

Cornerstone Christian Academy Family Handbook 2023-2024



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**From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.
Ephesians 4:16**

Cornerstone Christian Academy is accredited K-12 by the Association of Christian Schools International (ACSI).

The board and administration of Cornerstone Christian Academy reserve the right to change any policy herein at any time at the school's sole discretion should it be determined that such changes are in the best interest of the school. Changes will be communicated to affected groups and individuals.

Welcome to the 2023-24 school year!

Dear Parents and Students,

Welcome to Cornerstone Christian Academy! It is a privilege and an honor to partner with you in encouraging the educational and spiritual growth of your children. All of us at CCA look forward to your family's participation in what promises to be a great new school year.

Our School Board, Administration, Faculty, and Staff work hard to develop, maintain, and staff all of our school programs in a way that follows our mission statement, "to provide a Christ-centered environment in which faith can be integrated with learning to enable students to become spiritually, academically, emotionally, socially, and physically prepared to achieve all that God desires for them" (p.7). With Christ at the center of all that we do, we strive to provide an environment that is rich in the love of our Lord. The desired outcome is that we graduate students displaying our vision statement, "Each child, having been educated and thoroughly prepared through their experiences at Cornerstone Christian Academy, will transform our world to reflect the character of Christ through their influence as *Salt and Light* of the Earth"(p. 7).

Our theme this year is *Better Together*. Ephesian 4:16 states, "He makes the whole body fit together perfectly. As each part does its own special work, it helps the other parts grow, so that the whole body is healthy and growing and full of love". A healthy and thriving school is one that allows each person to use the special gifts and talents God has given them.

This family handbook is a culmination of many years and many people's efforts. Guidelines have been chosen that we feel best encourage our students to be Christ-like in mind, body and soul at all times. Please review it carefully and then sign and return the forms provided to the school office or at Crusader Round Up. For our secondary students, the forms must be signed and returned to receive your schedule at Round Up.

We look forward to this school year and trust God will richly bless you and your family.

Blessings,

Jennifer Mitchell, M.Ed.
Head of School

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*Applies to Secondary Students only

ABOUT CORNERSTONE CHRISTIAN ACADEMY

Introduction

Welcome to Cornerstone Christian Academy! We consider it an honor to have the opportunity to work with you and your child and look forward to a school year of learning and growing in wisdom and in faith. This handbook has been prepared to explain and clarify the procedures, policies, and regulations of Cornerstone Christian Academy. These policies are in effect as written or as may be amended during the year.

History

Cornerstone Christian Academy was founded in August 1999 by parents keenly interested in their children's education. The founders believed the spiritual training of a child to be as important as academic, physical, or emotional development. They desired to establish a Christian school with high academic standards, along with the Bible training necessary for proper character building and moral uprightness. CCA proudly offers its students the highest quality curriculum, taught by a superior faculty and staff. CCA is the result of God's blessings upon the founders' desires and prayers, along with the prayers and encouragement of parents, local churches and the community.

Philosophy of Christian Education

Cornerstone Christian Academy, dedicated to fulfilling its mission statement, is committed to providing a sound academic education integrated with a Christian view of God and the world based on the authoritative and inerrant Word of God. We further aim to teach children in partnership with their parents a right view of God by training them to know God's character and how to relate to Him on a personal level through prayer and worship. We believe that this foundation will enhance each area of the student's learning.

This educational program is designed for children whose parents are committed to a personal faith in the Lord Jesus Christ and agree with the CCA's Statement of Faith. Functioning as an extension of the Christian home, CCA assists parents who seek to obey the Biblical instruction that gives them ultimate responsibility for the education of their children (**Deuteronomy 6:6-7**). It is also the purpose of CCA to involve parents in the educational process as much as possible.

Because the Christian approach to learning differs significantly from the secular viewpoint, CCA offers a curriculum rooted in a God-centered view of life. This view holds that God's truth is the standard for all truth. The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church. (**Proverbs 1:7**)

The great works, ideas, and skills that constitute a good liberal arts education are embodied in the curriculum of Cornerstone Christian Academy. God's Word, designed to impart wisdom to the students involved, and defines the particulars of the curriculum.

God chose words to communicate His enduring truths: He commanded men to "write the message, make it plain." With a goal to communicate His love to the whole world, CCA students learn foreign language with mission mindedness. The subject matter and essential elements of each discipline reflect the unity between God's world and God's Word. The English courses reflect the nature of God from the realities of grammar and spelling to the insights of literature, reading, and writing. Jesus, as our example, spoke several languages. Mathematics demonstrates God's order even in an abstract world of numbers, which extends to the outer reaches of our Creator's universe. Likewise, science reflects the magnificent order and complexity of the things God has placed around us. The student's mind is challenged to understand the invisible force that holds together all concrete things. History and geography acknowledge the providential working of God in the past, present, and future. The student recognizes God's powerful working in the affairs of man and understands that even when evil appears to be strong, God is on the throne, and His purposes will prevail. Physical education teaches the student the stewardship of his own body as

the temple of the living God. The Arts (music and art) engage the student in understanding the creative nature of God and the innate God given creativity within everyone. The believer is given the privilege of responding to the Creator through worship and praise expressed in music and art. Finally, the Bible aims to cultivate young men and women who can live in all arenas of life as light in a dark world. This curriculum is designed with the hope that each student will live his life knowing his greatest joy is living for Christ. The Bible also includes practical training in Bible study methods and ethics, which help the student cope with the stage of life he is facing.

Our curriculum acknowledges the basic knowledge, skills, and wisdom necessary to ground young people for the rest of their lives to live life as God has intended. Therefore, a careful selection of core courses is offered. The teacher is an example of the living curriculum. The Lord trains and transforms both the student and teacher as they devote themselves to their studies. We recognize it is by God's grace that we train children to become complete in Christ. (**Luke 2:52; Proverbs 3:13, Proverbs 9:9**)

Our Mission Statement

The Mission of Cornerstone Christian Academy is to provide a Christ-centered environment in which faith can be integrated with learning to enable students to become spiritually, academically, emotionally, socially, and physically prepared to achieve all that God desires for them. (Proverbs 23:12; II Corinthians 10:5; Matthew 28:18-20; Colossians 3:23-24)

Our Vision Statement

Each child, having been educated and thoroughly prepared through their experiences at Cornerstone Christian Academy, will transform our world to reflect the character of Christ through their influence as **Salt and Light** of the Earth. (*Matthew 5:13-16*)

Our Statement of Faith

- We Believe:** That the Bible is God's inspired, inerrant Word and the only authority for doctrine and practice. (*2 Timothy 3:15-16; 2 Peter 1:21*)
- We Believe:** That there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (*Genesis 1:1; Matthew 28:19; John 10:30*)
- We Believe:** That salvation is a free gift, paid for by the sacrificial death of Jesus Christ for all who trust Him as their Savior. (*John 3:16-21; John 5:24; Romans 3:23*)
- We Believe:** In the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (*John 10:33; Isaiah 7:14; Hebrews 7:26; John 2:11; Acts 1:11; 1 Corinthians 15:3*)
- We Believe:** In the resurrection of all people; in a literal heaven and hell. (*John 5:28-29*)
- We Believe:** In the ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (*Romans 8:13-14; 1 Corinthians 3:16*)

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Christian Academy's faith, doctrine, practice, policy, and discipline, the Board of Directors is the organization's final interpretive authority on the Bible's meaning and application.

Our Core Values

We seek to equip students for spiritual growth, provide challenging academics and develop Christ-like character.

Equip for Spiritual Growth

- To ready students to proclaim the gospel and defend their faith by reliance on Biblical precepts.
- To prepare students to be Godly leaders.
- To cultivate an atmosphere of love and support.
- To lead students by Christian example and testimony.
- To make prayer an integral part of daily life.
- To challenge students to live for Jesus Christ in view of eternity.

Provide Challenging Academics

- To prepare students for higher levels of thinking.
- To guide students in identifying and nurturing a vocation.
- To provide curriculum pertinent to our culture, society, and time.
- To confront students with the truth.
- To present God as the Creator and Sustainer of life.
- To show that all curriculum is relevant, sourced from God's wisdom.
- To develop students scholastically to reach their full potential.

Develop Christ-like Character

- To assist students in discovering, implementing, and practicing their talents.
- To prepare students to make wise, independent decisions.
- To teach students that they are accountable to God for their behavior.
- To develop respect for authority, self-discipline, and obedience.
- To teach and insist on kindness, consideration for others, and encouraging those around us.

Accreditation

Cornerstone Christian Academy is fully accredited, Preschool through 12th grade, by the Association of Christian Schools International (ACSI), an accrediting agency for private Christian Schools and the largest network of Christian Schools in the world. The current accreditation is valid for 2022 through 2027.

School Board

The School Board members are an elected, rotating board. Board member qualifications include: 1) Being a community member at large or a parent of a child enrolled in CCA, and 2) being a Christian actively involved in a local church. Further information regarding the qualifications for prospective board members may be found in CCA's Board Policy Manual on qualifications to serve as a board member.

School board meetings are held on a monthly basis. Parents or other interested parties are welcome to attend and hear the open session of the meeting. If a parent wishes to speak at a Board meeting, they must complete the standard form and outlining their cause for concern. The forms and the protocols are available in the front office. Forms must be submitted at least 7 days prior to the Board Meeting. The form is to be submitted to the Head of School who will review and forward to the School Board President for processing. A Board representative may contact you to possibly clarify any concerns, and or advise of approval, denial or agree to change requests.

School Calendar 2023-2024

https://drive.google.com/file/d/1XH262sWg-G_9yTqnBUeujpSp04CCwPKS/view?usp=drive_link

School Hours for the Academy (K-12)

8:15 a.m.	Campus opens, students may begin drop-off
8:30 a.m.	Classes begin
3:35 p.m.	Elementary dismissal
3:50 p.m.	Secondary dismissal

****Note: CruKids Preschool operates on its own daily schedule communicated directly to parents. Any students not picked up within reasonable time frames will be signed into extended care program with fees**

All students arriving after the appropriate start time are tardy and will require an admit slip from the front office.

STUDENT HEALTH

General Illness

A child who is ill or whose temperature is 100.3 degrees or higher (before medication) MAY NOT come to school. In the event any student has a communicable disease, the parents are expected to notify the school office and obtain a physician's clearance in this instance. Prior to all readmissions to class, administration will require contact from a parent or a note from a physician for admission regardless of the reason for absence. If a child becomes ill during school hours, the parents (or designated person) will be notified and expected to promptly retrieve their child.

The following chart is referenced from the Texas Department of Protective and Regulatory Services:

How Some Childhood Infectious Diseases Are Spread Method of Transmission

Direct Contact (with infected person's skin or body fluid)	Respiratory Transmission (passing from the lungs, throat, or nose of one person to another person through the air)	Fecal-Oral Transmission (touching faces or objects contaminated with feces then touching your mouth)	Blood Transmission
Chickenpox* Cold Sores Conjunctivitis COVID-19 Head Lice Impetigo Ringworm Scabies	Chickenpox* Common Cold COVID-19 Diphtheria Fifth Disease Bacterial Meningitis* Hand-Foot-Mouth Disease Impetigo Influenza* Measles * Mumps* Pertussis* Pneumonia Rubella*	Campylobacter** E.coli 0157** Enterovirus Giardia Hand-Foot-Mouth Disease Hepatitis A Infectious Diarrhea Pinworms Polio* Salmonella** Shigella	Cytomegalovirus Hepatitis B* Hepatitis C HIV Infection

* Vaccines are available for preventing these diseases

** Often transmitted from infected animals through foods or direct contact

Illness and Emergency

In the interest of the ill child and those he may infect, students who are ill should not come to school. Students with fever (100.3 degrees before medication), vomiting, or diarrhea should be symptom-free, without the aid of medication, for twenty-four hours before returning to school. Please do not bring a sick child to school.

If a student becomes ill at school, the parent or other designated contact will be called to take the student home. Students will be sent home with a fever of 100.3 degrees or higher, or when the student has an infection, rash, or other contagious illness. The student will be removed from the classroom and held in the office until a parent or other designated contact arrives to take the child home. Please do not send the student back to school until he or she remains fever free, without the aid of medication, for twenty-four hours.

