safety during dismissal time.



## Health and Safety

*Contact information must be kept up to date. If you have a change of address or phone number, either for yourself or for your emergency contacts, please notify the school office immediately. We must be able to reach parents or other designated emergency contact persons in case of emergency.*

Illness: It cannot be over emphasized enough, regular attendance is important. However, **children should NOT come to school when they are ill**. If your child has a cold, fever, diarrhea, vomiting, or any contagious illness please keep him or her at home and notify the office as soon as possible. When a child becomes ill during the day, and it appears that he/she would be best cared for at home, parents must come and pick up the child.

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

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

## Early Dismissal

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

## Lunches

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

If a parent brings a lunch to school, after classes have begun, they must take it to the office. Please bring your child’s lunch to the office no later than 11:00 a.m. If for any reason you cannot bring a lunch before their lunch period, we will provide a lighter lunch item so they will not go without, however the selection is limited.

Every Friday the school orders lunch from various local restaurants. Many of our students and teachers take advantage of this opportunity. If you wish to participate, please take note of the following:

Lunch slips will go home on Fridays with the Newsletter. The lunch slip provides all the necessary information needed for placing your order. The lunch slip and money must be turned in no later than Wednesday of the next week so that the order can be placed. If the money is late, the order will not go through. The amount of each lunch will vary from restaurant to restaurant; the prices are on the lunch slip. You have the option of paying for the lunches individually, by semester, or by the year. If you pay on an individual basis, please place lunch slips and money in either a baggie or envelope with students name on it. You must pay the exact amount; as no cash, change is allowable. If extra money is given, that amount becomes a part of the tip for delivery. If you pay in advance, you must still place an order. If not, we will place an order to ensure that your child will have lunch.

When paying in advance, please note the following: If your child ordered a lunch and is absent on Friday, parents are welcomed to come and pick up their child’s lunch, otherwise it will be considered an extra lunch and served to someone else. Please make checks payable to Cornerstone Christian Academy. All monies regarding lunch are non-refundable, no exceptions.

## **Lunch Schedule:**

**PreK-2<sup>nd</sup> Grade 11:10 –11:45**

**3<sup>rd</sup> – 5<sup>th</sup> Grade 11:50 – 12:20**

**6<sup>th</sup> – 12<sup>th</sup> Grade 12:25 – 12:55**

## **Evacuation Drills:**

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

**Should there be a tornado warning, Students are safer at school than trying to get home. Therefore, Students will be required to remain at school where they will follow the safety guidelines they have practiced.**

## **Worship**

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

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

The worship times are as follows:

Sunday Bible Study (for all ages): 9:00 a.m.

Sunday Worship Service: 10:00a.m.

Sunday Evening Worship Service: 6:00 p.m.

Wednesday Bible Classes: 7:00 p.m.

Ladies Bible Class: Tuesday 10:00 a.m.

\*A Spanish group also meets at the same times.

## CLASSROOM POLICIES

### **Academics:**

Cornerstone Christian Academy administers annual assessments to evaluate the progress of students, the quality of teaching and the effectiveness of the curriculum. We are proud of the fact that our test scores are among those of the top schools in the nation.

Cornerstone Christian Academy reports frequently on the progress of each child. We have six grading periods, each lasting approximately six weeks. We ask parents to sign and return report cards within one week after each reporting period.

Every student has a school planner or an informational folder that parents or guardians should check faithfully. The planner should be checked daily and the folder every Friday. Please read and respond accordingly to the valuable information sent home through the students via their planner or folders. In some cases, planners may require teacher and parent signatures.

### **Class Changes:**

Students may not change or drop a class after ten (10) days; this applies to ALL classes' core and enrichment.

### **Attendance:**

It is vital that students attend school every day. Learning has a negative impact when a student misses instruction. Occasionally a student must be absent from school. A student is absent if he/she is not present at 10:00 a.m.

Consider the following reasons as excused absence:

*Student illness or serious family illness*

*Medical appointments*

*Death in the family*

*School sponsored activity*

*Hazardous weather or traffic conditions*

*Special events, requested in writing one week in advance*

### **Excessive Absences:**

Every time a student is absent from school, there must be a note from either the parents or a doctor, explaining the reason for the absence. Any illness lasting more than three days will require a doctor's note. When your child has accumulated **five absences**, excused or unexcused, he/she will receive a letter of notification.

After **ten absences** in a year, the parent/guardian will receive a letter informing them that if absences continue they will be required to appear before the Cornerstone Administrative Committee.

If a student is absent **fifteen times** within the school year, the parent/guardian will be required to appear before the Cornerstone Administrative Committee. The student will have to attend summer school or receive tutoring by one of Cornerstone's approved tutors with temporary withholding of final grades even if the absences are excused.

### **Tardiness:**

Please be on time! Students who arrive at school late disrupt learning. Habitual tardiness shows a lack of regard for other students and for the teacher. If your child is not with his or her teacher by 8:15 a.m., they will be counted as tardy.

Consider the following as excused tardiness:

*Vehicle Complications*

*Hazardous weather or traffic conditions*

*Student illness*

*Medical appointments*

*Power Outage*

*Work related constraints*

*Extenuating Circumstances* (will be judged by faculty and staff)

**NOTE: 3 unexcused tardies = 1 Absence**

**3 unexcused Absences in a grading period disqualifies the student from Academic Honor Roll**

Excessive tardiness will result in the following action:

**Consequences for Unexcused Tardiness will be age appropriate.**

Tardy to SchoolConsequence1<sup>st</sup> & 2<sup>nd</sup> tardy

Recorded Warning

3<sup>rd</sup> tardy

One Demerit

4<sup>th</sup> tardy

One Demerit

5<sup>th</sup> tardy

One Demerit + Detention

6<sup>th</sup> tardy

One Demerit

7<sup>th</sup> tardy

One Demerit

8<sup>th</sup> tardy

One Demerit + Detention

9<sup>th</sup> tardy

(1) Day In-School Suspension

10<sup>th</sup> tardy

Saturday School 9:00 -2:00 @ \$40.00

After **eight (8) unexcused tardies in a semester**, the parent/guardian will receive a warning letter informing them that if the student continues to be tardy they will be required to appear before the Cornerstone Administrative Committee

If a student has **ten (10) unexcused tardies in a semester**, the parent/guardian will be required to meet with the Cornerstone Administrative Committee to discuss further options.

Unless the school receives a written statement from the parent/guardian within three days, all absences and tardies are unexcused. Students with **unexcused absences/tardies** will not qualify for Cougar of that week.

**Detention:**

Detentions will be 60 minutes in length on a day and time designated by the teacher or administrator. These detentions preclude all other school related activities. If a student receives a detention for not completing assignments, then detention may be used to complete assignments, otherwise it is a time for reflection on one's conduct or behavior. Students may be required to do some sort of service project that would benefit the school or its faculty and staff.

**NOTE: There will be a \$7.50 fee for all students who receive a detention. This will cover the cost of supervision.**

## HOMEWORK POLICY

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

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

Parents can be of help to their children by providing an atmosphere, which is conducive to study in the evenings and on the weekends. Remember also, each student in grades 6<sup>th</sup> -12<sup>th</sup> generally receives study time during the day and, therefore, should have about 2 hours of out of class work left for completion in the evenings. However, if a Student is taking honors or Dual Credit classes, their homework load might be greater.

### **Homework:**

Most homework assignments are assigned Monday through Friday. The time to complete an assignment may vary from student to student depending upon the child's work habits and degree of difficulty. Homework is an essential part of our instructional program and reinforces classroom lessons. Homework helps the student develop a sense of responsibility for their learning. Parental assistance and support are essential. This is not to say parents should do the work for the student, but it is important for parents to be there for support. Parents need to demonstrate the importance of homework by checking their child's assignments in their homework planner on a daily basis to make sure the homework is complete.

**Homework Make-up Policy:**

When absences are excused, class work must be given and returned within the same number of days absent. (Absent 3 days, student has 3 days to turn in assignments) Students who receive their work before an absence must have work completed upon their return, including work given due to extended absence.

\*When absences are unexcused, arrangements for any make-up work must be made with the teacher and follow their guidelines, including any penalties. Students in seventh through twelfth grades are responsible for gathering any absent work.

**Unexcused late work penalties are as follows:**

High School (9<sup>th</sup>–12<sup>th</sup> grade) 20-point deduction

Junior High (6<sup>th</sup> & 8<sup>th</sup> grade) 15-point deduction

Intermediate (4<sup>th</sup> – 5<sup>th</sup> grade) 5 to 10 point deduction

Should there be any question concerning homework assignments, please contact your child's teacher.

**Grades and Report Cards:** Grades are based on achievement and conduct. Cornerstone Christian Academy believes that parents should stay informed about their child's progress and grades. Every three weeks you will receive an update of your child's progress, either on an interim progress report or end of period report card. Please work closely with your child's teacher/s to track his or her progress and schedule a conference when you have any concerns.