The school nurse or school personnel will administer minor first aid. Serious injuries will receive first aid by the school nurse, office, or by the emergency service of the Granbury Fire Department and EMS. Parents are asked to fill out an Emergency Information Sheet that details any pertinent information in the event of an emergency. Parents should keep this information current by notifying the school of any changes.

Immunizations

CCA and the State of Texas require that each student's personal immunization record (showing dates and names of immunizations received for each student) be current and must be retained on file in the nurse's office. All immunizations must be validated by the doctor or health clinic. Students without proper immunizations or records cannot be in school per Texas State Law.

Physicals and Screening

Upon initial enrollment at CCA each student must have an examination by a physician to ascertain they are healthy enough to participate in sports. The school nurse will conduct annual Hearing and Vision Screening and parents will be notified via email before the screenings begin. This is a requirement for the State of Texas for certain ages and new students to CCA each year. You will be contacted via phone and provided with a referral form if the student does not pass their vision or hearing screen.

Medication

To comply with Texas State Law, the following applies to administration of medications while at school:

- All prescription and over the counter medications must be kept in the nurse's office.
- Parent/Guardian must complete an authorization for medication administration form before any medicine is given at school, including over the counter medications (this includes cough drops and creams). Forms are available at the front office or on our website.
- Medication must be received in the original container and have a current expiration date. The medicine must be age appropriate and labeled for use for the student's age.
- Prescription medication must be received in the original container from the pharmacy labeled with the physician's name, the student's name, name of the medication, dosage, expiration date, and times to be given.
- If your child needs over the counter medication on a chronic basis, Cornerstone may require a physician authorization to continue usage of medication at school.

Medication safety is extremely important. Please help us keep our students safe by following these procedures. Please contact the school nurse if you have any questions or concerns. **Note: Medication sent in baggies and other unlabeled containers will not be given.** All medication will be stored and administered in the nurse's office by the school nurse or school personnel who will record each administration. Students may not give any over the counter drugs to another student for any reason.

CAMPUS SAFETY AND SECURITY

School Resource Officer (SRO)

Cornerstone Christian Academy now has a full-time School Resource Officer (SRO). This is an important piece of our commitment to provide as safe a campus as we possibly can. The SRO maintains an office on campus and is prominently on patrol on the campus to ensure the safety and security of the campus. The SRO is involved in our safety and security procedures as we conduct drills, make improvements to our security systems and procedures, as well as provide assistance to our administration in crisis situations.

Guardian Program

The Guardian Program grants a school district the authority to authorize certain District employees to carry concealed weapons on school grounds. As a last line of defense, this program adds to the safety and security infrastructure, training, and resource enhancements of CCA. Visibly, you will notice the addition of signage around our school buildings indicating that personnel on campus may be armed. There will be no additional impacts from this implementation on our students, staff, or the day-to-day school routine.

Visitor Guidelines

All visitors (including parents) must check in through the office immediately upon arrival and obtain a visitor badge to be worn throughout their visit. Visitors may enter CCA classrooms only with administrative approval. Upon leaving campus, visitors should sign out in the office.

In keeping with our closed campus policy, only CCA alumni, immediate family members, and school-aged children who are actively involved in the admissions process and have been invited by CCA administration are allowed to eat lunch with CCA students after checking in through the office. Any guest whose presence, conduct or dress impedes the school's ability to function or is a distraction to the learning process may be asked to leave campus. If necessary, CCA will enforce such requests with the assistance of local law enforcement agencies.

Please help us maintain a secure, safe, and productive campus by adhering to these policies at all times.

Raptor Visitor Check-In

CCA uses Raptor Technologies Inc. to screen all visitors. Visitors must present a valid, state-issued driver's license when checking in at the office and check out at the office upon exiting CCA. Each visitor must receive a Raptor identification sticker prior to entering the building. Data collected is exclusively for the use of CCA and law enforcement and is not sold or shared with any outside sources.

Video Surveillance Policy

Cornerstone Christian Academy may use video cameras in and around school, on school property, and on school vehicles to ensure the health, welfare, and safety of staff, students and visitors to school property, as well as to safeguard school facilities and equipment. Some cameras may be equipped with audio recording capabilities. Video cameras may be used in locations as deemed appropriate by the Head of School or by his or her designee. Video surveillance and maintenance of recordings shall be in accordance with applicable laws pertaining to such use.

Students or staff in violation of school policy, administrative regulations, building rules, or local, state, or federal law should be aware that images, video, and audio captured through surveillance may be used as evidence in an appropriate disciplinary action or for referral to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record.

In order to protect the privacy of students and staff, it is the general practice of Cornerstone Christian Academy not to allow access to audio or video surveillance recordings collected by school-owned devices on the CCA campus, vehicles, or other properties.

When CCA is requested to provide recordings, there may be restrictions regarding what can and cannot be provided due to student privacy or other legal reasons. In such instances, the Head of School or designee will consult with the school's general counsel to determine whether and how to respond to any such request. A fee may be assessed to cover the costs of assembling and distributing the requested materials.

Safety-Emergency Drills

The safety of each child is of utmost concern to all of our staff. Our school is well prepared to deal with a variety of emergency situations. Each teacher and classroom has a map showing exit locations and emergency plans. Students participate in unscheduled fire, severe weather, and lockdown drills throughout the year to ensure that everyone will know what is expected in the event of a real emergency.

Cornerstone Christian Academy considers the safety of everyone on our campus, staff and students alike, to be of the utmost priority. As such, circumstances and communications suggestive of harm toward individuals and groups will be taken seriously, including those that are unclear or may be later explained as joking, pranking, or jesting.

School Closings

CCA administrators take very seriously decisions regarding whether to cancel or delay school due to threatening weather conditions or other emergency situations. In the event of potential closings or delays, details will be distributed to families by means such as major television stations, email, text alerts, automated phone messages and social media. Please do not call school offices during these situations. Our staff cannot field phone calls from hundreds of families. If school is canceled while in session, parents will be notified as soon as possible after a decision is made. Thanks for making every effort to see that your student is in attendance for the entire time that classes are scheduled to take place.

Driving on Campus

For the safety of our children, all drivers on campus must drive with caution at all times. The parking lot speed limit is 10 mph, and handheld phones may not be used by drivers on the CCA campus.

To help the traffic flow and for emergency vehicle access, parents should not block or park in the front driveway areas. Please do not hold impromptu conferences with teachers or other parents during pick up times. If you must exit your car to unload students, backpacks, etc., please park and unload from a marked parking spot; do not block traffic. Do not park in any spot not designated as a parking spot or in handicapped parking spots even "for a minute" unless you have a handicapped sticker.

Student Drivers/Parking

Driving to school is a privilege for students that may be suspended or revoked. **Only licensed students may drive to school. Student drivers must have a photocopy of their driver's license and current insurance on file in the office.** Student drivers who do not observe good driving practices will not only lose the privilege of driving on campus, but may also face disciplinary consequences. Parents will be notified of any driving infractions.

Student vehicles and driving practices should be safe. They may not detract from the school's ability to function or reflect poorly upon the witness of CCA on or off campus. Students must park in designated parking areas.

- Students with a valid driver's license may drive to and from school under the following conditions:

- Students must park in their assigned place.
- Any student driver must provide vehicle information, a copy of their driver's license, their insurance card and a signed permission slip from their parents in order to drive.
- Students in compliance will be issued a student parking permit, (cost \$5), that must be displayed in their vehicle as instructed by the office. Failure to display the parking permit may result in a ticket (Granbury police as they ticket other non-permitted drivers per normal protocol). If the permit is lost, it must be replaced at a cost of \$10 per replacement permit.
- Any student who is responsible for hitting another vehicle, person, or property on campus, with their vehicle, will lose their driving privilege for the remainder of the school year.
- Students who drive illegally will receive a warning and continued violations will result in additional disciplinary measures and/or fines, including loss of driving privilege to school.
- The students drive at their own risks. Any damages incurred while parked on campus are at a student's own risk and responsibility and CCA is not responsible.
- Students MAY NOT linger in or around their cars throughout the school day. If a student needs to go to their vehicle to retrieve items, they must first seek authorization from the office staff.
- No loud music may be played from a student's vehicle located on campus, while parked or driving. Often there are young children in the area and their safety is paramount. Other community functions may be occurring and may be disruptive.
- **Students may not drive and use cell phones while on campus!**
- Students must not speed and must drive safely at all times.

Unauthorized Vehicles

Students are not allowed to bring a skateboard, roller blades or scooter to school. No unauthorized vehicles are to be left on school property.

Animals on Campus

Pets may be brought on campus only at the invitation of a teacher in conjunction with a specific class project. Pets should not be brought into the building, on the playground or on campus during drop-off and pick-up times in order to ensure the safety of children and the pet. An animal may not come to school if the animal will pose a medical or emotional threat to any student. Service animals are permitted with documentation.

Field Trip Transportation Policy

Field trips will be planned throughout the year to enhance the instructional objectives of each class and the school. Parents will be notified as early as possible as to their scheduling, cost, and need for parental help in supervision and transportation. Babysitting arrangements must be made for younger children of parents going on field trips. While on field trips in personal vehicles, children are required to wear seat belts (one per child), and children below twelve years of age may not sit in the front seat when air bags are available. Parents may transport their own child to or from the field trip but may not transport another student without their parent also being present unless that parent is an authorized chaperone and selected driver for other students.

Students are not allowed to participate in field trips/activities without written permission by a parent or legal guardian. Permission slips and medical release forms will be provided by the school. Parents are required to provide an emergency contact phone number for the day of the trip. In the event of an emergency, the school office will be contacted first. Parents will be notified of the situation by the office and given a contact number of a person on site, if appropriate. Students should wear the CCA logo polo unless otherwise directed.

Students will not be eligible to participate in field trips if their conduct/behavior is poor. A student must maintain a citizenship grade of S or above to be eligible to participate in class field trips. Students who have an S- will be looked at on a case-by-case basis to determine if their more recent behavior warrants their participation.

CCA students OR YOUNGER SIBLINGS may not attend a CCA siblings' field trip if their class is not attending.

Every effort should be made for students to attend field trips. In the event that a student is not given parental permission, or for other reasons does not attend a scheduled educational field trip, the following policy applies:

The student should come to school as regularly scheduled, at which time he/she will be counted “present” for attendance purposes; their teacher will give the student an assignment offering an educational experience related to the goals and objectives of the field trip. He or she will turn the completed assignment in to the teacher the following day. The student will remain under the school’s supervision for the day.

All students will return to the school after a field trip in the designated vehicle unless they leave with their own parents. To leave with anyone else requires a release form signed by a parent. Students are the responsibility of CCA while at school events, and they must remain under the supervision of staff or parent volunteer at all times while at the event. Upon returning from the event, CCA is no longer responsible for the transportation of the student. The parent must arrange for the student’s transportation home.

ADMISSIONS AND ENROLLMENT

Nondiscriminatory Policy

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

Cornerstone Christian Academy believes that every person is created in the image of God and must be treated with love, compassion, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Every person has value because we bear the image of God. Disrespectful or racially insensitive attitudes or behaviors directed toward any person or group are inconsistent with God’s Word and His unconditional love toward us all.

Diversity Statement

Cornerstone Christian Academy believes that every person is created in the image of God and must be treated with love, compassion, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Every person has value because we bear the image of God. Disrespectful or racially insensitive attitudes or behaviors directed toward any person or group are inconsistent with God’s Word and His unconditional love toward us all.

God shows no partiality based on age, ability, race, sex, or ethnicity in his offer of love and forgiveness to all who believe in Jesus Christ (Acts 10:34-35, Romans 10:9-10). As believers, we are equal in Christ. As a result, there should be no distinctions. No divisions. No separation. No favorites. No prejudice. Jesus unites us all (Galatians 3:28, James 2:1-9).

General Admissions Information

Kindergarten students must be five years old respectively, by September 1st of the upcoming school year in order to apply.

****All Students must be current on required immunizations or have current exemptions in order to attend school or school events.***

Continuous enrollment for returning students and siblings usually begins February 1 for the upcoming school year.

Open enrollment for new students usually begins one month after continuous enrollment for the upcoming school year.

At the beginning of school, fees and tuition must be paid to date in order to attend the first day of class.

All past due accounts and the first tuition payment must be paid prior to the first day of school in order for the student to start class. All subsequent tuition and fees are paid monthly in order for a student to be able to remain in attendance at CCA. All fees must be paid on time, according to schedule, so that the Academy can maintain a balanced budget. For mid-year enrollees, the enrollment fee and the first month tuition payment must be made prior to the student being allowed to begin attending class.

CCA Administration and the Board of Directors reserve the right to grant exceptions to the admission policy and / or process as is deemed appropriate or necessary due to unusual circumstances.

The Academy does maintain a waiting list for future years. All new students approved for admission are accepted on a 90-day probationary period.

The administration reserves the right to decline enrollment if it determines the school cannot adequately meet the needs of the student. In addition, the administration of CCA reserves the right to dismiss any student based on attitude, character, productivity or inability to adapt to the standards set by the academy.

Admissions Criteria

CCA offers a distinctively Christian education. In order to maintain our uniqueness, we require that incoming students and their parents meet certain standards, including the following:

At least one parent must have a credible profession of Christian faith and be actively participating in a local church, as verified by a pastoral reference.

The family must have a conscientious belief in Christian education where Christ is the center and focus of everything.

Enrollment is a privilege, not a right. Cornerstone Christian Academy reserves the right, as a private school not receiving federal assistance, to deny admission to any applicant for any reason other than race, gender, or national origin. In keeping with stated goals and objectives, CCA reserves the right to use appropriate selection and dismissal criteria in order to fulfill its goals and objectives.

The family must agree with the philosophy, purpose, policies, and standards of CCA.

Students must be at least five years of age on September 1 of the school year in order to be admitted to kindergarten.

Students must be able to succeed in our mainstream class environment. CCA offers some differentiated services and assistance to meet the specific needs of children with mild learning difficulties.

Incoming students may be assessed for accurate academic placement. Other assessments taken into consideration for admission are a student's most recent report card, transcripts, other standardized tests results and teacher recommendations. We accept scores from the Stanford Achievement Test, IOWA Basic Skills Test, Woodcock Reading Mastery Test, or comparable tests, at the discretion of the administration.

The student's previous grades should be predominantly in the A-B range. Grades must remain at this level to

continue at CCA.

All students must have a good disciplinary record. Students with ongoing violent or bullying behavior will not be accepted.

No student who is a known user of tobacco, alcohol, drugs, vaping, or foul language will be accepted.

The entire enrollment process must be completed prior to a student beginning class at CCA. All records must be completed before acceptance.

Transfer grades for K-8 will be accepted from any school. High school credits will be accepted from accredited schools. Credits from other schools / home schools will be reviewed and may require documentation to ensure that valid academic standards are met with possible testing required for validation of coursework to be accepted.

Students will live by traditional Biblical sexual values. They will abstain from all intimate sexual conduct. Students will dress and present themselves in conformance with their genetically determined biological sex; they will use restrooms, locker-rooms, and changing facilities conforming with their genetically determined biological sex; and will not consider or identify themselves to be homosexual, bisexual, pansexual, or transgender. Within the discipline policy, violations of this type would be grounds for discipline up to and including dismissal.

All students are admitted for a 90-day probationary period.

Parents are ultimately responsible for the dress and conduct of their children. All students of CCA will follow the Academy's dress code, agreeing to purchase for wear only from the approved vendors unless otherwise authorized by administration. Parents must agree to accept this responsibility in order for the student to be considered for admission to CCA.

Admissions Process

Admissions Process for New Students

- 1) Complete the inquiry form found at www.ccagranbury.com.
- 2) Call and set up a tour of the school.
 - a. Please bring a copy of your student's most recent report card. Transcript if in high school.
- 3) Following the tour, fill out Application online at www.ccagranbury.com. Choose Admissions tab then application. Fill out the application and pay the application fee.
- 4) Once the application is complete, we will receive notification by email.
- 5) Complete pre-admissions testing.
- 6) You will then receive an email from admissions with instructions on how to finish the enrollment process.
- 7) Once you are done with the enrollment and pay the registration fee, then the admissions office will receive notification and review. If there is anything else needed then we will be in contact.
- 8) We will need a copy of the students' most recent immunization records and birth certificate.
- 9) Once enrollment is done and all paperwork is turned in, we will contact you with a start date.

THE ENTIRE ADMISSIONS PROCESS MUST BE COMPLETE PRIOR TO A STUDENT BEGINNING CLASSES AT CCA!!!

Continuous Enrollment

Currently enrolled students at CCA will be continuously enrolled each spring for the next school year. The administration reserves the right to withhold continuous enrollment if it is determined the school cannot meet the needs of the student or in the event the student and/or family is not in agreement with the Academy's philosophy or statement of faith in some manner. Additionally, any family whose account is delinquent at the time of continuous enrollment, must bring their accounts current in order to make payment towards enrollment for the following year. In these cases, a meeting with the Head of School or the Director of Business is mandatory to ensure financial obligations are met.

Conditions for Continued Enrollment

- As a private Christian school, CCA admits each student on a conditional basis. The conditions of continual enrollment are as follows:
- Completed enrollment forms
- Registration Fee (non-refundable)
- Pastoral Reference attesting to the family's church attendance and character. This is a two-step process that is done electronically on-line whereby the family provides the pastor's name and contact information, and an email is sent seeking the necessary information. This needs to be completed prior to the last day of school or the family will risk losing their enrollment spot.
- Prior to the continuous enrollment process, current families must also be current on all financials before reenrollment.
- All returning students are subject to review at the end of the school year to determine if the student has satisfactorily prospered in the school environment.
- Parents must faithfully meet all financial obligations toward the Academy.
- Parents must faithfully represent the student at all Parent Conferences.
- Parents must faithfully supervise the completion and return of all homework assignments and weekly folders.
- Parents must ensure student's prompt and regular attendance.
- Parents must ensure a student's immunizations are current to start classes for the new school year.
- Parents must handle all grievances in a spiritual manner, speaking positively about teachers and those in authority, upholding their position. Parents must not gossip but speak in peace.
- A parent's failure to comply with any of these areas may indicate that the parent is not in agreement with Academy policies and therefore fails to meet the conditions of continued enrollment. Since the school considers itself to be in partnership with parents, the lack of agreement may be cause for termination of enrollment.

Cornerstone Christian Academy is interested in quality parents as well as quality students. A student's continued enrollment is based upon the development of the whole person including their academic performance, behavioral conduct, and parental support system. The administration believes that parental cooperation is a vital and determining factor in the success of their child's development, therefore, quality parents are paramount.

Existing Family Recruitments

We are excited to share the good news of CCA! The best advertisement we can receive is through word of mouth and positive recommendations from parents, students and individuals involved at CCA. Our commitment to any currently enrolled family who recommends another family that subsequently enrolls and finishes the academic year, is to reward your loyalty with a small financial break. Upon enrollment of a new family, the existing family will receive a \$100 credit towards their family's tuition account to be paid at the conclusion of that school year. Any subsequent recommendation will lead to an additional \$100 credit, also paid at the conclusion of the current school

year. This offer applies throughout the same academic school year and will be credited to existing accounts toward May tuition. For new families enrolled during open enrollment, the credit will be given the following school year.

Student Records

General Student Record Information

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enrolls until the student withdraws. Records of high school graduates will be maintained permanently. Copies of transcripts are available upon written request. Cumulative records move with the student from school to school.

Any non-staff person requesting to see a student's file must have written documentation verifying the legitimacy of their request and must be approved by the school administration.

Both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The Administration is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon written request. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is dependent for tax purposes, or the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interest" include any employees, or school board members, as well as their attorneys and consultants, who are:

1. Working with the student.
2. Considering disciplinary or academic actions.
3. Compiling statistical data; or
4. Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Discipline records need not be accessible to others.

A student over 18 and parents of minor students may inspect the student's records and request in writing a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the administration refuses the request to amend the records, the requester has the right to a hearing before the school board. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;
3. When the school is given a copy of a court order terminating the parental rights.

Directory Information: Certain information about students is considered directory information. Such information will be printed in the student directory and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the Administration within 19 school days after the beginning of the school year, or at the time of enrollment.

Public/Directory information includes:

- A student's name
- Parents' names
- Address
- Telephone number
- Email addresses
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of enrollment
- Awards received in school

Parent/School Relationship

Cornerstone Christian Academy shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

Cornerstone Christian Academy reserves the right to decline enrollment or continuous enrollment of any student or to suspend or dismiss any student at its discretion and for any cause deemed sufficient by the school. A positive and constructive working relationship between CCA and a student's parents/guardian is essential to the fulfillment of the school's educational purpose. Thus, CCA reserves the right not to extend the privilege of continuous enrollment to a student if the school reasonably concludes that the actions of a parent(s)/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose. For families with shared custody arrangements, more information is given below.

The same expectations placed upon new students and families (see "Expectations of Prospective Students and Families") apply to students' families throughout the period of enrollment. The school may from time to time require the written acknowledgement of school rules, values and regulations by the family and student. Failure to sign such an acknowledgement would be considered a breach of this contract and may result in dismissal of the student from the school.

Matthew 18 Principle

Matthew 18:15-16 states that *"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses."* CCA strongly believes in this principle. If a parent has a concern, the child's teacher or coach should be addressed first, and all effort should be made to work out the concern at that level. In the event a satisfactory resolution is not met, then the parent may ask for a conference with the appropriate administrator and that teacher or coach. If necessary, the matter may be referred to the CCA school board per the appeals process as described in board policy. The goal should always be to solve any problem with the fewest people at the lowest level possible.

All parties involved are expected to guard against divisive speech and gossip. Families blatantly violating this principle may risk the privilege of continued enrollment or re-enrollment of their children at Cornerstone Christian Academy.

Parent/Guardian/Custodial Policies

Cornerstone Christian Academy partners with families in a joint effort to help each student fulfill God's purpose for his or her life. When a family is split or otherwise disrupted, the situation is not only traumatic for parents and students, but a challenging situation is created for the school, and special attention must be given to the school/home partnership. The policies below serve to bring clarity to the roles and expectations of the school and the families with whom it partners in an effort to preserve the safety and well-being of students and to enable CCA to fulfill its mission.

Separated or divorced parents, grandparents, step-parents, and others are expected to work cooperatively with one another and with school personnel to avoid disputes over the exercise of custody rights. The school is never to become the arena where disputes play out, and to the degree possible Cornerstone Christian Academy will avoid involvement in “custody battles.” Should school leadership deem conflict within a family to be disruptive to a degree that the school environment is negatively affected or the school is unable to effectively fulfill its function, CCA may limit a parent’s involvement in school activities or even unenroll the student(s).

Custodial Documentation

At the time of enrollment, parents shall provide current, legible copies of all relevant documents concerning custody or visitation of each student enrolled at Cornerstone Christian Academy. Parents of enrolled students have the ongoing duty to provide CCA with any documents and information relevant to any changes in custody or visitation rights within seven days of change or no later than one week before classes resume if the school has been dismissed for summer break.

Withdrawal

A noncustodial parent may not withdraw a child from CCA unless that parent still contains equally shared legal custody and can demonstrate proof of equal or superior legal custody.

Educational Decisions

If a court order requires both parents to agree on educational decisions, and an agreement cannot be reached between the parents, the school will operate in the manner deemed by school leadership to be in the best interest of the student. This course of action will continue until parental agreement occurs. If agreement cannot be reached, school leaders will require a joint parent meeting in order to determine if the school and family can continue to work in partnership or if a withdrawal is needed.

Withdrawal

In order for a student to withdraw from CCA before the end of the school year, the administration must be notified. Before the withdrawal process may be completed, the following is required:

All tuition for the days enrolled must be paid. Early withdrawal penalty will apply.

All text and library books must be returned to the school library and late fees paid to the librarian.

Any other delinquent fees must be paid in the school office.

All work must be up to date to receive current grades in each subject.

The number of days that the student has been in attendance, including the withdrawal date, will be calculated. The signature of an administrator will indicate approval to withdraw upon completion of the above.