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



## Grading Scale:

### *First Grade – Fifth Grade*

A+ = 97-100

A = 94-96

A- = 90-93

B+ = 87-89

B = 84-86

B- = 80-83

C+ = 77-79

C = 74-76

C- = 70-73

D = 66-69

F = 65 or below

### *Sixth Grade – Twelfth Grade*

A = 90-100

C = 70-79

B = 80-89

F = 69 or below

Middle & high school Grading Percentage Distribution

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

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

## Conduct:

E= Excellent (A) N= Needs Improvement (C, D) I= Incomplete

S= Satisfactory (B) U= Unsatisfactory (F)

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

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

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

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

**We reserve the right to retain any student who fails two or more core subjects.**

## HIGH SCHOOL GRADUATION REQUIREMENTS

### **English (4 credits)**

- English I-IV  
1 course per year, 1/2 credit per semester
- \*Optional for Blinn College Dual Credit for Eng. IV

### **Mathematics (4 credits)**

- Algebra 1, Geometry, Algebra 2,
  - Math Models, Pre-calculus and Calculus (BC/AP)
- 1 course per year, 1/2 credit per semester

### **Social Science (4 credits)**

- American History, World History, World Geography, American Government, and Economics.
- 1 course per year, 1/2 credit per semester
- \*Optional for Blinn College Dual Credit For American History, American Government, and Economics

### **Science (4 credits)**

- Biology 1, Chemistry 1, Physics 1, and Biology 2, (AP) Chemistry 2, Physics 2
  - Forensic Science
- 1 course per year, 1/2 credit per semester

### **Bible (2 + credits)**

- Bible I-IV
- 1 course per year, 1/2 credit per semester

### **Foreign Language (minimum of 2 credits)**

- Spanish I-IV
- 1 course per year for minimum of 2 years, 1/2 credit per semester

### **Electives (3.5 credits)**

1 course per year, 1/2 credit per semester

### **Public Speaking (0.5 credit)**

- \* Dual Credit Option for grades 11&12 through Blinn College  
1 semester 5 days a week or 1 year 3 days a week.

### **Fine Arts (1 credit)**

- Art
  - Art History
- 1 course 5 days a week for 1 year

### **Technology (1 credit)**

- MSIT Academy
- Concepts of Engineering & Technology
- Keyboarding

\*Course requires teacher and administrative approval prior to enrollment

## **Conferences:**

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

## **Field Trips:**

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

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

When serving as a chaperone, your primary responsibility is to provide adequate supervision for the students of Cornerstone Christian Academy; therefore, we ask if possible that you do not bring other children from home or take siblings out from their class to attend the field trip. We also ask that you display the utmost Christian behavior and professionalism while chaperoning a trip. Please remember as a chaperone, you are an example to our students and our community.

If a student exhibits poor conduct on a field trip, that student may be excluded from future field trips. Our expectation for student conduct is the same on a field trip as it is in the classroom.

If you prefer that your child not attend a field trip, please note that you will have to provide that day’s care for your child, and it will be **considered an unexcused absence.**

## STANDARDS OF CONDUCT

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

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

### Biblical Guidelines for Student Behavior

*Respect Authority: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist.*

*Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right and he will commend you. For he is God's servant to do you good." Romans 13:1-4*

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

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

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

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

## DISCIPLINE POLICY

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

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

### *Behavioral Expectations "Think B-4 You Act"*

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

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

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

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

### Five levels of school-wide discipline

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

**3 demerits = 1<sup>st</sup> Detention**

**6 demerits = 2<sup>nd</sup> Detention**

**9 demerits = 1<sup>st</sup> In-School Suspension (ISS)**

**11 demerits = 2<sup>nd</sup> In-School Suspension**

**12 demerits = Out/School Suspension (OSS)**

**NOTE: Each Detention has a \$7.50 fee to cover cost of supervision.**

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

Failure to follow instructions  
Dress code violation  
Unprepared for class  
Talking w/o permission  
Out of seat w/o permission  
Chewing gum  
Consuming food/drink w/o permission  
Running in the building  
Unwholesome conversation  
Failure to clean up after themselves

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

Failure to do homework on time  
Disrupting class/classmates  
Failure to respond to notices appropriately  
Showing signs of disrespect  
Harassment/Bullying  
Complaining or whining  
Throwing objects  
Mishandling school materials  
Damage of any school property  
Keep control of hands and feet  
Inappropriate touching  
Classroom/Outdoor/Playground rules