Any student or parent who does not comply with the above procedures when attempting to withdraw from CCA will not receive any of the student’s school records. Likewise, these records cannot be released to the student’s next school in the event of non-compliance with the above. It will take two or three working days for school officials to complete withdrawal procedures. It is in your best interest to alert the school of any plan to withdraw well in advance (at least two weeks) of the anticipated date of withdrawal.

Official school records and report cards will be issued only after all charges have been paid in full and the student is released by the office.

PARENT VOLUNTEER PROGRAMS

Policy Regarding Criminal Background Checks

CCA requires that all teachers, board members, and volunteers complete an Authorization for Criminal History Check form. Conviction of a crime is not an automatic bar to volunteering in CCA. CCA will consider the nature of the offense, the date of the offense, and the relationship between the offense and volunteering in the school. The form will be used for no purpose other than to obtain a criminal history check from appropriate law enforcement agencies and to help determine a person's suitability for working with CCA students. CCA reserves the right to make the decision at its discretion. This is for the protection of all CCA students. Parents are encouraged to fill out the form at the beginning of every school year, so they will be able to volunteer when needed. ***Board members, and volunteers must also obtain fingerprints from IdenToGo.**

Visitor and Volunteer Procedures and Dress Code

All visitors to the school, including parents and volunteers, must sign in with the school administration to receive permission to enter the school. They are required to wear their badge while on the premises and must return to the office to sign out.

Visitors and volunteers, including parents, should adhere to the same standards of dress as the teachers and students. All clothing should be modest and appropriate for a Christian school. Volunteers must be cleared through an application process that includes a background check..

Parent Teacher Fellowship (PTF)

The purpose of the Parent Teacher Fellowship is to encourage support for the school and staff. PTF officers are nominated and elected from the PTF membership. More detailed information on the various offices and their responsibilities can be obtained from the office and at Orientation in August.

All families are encouraged to become PTF members. Other family friends and relatives may join as well. Forms will be made available online and sent out at the beginning of the school year with membership information. We hope you will become a part of this wonderful CCA tradition!

Athletic Booster Club

All parents are encouraged to participate by volunteering their time and other resources by joining and supporting the Athletic Booster Club and CCA! The Booster Club provides financial and organizational support for all CCA sports and is open to anyone interested in contributing to the success of CCA Athletics. Funds are raised through concessions, spirit wear and various annual fundraisers. The club elects its own officers and operates under the supervision of the CCA Athletic Director.

Cornerstone Friends of the Arts

The purpose of Cornerstone Friends of the Arts (CFA) is to stimulate greater interest in, and appreciation for, the fine arts at Cornerstone Christian Academy through volunteering and other forms of support for school artistic, musical, and dramatic performances.

This will be accomplished by encouraging and developing a greater enjoyment of and appreciation for the artistic talents God has given students attending CCA through acts of service, spiritual support, encouragement, as well as financial support of various opportunities and programs. CFA strives to promote a spirit of goodwill and fellowship among parents, guardians, participants, faculty and school administrators.

Membership is open to all parents and guardians of CCA students.

Silver Crusaders Grandparents Organization

CCA recognizes the importance of grandparents and grandfriends in the lives of our students and families. CCA has provided a way to enable these extended Crusader family members and friends to take an active part in supporting their children at CCA. CCA honors that relationship and members receive regular communication and are encouraged to participate in CCA activities with their CCA students.

CCA Volunteer Program

As a volunteer at CCA, families will have the privilege of supporting our dedicated teaching staff, assisting in classrooms, and engaging in various activities that enhance the educational experience of our students. Whether you have a background in education or simply possess a heart for service, there is a place for you in our program.

CCA volunteers play a vital role in shaping the character and values of our students, exemplifying Christ's teachings through their actions and words. By offering your time, skills, and mentorship, you become an invaluable asset to our school community, helping to instill integrity, compassion, and a strong sense of purpose in our students.

There are a variety of volunteer opportunities available to our families. These opportunities include, but are not limited to: participating in field trips, serving as a room parent, helping teachers prepare materials, assisting with the book fair, working athletic events or other programs on campus, and more.

EXPECTED BEHAVIORS/DISCIPLINE POLICIES

Student/Parent/Staff Character and Code of Conduct

The speech and behavior of all CCA Stakeholders (students, teachers, administrators, parents, and families) should have two common goals:

- 1) Everything we say and do should glorify the Name of Jesus Christ.
- 2) Everything we say and do should demonstrate our love for each other.

The World (non-believers) often thinks that the “rules” given in Scripture are restrictive and designed to prevent people from having fun. CCA knows that reality is the opposite – the commandments (rules) in God’s Word are for our benefit and to help us lead a richer and more fulfilling life.

Our Cornerstone Christian Academy Code of Conduct is built on two foundational commandments (rules):

- 1) You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. (Matthew 22:37-38)
- 2) A second is like it: You shall love your neighbor as yourself. (Matthew 22:39)

Conflict Resolution

Despite our (students, parents, teachers, staff, and administrators) best efforts, interpersonal conflict will occasionally occur. **Because Cornerstone Christian Academy represents Jesus Christ, interpersonal conflict will not be allowed to damage the sacred mission of CCA or the precious name of Jesus.** Every effort will be made to resolve conflicts using the God-ordained principles contained in Matthew 18:15-17.

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church.”

The requirement of approaching the person who offended you first will be emphasized. Spreading negative information about a person prior to attempting private reconciliation will be considered gossip.

The Head of School would consider it a privilege to help any member of the CCA Family navigate the reconciliation process.

Student Expectations

Attending Cornerstone Christian Academy is a privilege. The students of CCA are expected at all times to be a credit to their parents, their school, and to act in a manner that is pleasing to Jesus Christ.

A CCA student should set an example for others. The student's conduct should be a favorable reflection on his parents and his school and be pleasing to the Lord. Student conduct policies and discipline are training that corrects and guides a student and leads him/her from outside control to a spirit-controlled life. The word "discipline" comes from the word "disciplina." It is our goal to assist parents in disciplining their children so that they may become Christ-like. As well, CCA providing clear Biblical boundaries takes the pressure off students who may have heard conflicting information (from peers or media) previously.

Students of CCA are expected to develop and exhibit Godly character traits. Listed below are honorable character traits that are expected to be displayed in the classroom.

- **Honor:** Give preference to one another. Romans 13:10
- **Obedience:** Obey...for this is right. Ephesians 6:1
- **Diligence:** Whatever your task, work at it heartily. Colossians 3:23
- **Wisdom:** Who among you is wise? Let him show by his good behavior. James 3:13
- **Kindness:** Be kind, tenderhearted, and forgiving. Ephesians 4:32
- **Self-Control:** Be quick to hear, slow to speak, and slow to anger. James 1:19
- **Orderliness:** Let things be done decently and in order. I Cor.14:40
- **Service:** Serve one another in love. Galatians 5:13
- **Attentiveness:** Hear and increase in learning. Proverbs 1:5
- **Cooperation:** Look beyond your own interests and consider others. Philippians 2:4
- **Initiative:** Be doers of the Word and not hearers only. James 1:22
- **Honesty:** Delight in the Lord with truthful ways. Proverbs 12:22
- **Forgiveness:** Do not pay back wrong for wrong. I Thessalonians 5:15
- **Responsibility:** Each of us will give an account of himself. Romans 14:12

Philosophy of Discipline

Even as our heavenly Father disciplines in love, so the staff at CCA will endeavor always to discipline in love. The purpose of discipline is to instruct and to remind us of God's line of authority as revealed by His Word. It is administered in love and compassion with forgiveness and restoration.

CCA attempts to emphasize positive character traits routinely in an effort to train children toward righteousness. Lower grades will use the "Honorable Character" charts and conduct cards as a way to document positive as well as negative student behavior. Teachers may also utilize special programs as approved by administration for an individual, a class in particular or a specific age group.

Parents are responsible to God for the discipline of their children, and CCA endeavors to work with parents when discipline is needed. Should discipline problems continue with a given student at any grade level, or should a student demonstrate open rebellion to a teacher or staff member, or should there be an outbreak of uncontrollable behavior, a parent will be called and expected to come to the school immediately. A conference with administration will determine the next course of action. The student will not be allowed to return to school until the problem has been satisfactorily corrected or a satisfactory management plan is in place.

Conduct Guidance

Self-discipline is one of the most important lessons taught at Cornerstone Christian Academy. Self-discipline develops self-control and character. The following classroom rules and related scriptures are posted in each elementary classroom.

Class Rules	Scriptural Reference
Follow directions given the first time given.	<i>Obey your leaders and submit to their authority. Hebrew 13:17</i>
Receive permission before speaking.	<i>Everyone should be quick to listen, slow to speak. James 1:19</i>
Be prepared.	<i>Apply your heart to instruction and your ears to words of knowledge. Proverbs 23:12</i>
Be kind and respectful.	<i>Be kind and compassionate to one another. Ephesians 4:32</i>
Act responsibly.	<i>Conduct yourselves in a manner worthy of the gospel of Christ. Philippians 1:27</i>

School Rules

- The administration must approve in advance the sale, barter or trade of any items at school. Unauthorized fundraising or solicitation is prohibited.
- The administration must approve in advance any live animals, insects, reptiles, etc. that are brought into the school.
- No gum chewing is allowed during normal school hours.
- No running or rough play is allowed in the building at any time. Parents must supervise their children during events such as games, concerts, dinners, etc.
- Visitors are welcome and must sign in with the school office. Parents wanting to shadow or visit a classroom for observation must plan with administration a minimum of 24 hours in advance.

- Students should show respect to all staff members and other adults.
- Students should respect the property of teachers and other students. Teacher's desks and other students' desks are off limits.
- Students will be expected to attend all assemblies, chapels, and classes on time.
- Students are not to use, write, distribute, or possess profane, indecent, or obscene language, literature, writing, music or pictures.
- Use, possession, and/or sale of alcohol, all tobacco products, vaping, drugs, guns, knives or other weapons are prohibited and may lead to dismissal.
- Students may be dismissed if any inappropriate material is posted on social media. This includes messages, pictures, etc.
- Boy/girl relationships are to be appropriate in nature, characterized by friendship. Any physically overt or prolonged physical displays are considered inappropriate. While students are encouraged to develop social relationships with students of both sexes, public displays of affection are to remain modest, respectful and conservative (side hugs, hand squeezes, handshakes). This standard holds true for all students, of all grade levels, before, during, after school and at all school sponsored events.
- Students will live by traditional Biblical sexual values. They will abstain from all intimate sexual conduct. Students will dress and present themselves in conformance with their genetically determined biological sex; they will use restrooms, locker-rooms, and changing facilities conforming with their genetically determined biological sex; and will not consider or identify themselves to be homosexual, bisexual, or transgender. Within the discipline policy, violations of this type would be grounds for discipline up to and including dismissal.
- Students are not allowed to ride a skateboard, roller blades, or scooter to school. No unauthorized vehicles are to be left on school property.

Hall Rules

- Be quiet and respectful of other students in classes.
- Walk slowly and only through permitted areas /hallways. Running in school is prohibited.
- Students will be expected to arrive and leave assemblies, chapels, and classes in an orderly manner.
- Loud yelling/screaming is not permitted.

Lunch Rules

- Students K through 12th grades will eat in the designated area.
- Students will remain in the lunch area(s) until they are dismissed by their teacher and escorted out to the playground in an orderly manner or dismissed to the recreational area.
- Prior to leaving the lunch tables, all trash must be thrown away, tables wiped down, chairs pushed in and lunch boxes returned to their proper place.

Playground Rules

- Students MUST always be escorted to the playground area by staff members.
- Play safely at all times. Keep your hands, feet and all body parts to yourself.
- Be respectful of one another and play by the rules.
- Take care of all playground equipment.
- There will be no rough play or throwing things.
- Do not leave the playground without permission.

Teachers are responsible to monitor all of their assigned playground equipment.

Disciplinary Responsibilities for Students, Parents, Teachers, and Administrators

Students

- Be familiar with and support the disciplinary philosophy and policies of CCA.
- Adhere to the behavioral expectations and personal qualities set forth in this handbook.
- Encourage one another to abide by school rules.
- Respectfully submit to disciplinary measures and to the authority of CCA faculty and staff.

- Students are responsible for informing school officials of violations of school rules. Students not doing so have chosen to participate in the offense and may face disciplinary actions.

Parents

- Be familiar with and support the disciplinary philosophy and policies of CCA.
- Support and assist school employees in their quest to maintain a disciplined learning environment.
- Encourage Christian self-discipline in their children.
- Establish a home environment that is supportive to the processes of Christian education.

Teachers

- Be familiar with and support the disciplinary philosophy and policies of CCA.
- Create Biblically-based and easily understood classroom discipline plans in order to maintain an orderly learning environment, and then consistently implement and clearly communicate these plans to students, parents, and administrators.
- Communicate promptly and appropriately with students, parents, and administrators throughout the disciplinary process.
- Work with parents and students at the outset of discipline issues to identify and solve problems.
- Seek to express and exemplify God’s love throughout the disciplinary process.

Administrators

- Establish a Biblically based, easily understood schoolwide discipline philosophy and plan.
- Consistently implement the disciplinary policies of CCA.
- Communicate appropriately with students, parents, and teachers throughout the disciplinary process.
- Handle disciplinary issues that cannot be handled in the classroom.
- Maintain a campus-wide record of disciplinary disruptions.
- Seek to express and exemplify God’s love throughout the disciplinary process.

Positive Behavior

It is the goal of CCA to encourage all students, no matter their age, to develop a heart for the Lord and demonstrate love, obedience and honor in their behavior. Those who demonstrate Godly character attributes will be rewarded in positive ways! Positive awards and recognition affect the morale of the student body and encourage students who make good decisions that honor Christ.

Redemptive Discipline

The policies and people of CCA must bear witness to Christ. While teaching personal responsibility, we want to convey all of God’s nature—holiness and purity along with love, forgiveness, and restoration. Jesus abhorred sin but loved sinners (John 8:1–11), and by approaching immoral and/or illegal behavior of students from a perspective of “redemptive discipline,” CCA seeks to do the same when deemed appropriate by school administration.

CCA reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. While a student may be referred to the appropriate legal authorities or expelled for Class A offenses, the redemptive approach may be considered if the student and his/her family exhibit truly repentant and humble hearts and if CCA administration determines that continued enrollment is in the best interest of the CCA student body. Specific requirements and conditions for continued enrollment will be clearly stated in an agreement between school and family requiring full student and parent cooperation. This agreement will be written and approved by CCA administration and can be canceled at any time by CCA if the elements of the agreement are not fulfilled. Failure to meet the agreement’s conditions can result in immediate suspension or termination of enrollment.

Disciplinary Actions

The administration has authorized exclusions, suspension, and expulsion as the most severe methods of disciplining students. School administration has the authority to use any means deemed most appropriate for the violations. Other methods of corrections such as points or detentions may also be used as appropriate for violations of school rules.

The type of discipline invoked depends on the nature and seriousness of the offense. Behavior notices are recorded through the use of RenWeb. If a child's behavior warrants documentation, it is recorded as a behavior report entry. This notification along with the appropriate assignment of demerits and subsequent consequences are assigned and emailed to the parent. The following is a description of disciplinary actions that might be taken.

Detention – Detention will be served before school, after school or during lunch (student still eats lunch) and managed by a staff member. Detentions are set to be served in a timely manner after the offense. A missed detention will result in an additional one being assigned

Loss of Privileges – CCA provides our students with opportunities (privileges) that enhance morale. Participation in these activities is considered by the school to be a privilege as opposed to a “right”. Students who have detentions they have not served, who accrue multiple detentions, or who are on probation will find their list of available privileges limited in proportion to their conduct record. Examples of privileges may include, but are not limited to, participation in club activities, sports teams, electives, recess, and field trips.

In School Suspension – (ISS) A student assigned to ISS will report to school and will be isolated from the other students. They will receive their work for the day from their teachers to work on while in ISS. Students may remain on campus and participate in extracurricular activities when placed in ISS.

Suspension – The student will not be allowed to be on campus or at any school activity during this time. Length of time will be determined by the administration, and all assignments given for a grade will receive a maximum score of 50% for any day missed.

Expulsion – At this point, the student will be asked to leave CCA. Students who are repeatedly rebellious and continue to disobey rules will be dismissed. Expulsion is done at the time the administration and teachers feel no progress is being made for correction of defined problems, and when the student or classroom are being adversely affected by the child remaining at CCA.

Kindergarten through 5th Grades

The classroom teacher monitors the behavior of his or her students and records daily behaviors in the student's agenda. Consequences are necessary when a classroom rule has been broken. Each teacher has a progression of consequences during the course of one day. At the beginning of each day, each student begins with a clean slate. Consequences may vary slightly depending on the child's age and the situation.

When students demonstrate a pattern of misbehavior, their behaviors will be elevated to being recorded in RenWeb. An example of this would be when a student repeatedly has dress code violations or fails to complete homework assignments. When elevated to RenWeb entries, administration becomes more keenly aware, and students may be addressed with additional discipline by administration.

Discipline for severe offenses such as fighting, severe disrespect, profanity or crude language, possession or use of illegal or controlled substances, possession or use of weapons, cheating, lying, or other severe offenses as determined by the classroom teacher and will immediately be handled by the administration.

Grades 6-12

With the implementation of FACTS, CCA is able to record all aspects of a student’s behavior utilizing this database program. Parents are encouraged to monitor their student’s behavior on a regular basis using this tool. Through the use of FACTS teachers, staff and administrators can make positive and negative entries into each child’s behavioral record. Attached to each entry should be a merit or a demerit. The amount and level of demerits can determine the discipline imposed in any given situation. Merits are utilized in various ways by classroom teachers, administrators and are an excellent tool to be recognized by the families to embrace positive behavior in your child, no matter what their age. Merits and demerits also have some bearing upon a student’s citizenship grade. Upon logging an entry into RenWeb, parents should be notified by an email and possibly a phone call. Communication is the key to partnering with one another. Therefore, it is important that any incident recorded is made clear to the parent/guardian and consequences are discussed as a means to improve the student’s behavior and bring them greater success in their environment. The entries in RenWeb do become a part of a student’s permanent records. The entries are useful to demonstrate a student’s pattern of behavior both positive and negative. The results are not recorded into their transcripts when they exit CCA, except in the case of a dismissal or expulsion based upon a student’s behavior.

BEHAVIOR	DEMERITS
Chewing Gum	1
Disruptive Behavior (talking, making noises, off-task)	1
Excessive absences or tardies	1
Incomplete or no homework	1
Poor stewardship	1
Parking or Driving Violation	1
Unprepared for Class	1
Dress Code	1
Electronic Device Violation	2
Disrespect to Teacher	2
Destruction of Property	2
Fighting	3
Bullying/Harassment	3
Plagiarism / Cheating	3
Vulgar or inappropriate language	3

Administrators, staff and teachers are at liberty to disperse Merits based upon a student’s positive behavior. The merits are utilized according to each teacher’s classroom management system.

During each 9-week grading period, a student’s behavior is monitored via the acquired number of demerits that are received. The following is a guide as to the type of discipline that may be imposed.

DEMERITS in a 9-week period	Possible Consequences in a 9-week period
1-3	Detention (30 minute each offense) Email home each offense Possible phone call home Satisfactory (S) or (S-) Citizenship Grade
3-6	Community Service Hours (1 hour each offense) Email and phone call home Possible Student study team and parent conference Possible daily progress report program Possible suspension from all extra-curricular activities Needs Improvement (N) Citizenship Grade
7 and up	In School Suspension Mandated Parent conference / SST Meeting Behavior Contract Imposed Possible Daily progress report program Termination from all extra-curricular activities Unsatisfactory (U) Citizenship Grade

Following Christ’s example, Cornerstone Christian Academy believes in the restoration of the repented spirit. In the spirit of grace, a student’s behavioral management system begins anew every 9-week grading period. Having said this, however, there has to be a demonstration of a repenting heart and genuine indicators showing improvement that a student is working hard to improve their attitude and behavior. Failure for a student to improve their behavior with a demonstrated pattern of disregard for others and the disruption it causes others can lead to suspension and possible expulsion. This option is not the heart of CCA but must be enacted in order that other students can continue to learn and thrive in a healthy environment that may be compromised by continued enrollment of a disruptive student.

Bullying

Cornerstone Christian Academy defines bullying as one or more students using an imbalance of power (physical, verbal, social) to inflict repeated and intentional harm upon another student (the “Target”). Bullying is not accepted or tolerated at our school. When reviewing disciplinary matters, school leaders will use the information below to determine whether or not bullying has occurred.

Bullying can involve written, verbal or electronic expressions as well as physical acts or gestures, directed at a Target. This could also include the threat of further harm. Examples might include:

- physical or emotional harm or damage to the Target’s property;
- placing the Target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creating a hostile environment at school for the Target;
- materially or substantially disrupting the education process or the orderly operation of a school; or
- cyberbullying, defined as the use of technology or electronic devices such as telephones, cell phones, computers and the Internet. This includes, but is not limited to, email, instant messages, text messages, social media and Internet postings.

ELECTRONICS POLICIES

School Phones/Student Cell Phones/Smart Devices (All Levels)

Students are permitted to use the school telephone with permission and under supervision from their teacher or at the discretion of the office staff.

PERSONAL CELL PHONES/SMART DEVICES are permitted for use on the CCA campus. Phones must be turned off and stored in backpacks during school hours.

- PARENTS please refrain from texting students during school / class hours. Please rely upon the office to retrieve students from the classroom.

RULE OF THUMB: DURING NON-APPROVED TIMES.....IF WE SEE IT OR HEAR IT..... IT IS CONFISCATED

- **CCA IS NOT RESPONSIBLE** for the phone/device and cannot guarantee its safe-keeping. Phones/devices are brought at the risk of the student and CCA is not responsible to monitor or replace phones.
- During school, students may not use their phone/device for any social networking or to take pictures of classroom instruction, other students, textbooks or other assignments.
- If a phone/device is confiscated, the student will receive a negative behavior entry for which they will serve appropriate consequences. *Additionally*, the phone/device may only be returned to the parent under the following conditions as follows:
 - 1st Offense with full payment of \$20 cash
 - 2nd Offense with full payment of \$30 cash
 - 3rd Offense with full payment of \$50 cash and loss of privilege for the remainder of the school year
- Students may not use another student's phone/device, even with permission.
- If a parent has an important message, they should call the office (817-573-6485) to forward a message as opposed to sending a text message during class.

Acceptable Use Policy & Agreement

Cornerstone Christian Academy provides an exciting opportunity to enhance, support, and expand THE LEARNING CULTURE through the appropriate use of technology. With this opportunity comes the requirement for students to use technology appropriately and responsibly. Electronic information resources are defined as computers or other hardware owned by CCA, the computer network, privately owned computers or mobile devices that access the school's network, email accounts, any computer software licensed to CCA, and stored data. This policy governs the use of CCA computers and electronic information resources and defines students' proper conduct and responsibilities while using this technology. CCA strives to incorporate excellent technology resources that meet the following four technology values.

- 1) **Communication:** Collaboration and communication between students, teachers, administration and parents.
- 2) **Digital Citizenship:** Ethics and etiquette for appropriate, responsible behavior with regard to technology use.
- 3) **Productivity:** Creation, consumption, and organization of various media, documents and data.
- 4) **Innovation:** Keeping pace with technology by introducing new methods, ideas and products and using technology for new purposes.

Digital Citizenship

Digital citizenship references digital access and is defined as full electronic participation in society. In regard to ACCEPTABLE USE, a student may have access to the school's resources for academic related activity only. Students, parents, teachers, and staff will have access to:

- Computers, printers, and other peripheral hardware
- Video cameras and iPads
- Information and news on websites from universities, government institutions, museums, schools, technology, non-profit organizations, and commercial sites
- Newsgroups on a variety of topics, including science, history, math, and literature
- Databases providing unlimited periodicals and publications
- Public domain software and shareware
- Licensed software

Students will not be permitted to use any CCA computer, their own computer or electronic device without compliance in the following areas:

1. Acceptable Use Policy and Agreement is on file
2. Agree to provide personal user codes and passwords protecting any personal device.
3. Maintain up to date information regarding any personal electronic devices utilized in the classroom or instruction.