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

Being argumentative/defiant  
Cheating/Plagiarism  
Forging a signature  
Lying  
Stealing  
Vandalism  
Improper use of cell phones  
Improper use of computer/social media

Improper use of any electronic device  
Disrespect of any adult  
Leaving class w/o permission  
Being in an area without authorization/supervision  
Excessive horseplay

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

Level 4 (Violation is an automatic Suspension ISS)

\*Includes but is not limited to

Willful or deliberate disobedience  
Physical violence (fighting)  
Severe disrespect  
Possession of prescribed medication  
Misbehavior in detention

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

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

Level 5 (Violation is subject to Expulsion)

\*Includes but is not limited to

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



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

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

**Lockers:**

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

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

**Lost And Found:**

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

**Cell Phones:**

**The use of cell phones at school is prohibited.**

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

**Students are responsible for the safekeeping of their own devices.**

## AUTOMOBILE POLICY

Automobiles are a privilege on campus, not a right; and this privilege can be revoked.

Only the driver and siblings may ride in the car unless a permission form has been filled out by the riders' Parent(s)/Guardian(s) and the drivers' Parent(s)/Guardian(s).

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

All student automobiles are subject to search.

If a student's car is used for athletics, the school must have written permission from parents on file.

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

### Public Displays of Affection (PDA)

Dating, while not encouraged on campus is permissible, within certain boundaries:

- Hand-holding and side hugs are allowed
- Kissing, cuddling, or other physical contact is **not allowed**
- No physical contact of any kind is allowed during instruction or inside the classroom
- CCA aligns itself with Scripture (I Cor. 6: 9&10); any dating relationship is between a male and a female.

*Note: The goal of these guidelines is not to be punitive, but rather to encourage an environment of academic excellence.*

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

## DRESS CODE

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

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

We enforce the following dress regulations:

School uniforms consist of the following components: **black or khaki dress bottoms**, (No Cargo Pockets) pants, shorts, skirts, or jumpers. Polo shirts are white, gold or black with school logo. All clothing will be neat and orderly. Shirrtails are to remain tucked in at all times (with the exception of Spirit Day attire or physical education class). The top button of the polo shirt may be unbuttoned, but all others must be buttoned.

Uniforms must be clean and pressed as needed.

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

- No leggings are to be worn as pants.
- Boys will not wear earrings.
- Boys must keep hair above shoulder in length
- No visible body piercing or tatoo is permitted.
- Hats will not be worn inside the building.
- Students will not wear unusual hairstyles or have hair color that is not natural to hair.
- Students will keep their shirts tucked in and wear **belts** with clothing that has belt loops.

- **Closed-toed shoes** suitable for outside play are required at all times. No flip-flops, sandals or shoes with wheels allowed.
- Clothing will be modest in the opinion of the teacher and or the administrator.
- Girls are required to wear shorts under their skirts.
- Skirts and dresses for girls in third grade and older need to be knee length.

**Any outer garment worn inside the building must display the school's Crest or Logo on school approved colors (white, gold or black).**

Note: Hoodies or jackets are often worn un-necessarily to avoid following the dress code. When this practice occurs the following rules will apply.

First violation - Hoodie restricted for grading period

Second violation – Hoodie restricted for semester

Third violation – Hoodie restricted for the year

If students adhere to the dress code by being in uniform and having shirts tucked in and belts worn, then hoodies and other outer garments are permissible.

**Dress Down or Spirit Day:** Every Friday students may wear jeans, but only if they wear an approved Cornerstone T-Shirt. Jeans must be neat in appearance, not faded or have holes in them.

**Field Trips:** The Cougar T-Shirt is the mandatory dress for all school related trips unless otherwise specified by your child's teacher or other school personnel.

**Physical Education or Extra-Curricular Activity:** Occasionally we will have school days or extra-curricular activities when it is not mandatory to wear school uniforms. We expect students to dress in clothes that fall within our guidelines for modesty and Christian appearance at all times. Students must understand that they are to

follow our dress code at all school functions, whether during the day or evening, on campus or off campus

## SCHOOL PROGRAMS

**Morning Care Program:** Cornerstone Christian Academy offers Before School Care from 7:30 – 7:45 a.m. for the convenience of our parents who must leave for work before 7:45. Since all staff members attend a meeting until 7:45 any student dropped off at school before 7:45 will automatically go into our Before School Program regardless of age. The cost is \$22.50 per month when scheduled in advance, otherwise a drop in rate of \$7.50 will apply.