Unacceptable Use / Consequences

Students are responsible at all times for the proper use of their electronic device(s) and the CCA network. Discussed below are areas of acceptable and unacceptable use and the consequences.

Digital Commerce is defined as the buying and selling of goods online.

Acceptable Use: Students should know how to protect their identity and avoid scams online.

Unacceptable Use: Students should not use CCA computers for non-CCA product advertisement or commercial activities, including the buying or selling of goods. Furthermore, students should not use their own electronic devices to conduct commercial or consumer activities during school hours.

Digital communication is defined as the electronic exchange of information.

Acceptable Use: Students may use technology to communicate with others at the direction of the instructor. Students need to maintain a personal email address and may email instructors as necessary. Students may also use electronic devices to access teacher approved websites for instructional or educational purposes.

Unacceptable Use: Students should not use CCA computers or personal computers during instructional time for political lobbying or for posting false or defamatory information about a person or organization. Students may not use CCA technology for non-CCA related chat room discussions or instant messaging.

Texting: Students are not to use any electronic device to text during the school day. Students who are out of class or who are off campus because of early release may not contact their peers during the class day. In addition, parents should direct communication to students through the school office rather than texting students. Text communications that originate outside the boundaries of the school and outside established acceptable school hours of usage, but which affect the reputation of other students or reflect behavior that is not keeping with the Student Code of Conduct may be subject to disciplinary sanctions. Every effort will be made to reconcile parties through parent/teacher/administration conferences.

Social network postings: The school does not seek out social network postings, but when they are brought to the attention of administration, students will be held to the code of conduct they signed and agreed to upon becoming students at CCA. Images or words depicting illegal or immoral behavior will result in communication with parents and may lead to sanctions being imposed by the school.

Digital literacy is defined as knowing when and how to use digital technology to obtain and share acceptable and appropriate information.

Acceptable Use: Students may use online resources, such as databases, videos, online courses, and informational sites to aid their learning efforts. Care should be taken to ensure the accuracy of any online content.

Unacceptable Use: Students should not consider basic Internet searches or undocumented web postings as factual, reliable resources for research.

Digital etiquette is defined as the standards of conduct that are respectful toward other digital technology users.

Acceptable Use: Students should practice email etiquette by being polite, not using obscene or vulgar language and should choose words carefully to avoid misunderstandings. Students should keep in mind that electronic text is devoid of any context clues that convey irony, sarcasm, or harmful humor.

Unacceptable Use: Students should not utilize technology to communicate in class about non-class related issues. Students should not act in any way that results in any harm to others.

Cyber-bullying involves the use of technology to create communication of words or images that cause harm to others. This includes, but is not limited to, the use of the Internet, social networking, or cell phones to intimidate, harm or ridicule another student. The board, administration, and faculty at CCA considers cyber-bullying, regardless of whether the communication is created or occurs on or off campus, to be a direct violation of our Student Code of Conduct. Consequently, any student who supports or participates in any form of cyber-bullying of another student will be subject to disciplinary actions at school, up to and including dismissal from Cornerstone Christian Academy.

Digital law is defined as the legal rights and restrictions governing technology use.

Acceptable Use: At the discretion of the teacher, students may download free and non-copyrighted material. If students are unsure about whether material is copyrighted, they should seek help from their teacher to ensure that they are following fair use practices. Students may make copies of purchased copyrighted material only to have a duplicate for their own selves.

Unacceptable Use: Students should not download copyrighted music from file-sharing sites. Students also may not create copies of copyrighted materials to distribute to anyone other than the original owner. Copying copyrighted material for the sake of purchase or free sharing is illegal. Students should also not post information that could be disruptive, cause damage, or endanger students or staff.

Digital rights and responsibilities are defined as the privileges and freedoms extended to all digital technology users and the behavioral expectations that come with them.

Acceptable Use: Students should take care to cite appropriate sources when using information for class assignments. If the students are unsure about whether or not to cite a source, they should consult their instructor.

Internet Use: Cornerstone Christian Academy offers Internet access for student use. Users of the Internet are expected to abide by the network guidelines and policy. Each student will be provided with a password to gain access to the Internet. The use of the Internet at CCA is not a right, but a privilege, and inappropriate use can result in the suspension of that privilege. Transmission of any material in violation of any national or state regulation is

prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secrets.

Unacceptable Use: Students may not use any CCA computer technology or their own personal devices to download or stream music or video files unless under the direction of an instructor. Students also may not use CCA technology to access non-school based social networking websites, including, but not limited to Facebook, Twitter, SnapChat, Instagram, etc. Note: Uploading photos and/or video to the Internet of individuals (students or staff) without their permission is strictly prohibited. Any student found to be in violation will be referred to his or her administrator for appropriate discipline. The student will be responsible for taking down the original image and communicating with the student or staff member whose privacy has been violated.

Personal Entertainment Devices (PEDs). Students are not allowed to use iPods or other PEDs in class unless the teacher has approved such use for classroom instruction. Media players may be used during class at the discretion of the supervising teacher. Media players and earbuds should not be visible in the hallways and common areas during school hours. If a student is seen with any type of PED while school is in session, other than at the discretion of a teacher in the classroom, the device will be confiscated, and the student will be required to pay appropriate fines in order to retrieve the electronic device. Multiple offenses may result in loss of privilege.

Privacy Laws: Right of privacy laws do not protect users of the school network. CCA reserves the right to monitor all use of all information technology.

Digital health and wellness is defined as the elements of physical and psychological well-being related to digital technology use.

Acceptable Use: When using CCA technology or personal devices, students should use proper ergonomics and avoid repetitive motions that can cause injury. Students should set limits with regards to time spent using technology and stick to those limits in an effort to keep a healthy mind-set and remain addiction free.

Internet Addiction. Internet addiction is a serious problem, and if left unattended can lead to serious personal, professional, and family related problems now or later in life. Students who believe they may be addicted to the Internet or other technology should consult with a trusted adult, teacher, and with their parents to address their difficulties.

Digital security is defined as the precautions all technology users must take to guarantee their personal safety and security of their network.

Acceptable Use: Security is a high priority. Students who identify a security problem must notify a teacher or school administration immediately. They should not identify the problem to other students. Passwords for Internet access will be changed periodically to assist with security.

Unacceptable Use: Students are to keep usernames and passwords on their devices active and confidential. Students should avoid sharing too much personal information, which can lead to fraud or personal danger.

Network use. Use of the network to access proxy servers to circumvent systems set in place by CCA to prevent misuse of computers resources is prohibited. Students who violate this policy are subject to suspension of their computer privileges. Attempts to log onto the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the school's computer systems.

School Owned Technology Hardware and Software

The heavy usage of school computers increases the challenge of maintaining them in the best possible condition. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind. Students should observe the following policies:

- Computers are to be used for school related purposes only.
- Students should save files and their personal file on the server, online storage or on a portable storage device such as a flash drive.
- Students should not make unnecessary printouts while at school.
- Students are not to misuse or abuse hardware and will be responsible for repairs or replacements resulting from mishandling.
- Students are not to change or manipulate software or operating environments.
- Storage devices used at home must be scanned for viruses before use on any computer in the CCA system.

Privately Owned Technology Hardware and Software

Students in grades 6-12 are required to BYOD. As with any use of technology on campus, the frequency and extent that the device may be used in class is determined by the instructor. Students may log onto the CCA wireless networking using the approved login access only. CCA is not responsible for maintenance, repairs or support of privately-owned devices. Students must agree to the installation of applications that protect the network from intrusion of harmful virus, or malware. Once a student has accessed the network from a private device, all policies in this acceptable use policy are in full force.

eBooks

Students may use eBooks as an alternative to traditional books for personal and some academic reading purposes. Books are not allowed to be used during open- book assessments, unless specifically allowed by the instructor. Students who have created annotations on an eBook should plan to print those notes for use on an open book assessment. The instructor, in advance of the assessment, must approve these notes. As with any use of technology at CCA, the classroom teacher has the discretion to determine when, how, and to what extent technology may be used for instructional purposes. Questions regarding the use of eBooks in a specific course should be directed to the respective instructor.

Internet Warning

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. While Cornerstone Christian Academy uses a content filtering device, there may be some material or individual communications that are not suitable for school-aged children. CCA views information gathered from the Internet in the same manner as the reference materials identified by the school. Specifically, the school supports the resources that will enhance the learning environment with directed guidance from the faculty and staff. However, it is impossible to control all material on a global network and an industrious user may discover inappropriate information. At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The school, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school. Cornerstone Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Although CCA has done its due diligence to provide filtering systems to avoid such inappropriate materials, the school will not be responsible for the accuracy or quality of information obtained through the Internet connection.

OPPA Compliance Notice

The Children's Online Privacy Protection Act was created to protect children under the age of 13 years old with regard to their personal information online. CCA will obtain personal information (ex. Name of student) from students for online academic purposes. The student can give additional personal information, but the school cannot require information in addition to what is reasonably necessary. For children under the age of 13, parental consent is required. Parents of children under the age of 13 have the right to refuse any personal information to be collected online. In addition, if the parent does consent to allow CCA to collect personal information online, the parent has the right to request that any information pertaining to their student be deleted from the site at any time. CCA does not

share a student's personal information with any third parties, and the personal information is not visible to anyone outside of authorized users of the CCA sites. By signing the Acceptable Use Policy, you are consenting to CCA collecting personal information for school related online purposes. If you do not wish for your student's personal information to be collected by such CCA sites, please contact the appropriate administrator to seek exemption.

Privately Owned Technology Hardware and Software

Students participating in the Bring Your Own Device (BYOD) opportunity may bring their own computers to CCA for academic use. As with any use of technology on campus, the frequency and extent that the device may be used in class is determined by the instructor. At this time only approved CCA students may log onto the CCA wireless networking using the approved login access only. CCA is not responsible for maintenance, repairs or support of privately-owned devices. Students must agree to the installation of applications that protect the network from intrusion of a harmful virus or malware. Once a student has accessed the network from a private device, all policies in this Acceptable Use Policy are in full force. Students must also agree to the addition of in-school monitoring software on their personal devices.

Monitoring

Students should be advised that computer activity is monitored and recorded while the student is on campus at CCA. (It is worth noting that such monitoring cannot happen outside of our wireless network while students are off campus.) This includes websites visited and applications used. This is done to protect student safety, to keep students on task, and to establish an environment of accountability and integrity in keeping with the mission and values of Cornerstone Christian Academy.

PLEASE SEE AND SIGN THE SIGNED ELECTRONIC DEVICE AGREEMENT

School Integrity/Social Media

A fundamental expectation of those who are a part of CCA is that all students, parents, and staff members represent the cross and Biblical standards at all times, not just during school hours. As representatives of the cross and CCA, it is critical that each person guard the reputation and public perception of the school and refrain from any activity that would cast a negative light on CCA or cause someone to question the authenticity of the Savior we represent.

Examples of such activities include, but are not limited to, any display of inappropriate content or any reference by name or disparaging remark about CCA or anyone affiliated with CCA on social media. Participation in any group or organization whose reputation is not above reproach (e.g. gangs, some fraternal organizations, etc.), as well as displaying immoral behavior, such as being publicly intoxicated, lewd, or engaging in a physical altercation with others. Individuals are not authorized to use school name, logo, insignias, or refer to themselves as being affiliated with CCA on any social media sites, such as YouTube, Instagram, Facebook, Twitter, SnapChat, etc. or any blog sites, or any other public forum without prior permission from the school administration.

CCA will guard the reputation of the school and individual persons affiliated with the school by initiating conversations with individuals in violation of this expectation. Furthermore, family members or students participating in this type of negative behavior may be subjected to disciplinary action, up to possible termination of enrollment of the student(s).

Weapons and Threats of Violence

CCA has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration has the right to report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

Drugs/Nicotine Use Policy

It is a discipline infraction for a student to misuse prescription drugs or to use illicit drugs on or off school campus. If administration suspects such an occurrence, they will attempt to contact the parent to apprise them of the situation. With witnesses' present, the student will submit to a search of his/her possessions. The school reserves the right to require the student to be drug tested at parental expense as a condition of continued enrollment. Testing may be done by a professional testing lab where results are shared with the school or a test kit which detects multiple drugs may be purchased and the testing conducted at the school. The student will be suspended pending the results of the test. If the test results are satisfactory, the student will be invited to return to school. If it has been determined that the student has been using drugs or alcohol, or if these have been found in the student's possession, discipline will be determined on a case by case basis and may include expulsion.

Tobacco and Nicotine Delivery Devices

Use or possession of any tobacco products or nicotine delivery devices by students is prohibited on campus, in school vehicles, at school-sponsored events, activities, and programs or events sponsored by CCA.

Administrators may report students who are in violation of this policy to law enforcement as appropriate.

For the purposes of this policy, "nicotine delivery devices" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

Consequences for Violation of the Tobacco and Nicotine Delivery Devices Policy

Students found to be in possession of a tobacco product or nicotine delivery system, or using a tobacco product or nicotine delivery system at Cornerstone Christian Academy, may be subject to the following consequences.

First Offense: In-school suspension, participation in a tobacco education program. Students will complete the program during in-school suspension.

Second Offense: Out-of-school suspension, participation in a tobacco cessation program at the cost of the family.

Third Offense: Out-of-school suspension, long-term suspension/expulsion hearing

Sexual Harassment

What defines sexual harassment?

Sexual harassment in schools is unwanted and unwelcome behavior of a sexual nature that interferes with the right to receive an equal educational opportunity. It is a form of sex discrimination that is prohibited by a Federal law establishing civil rights in education that addresses issues of sex discrimination and, by judicial precedent, sexual harassment. Sexually harassing behaviors that can interfere with one's educational opportunity range from words (written and spoken) and gestures to unwanted physical contact. Some of the behaviors may also be criminal acts (assault, rape and child sexual abuse).

Forms of sexual harassment include, but are not limited to, the following:

- verbal harassment: derogatory comments, jokes, or slurs;
- physical harassment: unnecessary or offensive touching or impeding or blocking movement;
- visual harassment: derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures; and
- sexual favors: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Employee to Student Sexual Harassment
- Employee to student sexual harassment is prohibited.
- Student to Student Sexual Harassment
- Student to student sexual harassment is prohibited.
- Parent and/or Volunteer to Student Sexual Harassment
- Parent and/or Volunteer to student sexual harassment is prohibited.
- Employee to Parent and/or Volunteer Sexual Harassment
- Employee to Parent and/or volunteer sexual harassment is prohibited.

What to do if you experience or observe sexual harassment?

Students, parents, volunteers or employees who feel that they have been subjected to conduct of a harassing nature are encouraged to immediately report the matter to one of the school officials designated below. Students, parents, volunteers and employees who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Sexual Harassment?

The following individuals are specifically authorized to receive complaints immediately and to respond to questions regarding sexual harassment: Head of School, Principal, or other appropriate administrator.

Students may seek a staff member that they trust immediately. Students should never hesitate to communicate an uncomfortable situation in regard to harassment. Staff members **MUST immediately report any harassing behavior to the administration regardless if a student or adult prefers to stay anonymous.

Confidentiality

Every effort will be made to 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.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION:

When one of our school officials designated in this policy receives a complaint, he/she shall immediately inform administration. The 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 conduct shall be informed of the corrective action taken. In addition, any employee, student, parent or volunteer found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination or expulsion for students. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Disciplinary Appeals Procedure

Occasionally, a parent may believe that the disciplinary actions taken by the school are not warranted. There may be circumstances that the school may not be aware of that may impact the child's behavior. If you should question the disciplinary action taken, the following procedures should be followed:

- The parent must contact the teacher for clarification of the disciplinary action taken. You may set up a conference with the teacher through the use of email or via a phone call to the front office. **Please do not call the teacher at home or try to conference while the teacher is in the classroom or hallway.**
- If, after that meeting, the parent is still not satisfied, then a meeting will be set up with the parent, teacher, and administration. The final decision rests with the administration.
- In the event that the parent is still not satisfied, then a "closed session" request form may be completed to have the issue reviewed by the School Board or a committee of the School Board.

UNIFORM POLICY AND DRESS CODE

School Uniform/CCA Dress Code (All Levels)

Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight. 1 Peter 3:3-4

Properly wearing the uniform is the easiest way to end dress code hassles.

Dress Code infractions will be dealt with in the same manner as any other infraction of school rules and in accordance with the CCA Student Handbook. All violations will be recorded in the student's RenWeb account.

Penalties may vary depending upon the nature of the offense. The administration reserves the right to make certain judgments concerning the dress code that may not be covered in the handbook. All uniform items worn by students must be the pre-approved version and not an off-brand that slightly deviates from the standard item.

Students' clothing should appear and smell freshly-laundered, have no excessive type stains, holes or appear old and faded. Clothing should fit appropriately and not appear too tight, too big or baggy, too short or low cut, and must not be excessively wrinkled. If so, a student may be asked to change, asked to press it, or be sent home if there is a pattern of disregard. *Girls with skirts that are too short will be asked to change or mandated to put on leggings provided by CCA at the parent's expense.*

The CCA Uniform and Dress Code is designed to implement several important principles:

1. Look sharp, act sharp – Considerable educational research supports the outcome that when students are dressed nicely, their academic performance is enhanced. Our uniforms give a valuable silent message that what we are doing during the school day is important.

2. The Heart is Crucial – A student’s value, identity, personality, and uniqueness does not come from physical appearance. A student’s value comes from being created by God and purchased by the blood of Christ.
3. Unity is CCA’s greatest asset. We cannot risk division arising from competition based on fashion and style.

Clothing Retailer:

Lone Star Uniforms

2223 W. Park Row

682-270-8316

Sweaters, Winter Coats, Backpacks, and Lunch Boxes

Only CCA approved outerwear is allowed to be worn during school hours, in and around school. Heavy winter coats, backpacks and lunch boxes are left to the parents’ discretion. They must be tasteful and appropriate for a Christian school environment.

Please LABEL all clothing and supplies with the child's name! Students who demonstrate a pattern of misplacing their uniforms and leaving them in lost and found, etc. will incur discipline. Items not claimed in the lost and found after a few days will be given away or placed in the resale bins.

Make-Up (Cosmetics)

Make-up is not permitted on any male students or for girls in Grades K-5th. Girls in grades 6th and above may wear only light make-up. Administration reserves the right to determine if make-up is “light” and appropriate. **Hair color must be a natural hue (no wild shades).** Highlights are acceptable, but must also appear natural, and colors used must not present a dramatic difference of variance. Feathers, etc. are not allowed.

Jewelry

Male students are not permitted any piercings or jewelry with the exception of simple chains, cross necklace, bracelet, watch, or ring. Female students are permitted to wear no more than two earrings in each ear, simple necklace, cross necklace, bracelet, watch, or ring. For safety reasons, long, dangling type of earrings are not permitted. Earring gauges are not allowed for male or female students. Nose, facial, or tongue rings are not allowed. Administration reserves the right to determine if jewelry choice is simple and appropriate for school uniforms.

Special Occasion Dress Guidelines

Girls:

- Dresses may be long or short; if short, they must be no shorter than mid-thigh
- The back of the dress must be no lower than mid-back.
- If the dress has a slit at the hem, it may be slit no higher than mid-thigh.
- No cleavage may be seen.
- Dresses may not be too tight and may not show any midriff area.

Boys:

- Dress pants, collared shirt, and tie
- suit and tie
- sports coat and tie
- No shorts or sandals

Any clothing for girls or boys deemed inappropriate by a chaperone will have to be changed or covered.

Additional Considerations (Boys and Girls):

- Students any age, may wear athletic shoes for chapel
- Belts must be worn at all times with uniform items that have belt loops. This applies to students in grades 6th through 12th grade.
- Nothing besides optional school monograms may be permanently added to uniform items to cause a student's uniform to be different from that of the other students' uniforms.
- Length of skirts must be a **MODEST** length, at or slightly above knee, not tightly fitted, and must not be revealing when a student naturally bends over and moves about. (If too short, wear leggings underneath)
- Modesty shorts should be worn under a jumper and skirt, but not extending below the hemline.
- No permanent or temporary tattoos may be visible.
- All hair must be clean, neat, conservatively cut, kept natural in color and worn out of their eyes. Bows, ribbons, and clips should match the uniform. Boys' hair must not touch the tip of their shirt collar and may not be in their eyes. High school boys must be neatly groomed with no facial hair / long sideburns. Hair must be worn in such a way that the style is not distracting to the school environment (i.e. no man-buns).
- Pants may not be tattered, torn, excessively stained, faded, or too small and must be worn below the waistline. ONLY white or navy-blue t-shirts are allowed underneath all polo shirts.
- CCA Hoodies are allowed. The hood may never be worn up (covering the student's head) inside CCA facilities.
- Secondary girls may wear fashionable, matching scarves to embellish their uniforms except on chapel days.
- Sunglasses, caps, or hats are not to be worn in the building during school hours.
- Jr. High and High School Students may wear khaki or navy pants/shorts from vendors of choice.
- No Cargo shorts/pants for boys or skinny jeans for boys or girls.

CURRICULUM AND ACADEMICS

School Pledges

Listed below are the pledges that are cited daily by all elementary students. It is an expectation that each child will stand and fully participate in these.

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

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

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

I pledge allegiance to thee, Texas, one state under God, one and indivisible.

Curriculum

Cornerstone Christian Academy primarily uses Christian-based curriculum, ensuring that all subjects are taught from a Biblical perspective. All CCA curricula are of the highest academic standards. The elementary curriculum includes reading and phonics, literature, language arts, arithmetic, history, geography, science, health, handwriting, spelling, and Bible. Art, music, physical education, and library are offered as enrichments and viewed as viable elements of an education. The secondary curriculum includes 4 core academic areas: English, History, Math, and Science. As well all secondary students take Bible, PE/Athletics, and Electives.

Textbooks/Supplies

Grades K-8th: Textbooks purchased by CCA are the property of the school for use by the student. Consumable workbooks become the property of the student at the end of the year. Students that withdraw early, relinquish their ownership of all books, consumable or otherwise. At the end of the year, or whenever a student leaves CCA, the condition of books issued to him or her will be evaluated and book fines imposed for damage beyond normal wear and tear. When a textbook is lost the student has one week to locate it or be assessed a book fee for its replacement. Grades 9th-12th: Students are provided a book list during the summer months. It is recommended that students research the sites and purchase or rent books from the approved vendors. Students become the owners of these books and can resell them at the appropriate time and place. Regardless of ownership, students should not lose or abuse textbooks and supplies.

Supplies for grades K-12, supply lists will be posted on the CCA Website. **Elective courses may require additional fees.**

Chapel

Chapel will be held weekly. Cornerstone Christian Academy is a non-denominational, non-affiliated school, and we invite area pastors and laymen to be our guest speakers at chapel services. CCA students will be involved in presenting the chapel services through the use of skits, music, Bible recitation, or other forms of praising God. Parents are always welcome to attend Chapel.

God is always worthy of praise and worship, regardless of our own lack of righteousness therefore the privilege to participate in chapel will generally not be used as a discipline tool.

Attendance Policies

Attendance Regulations

Quality education requires regular school attendance. A student's level of success in school relates directly to class attendance and quality of work. Parents are encouraged to have their children in regular attendance. Students **MUST BE** in attendance 90% of the time to receive credit for a class. A CCA student may not be absent more than a total of nine (9) days each semester (this includes excused and unexcused absences). **FOR EACH ABSENCE BEYOND THE 9 ALLOWABLE**, students will receive an automatic zero for assignments / tests / projects, etc. due on these dates. A student who attends fewer than 90% of the number of days the class is offered cannot be given credit for the class or be promoted to the next grade unless the parent petitions the Administration for relief. It is the responsibility of the Parent to initiate such a petition. The Head of School will decide whether the student will be retained as stated by the policy or incur other penalty. The Head of School with the support of the board reserves the right to dismiss a student for excessive absences. The administration will consult with staff and consider special circumstances before releasing a student from CCA.