**Extended Care Program:** Students should not remain on school grounds after 3:30p.m., except for pre-arranged activities or after school care, regardless of age. The After School Care Program runs from 3:30 to 5:30 sharp. The cost of this program is \$3.50 per hour when scheduled at least a week in advance, otherwise the hourly rate of \$7.50 will apply.

**Chapel:** Cornerstone Christian Academy is very fortunate to have capable and knowledgeable people who share God's word with us each day. This is a special time for students, faculty, staff, and parents to commune with God. We encourage student participation and parents are welcome to come and visit any of our chapel services. Because this is a time for worship and the facilities we use belong to a church no pets allowed.

**Sports:** For extracurricular activities, we do offer for middle and high school age students a variety of sports, such as Basketball, Cross Country, Track, Tennis and Volleyball. For lower grades, we do have a regular scheduled time for Physical Education.

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

**Music:** Cornerstone Christian Academy offers vocal music class. This class is an elective enrichment during the afternoon schedule. Throughout the year programs are scheduled that allow these students to exhibit their talents.

**Band:** Fifth grade and up

Band is one of the most exciting and most beneficial activities a student can have. It offers all of the benefits of sports: team work, physical fitness, and just plain fun.

Also like sports, it requires a great amount of discipline, hard work, determination and skill.

A musical instrument is not a toy. It is a very valuable implement used to bring great joy to a lot of people. It requires a lot of care, attention to detail, and just plain love. If you do not love your instrument, you should not be in band. You may want to change instruments, but you should still love and respect the one you have.

Band requires responsibility to your teammates and a dedication to do your best. For this year each student must document in his book at least 40 minutes of practice per week in order to get an A, 30 to 39 minutes to get a B. Anything less is a C.

In addition, a student who forgets his instrument twice in a six-week period will get a C.

The cost per month is \$45.00 payable to Mrs. Ligon.

This will include two lessons per week, during or after school on Tuesdays and Thursdays. The entire band will practice after school on Thursday.

This does not include the cost of the instrument or books.

In addition to the instrument, students will need a *Rhythm Master book by J.R. McEntyre and Harry Haines, Book 1 for beginners and a music stand. All of these plus instruments are available at Thorn Music Company, 979-260-3200.*

*Questions concerning Band please contact Linda Ligon at (979) 589-2424 or lindaligon@earthlink.net*

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

We love and appreciate our parents for the wonderful work they do. Our Parent Association plays an active role in raising funds and organizing various activities throughout the year that help our teachers and students achieve personal and academic goals.

Attending P.A.C.K. meetings is a good way for you to get involved and to communicate and fellowship with other parents. Because involvement and communication are so very important and essential for a successful program, please make every effort to have at least one representative from your family in attendance.

**Jo Ann Walker “Day of Service”**

Cornerstone Christian Academy has dedicated the first day back to school **in January** as “JoAnn Walker Day”. Regular scheduled classes are suspended and students participate in school-sponsored acts of service either on or off campus. **This is a regular school day and attendance is required.** Notification will be sent home before Christmas Break.

## COMPUTER/INTERNET USAGE POLICY

We feel privileged to have some of the latest technologies at our disposal. However, with these privileges come some responsibilities.

When using any computer on campus, students will:

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

Students must only use legally available software.

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

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

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



- Use of the Internet for hate mail, harassment, discriminatory remarks and other anti-social behaviors is prohibited.
- The illegal installation of copyrighted software for use on the computer is prohibited.
- Any attempt to disable or circumvent software or hardware meant to limit access to inappropriate materials is prohibited.

From time to time, Cornerstone Christian Academy will make determinations on whether specific uses of the Internet are consistent with the acceptable use practice.

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

Use of any information obtained via the Internet is at your own risk. Cornerstone Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Cornerstone Christian Academy exercises no control whatsoever over the content of the information residing on the Internet.

#### Social Media Use Policy ON/Off Campus

#### **Social Media is not allowed on campus unless supervised (i.e. educational use).**

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

Inappropriate Uses include but are not limited to:

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

PARENT/STUDENT STATEMENT OF COOPERATION

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

1. I have read the Student Handbook for Cornerstone Christian Academy years 2015-2016 and agree to comply with its policies.

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

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Parent Signature

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Date

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

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Student Signature

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Teacher

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

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Parent /Guardian Signature

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Grade of Student

Date \_\_\_\_\_

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

Please select ONE

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

\_\_\_\_\_  
Parents or Guardians Signature

\_\_\_\_\_  
Date

\*\*Signatures are required in all four spaces