The registrar acts as the attendance officer. When a student is absent from school, the parent or guardian must communicate with the academy office and inform the registrar of the absence. As a courtesy, CCA would prefer to know of a student's absence the day they are to miss. As a follow up, upon the student's return, the parent or guardian **must also send a hand-written note, an e-mail or a phone call providing** an explanation for the absence on the day the student returns to class. Failure to communicate with the attendance clerk will result in the absence being recorded as unexcused. All unexcused absences will enact the "0" policy for students which will negatively impact their grades. **THE ABSENCE MUST BE CLEARED THE DAY OF THE STUDENT'S ABSENCE OR THE DAY THEY RETURN.** If it is not cleared accordingly, it will remain "UNEXCUSED".

Parents are encouraged to schedule medical, dental, or orthodontic appointments before or after school whenever possible or at varying times so that the student does not miss the same subject each time.

Students failing to attend school at least four (4) hours on the day of a scheduled special activity – club meetings, athletic event, etc. – will be restricted from participating in that activity.

Parents must consider special exam schedules when planning doctor appointments. All families MUST avoid scheduling any conflicts during final exams, special tests dates (PSAT, etc.) or the annual testing week as arrangements for make-up testing will not be made. Additionally, the family may be charged for the cost of the test as they are pre-ordered.

For lengthy absences due to extenuating circumstances (more than three (3) consecutive days), parents are responsible for providing additional tutoring to help students keep up with their assignments. A fee may be assessed for this service.

Excused Absences

The following reasons are valid for an excused absence for which the student will be allowed to make-up missed assignments (though excused absences still count as an absence):

- Student Illness or injury
- Emergencies such as an accident or car trouble
- Serious illness or death in the immediate family
- Weather or road conditions making traveling dangerous
- Medical appointments that cannot be scheduled otherwise
- School endorsed activity
- College visits (no more than 3 days during junior and senior years) approved in advance by Administration or Dean of Academics.
- *With “Parent Permission” due to family events, mission trips, etc. (see make-up policy)

It is the **responsibility of the individual student or family to contact the teacher** about work that was or will be missed during an absence. Families / students should refer to RenWeb to monitor missed assignments, notes, etc. and communicate with the teacher to obtain needed worksheets, etc. If a student had no prior knowledge of a test or work assignment, the teacher will allow for rescheduling of the test or give extra time for assigned work, in accordance with the make-up work policy, to be turned in.

*In the instance of absence due to “with parent permission” – all work must be obtained prior to the absence and is due to the teacher(s) upon the day of their return.

Any student that participates in school sponsored club activities, such as 4-H, will be excused from school if proper documentation is provided showing the student was a direct participant as provided by the teacher, coach or advisor in charge.

Unexcused Absences (Truancy)

The following are ways to receive an unexcused absence:

- Unacceptable cause for absence
- Unusual circumstance (per Administration’s discretion)
- No notification from home
- Suspension
- Tardy to class more than 20 minutes
- Absence without submission of required documentation

Unexcused absences carry a penalty of No Credit. Students must clear their absences within 24 hours upon their return or a zero (0) will be recorded in the grade book for any missed assignment, including tests, for the date of the unexcused absence. The penalty for a suspension will be administered as set forth in the disciplinary section of this document.

Drop-Off and Pick-Up

Students are not to be dropped-off prior to 8:15 a.m. unless they have a scheduled tutoring appointment. Drop off is 8:15-8:25. Instruction begins promptly at 8:30 a.m. All Staff meet daily for morning prayer and devotion, and students arriving early disrupts this very important part of the day's preparation. Students arriving prior to 8:15 a.m. who are found in and around campus without being scheduled for a supervised activity, will be escorted to the extended care and charged a fee.

Parents should not exit the vehicle at drop-off and can not be admitted to the building. Parents must park in a parking lot space and enter through the main office to receive a guest pass.

All K-12 students must enter the building through the Steed Athletic Center doors only. Once inside, students Kindergarten through 5th grades report to their class. Grades 6th – 12th grades are allowed to enter the building at 8:15, and report to their class. Students arriving late for their scheduled class time must obtain a tardy slip from the office, before being admitted to class and must go to the front office to obtain the proper pass.

Students are to be picked up promptly at dismissal time, but please do not come to pick up your student excessively early (30-45 minutes before dismissal). After the designated pick-up times, students will be escorted to the extended care program and charged appropriately. If a parent knows that they will be late, please call the front office to notify school officials as to the expected time of arrival.

Restricted Child Pick-up

CCA must have a form completed by a parent or guardian on file in FACTS listing those authorized to pick up children from school. If a situation exists where parents are divorced or separated, and one parent is not allowed to see or pick up the child, the school must have on file a certified copy of the final court judgment. Drivers should be prepared to show photo identification at pick up when requested by staff.

Early Pick-up

When a student must be picked up early from school, the parent or guardian is required to sign the student out of school in the front office. For students in grades K-5, the parent or guardian should notify the classroom teacher(s) in writing of the early dismissal at the beginning of the school day so that the teacher may prepare any schoolwork that will be missed for the student to take with him or her. Students grades 6th -12th should take the initiative to turn in or get any work for the day that they will miss. Parents may not pick up a child less than 20 minutes prior to the end of the school day. If you need your child, then please plan to come earlier so as to avoid the end of the day rush.

Make-up Work

The student will be given an opportunity to make-up any class work missed following an excused absence except for with "Parent Permission" which varies slightly (see below). For students K-5th grades, teachers will assist students in gathering missed work. For students, grades 6-12, it is the responsibility of the student to obtain assignments. Students who have "Unexcused Absences", receive 0 credit for the work missed.

As a general guideline, students with excused absences will have one (1) day for each day absent to make up for work that was given when they are absent. Students will be responsible for long-term projects/assignments/daily assignments as originally assigned. *Major projects must be turned in on the assigned date in order to receive full credit and avoid penalties or substantial loss of credit.* Parents are urged to help students manage their time and not wait until "the last minute" in case of unforeseen problems.

It is the **responsibility of the individual student or family to contact the teacher** about work that was or will be missed during an absence. Families / students should refer to RenWeb to monitor missed assignments, notes, etc. and communicate with the teacher to obtain needed worksheets, etc. If a student had no prior knowledge of a test or work assignment, the teacher will allow for rescheduling of the test or give extra time for assigned work, in accordance with the make-up work policy, to be turned in.

Tardiness

Promptness demonstrates consideration for others, self-discipline, and responsibility. It is a virtue to be aspired to by all. When a student is tardy, it not only is a detriment to his education, but it presents an inconvenience to his teacher and classmates. Our goal is to help students develop the habit of being prompt.

The school day begins promptly at 8:30 a.m. A student is tardy for class if not in the assigned classroom at their assigned time. If a student is tardy at the beginning of the day, they must receive an admit slip issued by the school secretary before that student is admitted to class. Parents are encouraged to avoid subjecting students to discipline which results from PARENTAL tardiness. Students arriving more than 20 minutes after a class has started will be counted absent for that class period. Students arriving after 11:30 a.m. or leaving before 12:20 p.m. will be credited with one-half day absence.

In order to excuse a tardy, elementary parents must sign the student into the office. Secondary students arriving late must have their parent communicate by written note or email with the office in order to receive an “excused” tardy for any of the following reasons listed below:

- Emergencies such as an accident or car trouble
- Unexpected illness or dire circumstance at the last minute
- Weather or road conditions making traveling dangerous
- Medical appointments that cannot be scheduled before or after normal school hours.
- Students must arrive before 11:00 a.m. to be considered a tardy rather than an excused day absence. Doctor’s note required.

Promptness is encouraged and appreciated, as it is an excellent habit. However, CCA understands that unexpected circumstances occur, and therefore it is very important to communicate immediately with the front office staff in order to keep us aware of your wellbeing. Failure to communicate the legitimacy of the late arrival (listed above) will result in an “unexcused tardy”. **For secondary students, this mind-set is equally important throughout the day, for every class period.** Students who show a pattern of constant late arrivals, whether excused or unexcused, will need to be addressed by Administration. The school board sees tardiness as a serious habit and has approved a strong policy as outlined below.

UNEXCUSED Tardies Per 9-Week Reporting Period	Consequences
1st Tardy	No consequence
2nd Tardy	Student Detention (6-12) before or after school, or Child and Parent serves Detention (K-5)
3rd & 4th Tardy	\$25 Fine or work detention
5th Tardy or More	\$ Fine + possible Administrative Action

PE Attendance

Physical Education (PE) is an essential part of the curriculum at CCA, and full participation is expected. A child may be excused from PE with a parent’s written note for up to two consecutive days, not to exceed five days in any one grading period. A doctor’s excuse is required for any time period greater than this, or for other limitations on a child’s participation in the class. A child who has a doctor’s excuse for P.E. is not allowed to participate in any athletic or recess activity until cleared by a physician.

Attendance Awards -Elementary

Attendance is highly important and encouraged as it allows students to maximize their learning experience. It also demonstrates responsible behavior, is an opportunity to show diligence when it is not always easy and teaches our students an excellent life skill that will set the stage for success. Students with positive attendance habits will be recognized and rewarded through our positive attendance program at the end of the year.

Perfect Attendance – zero absences, zero tardies, and in attendance at school (or school sponsored events) all day long (the entire year).

Exemplary Attendance – 1-2 absences and/or tardies or partial day absence (the entire school year).

Good Attendance – No more than 4 absences and/or tardies or partial day absences (the entire school year).

Academic Honor Rolls

First through twelfth grades honor rolls:

“A” Honor Roll: A student receiving all grades of 90 or above each 9- week grading period and E or S in all subjects, including citizenship, will be placed on the A Honor Roll. The recipients receive recognition at the annual Awards Ceremony at the end of the year for all of the academic awards. An incomplete course grade will prohibit a student from earning the “A” Honor Roll.

“A/B” Honor Roll: A student receiving all grades of 80 or above each 9-week grading period and E or S in all subjects, including citizenship, will be placed on the A/B Honor Roll. The recipients receive recognition at the annual Awards Ceremony at the end of the year for all of the academic awards. An incomplete course grade will normally prohibit a student from earning the “A/B” Honor Roll.

High School Academic Dean’s List:

High School students with a semester grade point average of 3.5 or above will be considered on The Dean’s List. (A=4.0, B=3.0, C=2.0 for regular courses, or A=5.0, B=4.0, C=3.0 for Honors or Dual Credit Courses).

Head of School’s Honorary Scholar

High School students that earn a grade point average of 4.0 or greater, for both 1st and 2nd semester separately, will receive The Head of School’s Honorary Scholar Award.

Selection of Valedictorian and Salutatorian

Due to the small population of CCA, class ranking is not practiced. Ranking is viewed as being ineffective considering the small size of our graduating classes. Ranking does not reflect the high achievement of all of our students and could prove harmful for the students who are ranked low, even though they have achieved high grade point averages. However, in regard to scholarship applications and opportunities, ranking may be done to determine the top ranked student. To be considered for this honor, a student must have attended CCA for a minimum of 2 full years beginning their 11th grade year. (i.e., attended and posted grades from CCA in each 9-wk grade period).

Salutatorians and Valedictorians are selected based upon the following:

- Grade point average using a 4.0 scale for regular education courses and a 5.0 scale for Advanced Placement, Honors, and Dual Credit Courses.
- Transfer credits in advanced coursework outside of normal CCA offerings, may or may not be used. The goal is for all students to have equal opportunity to earn like credits and points.
- Physical education courses are not calculated for the purposes of awarding these honors.
- Class percentages are not calculated to provide more weight to the higher percentage earned.
- A transfer student must also be in attendance for two full years beginning their 11th grade year in order to be considered for the honor of valedictorian or salutatorian. A full year means that a student attended and posted grades from CCA in each grading period.
- G.P.A.s are calculated at the end of the last semester, following final grade reports, to determine these high stakes honors.
- Grades are averaged to the thousandths place. If the top two graduates tie to the thousandths place two valedictorians will be named. If a valedictorian is named and there is a tie for 2nd place grades are averaged to the thousandths place, and if still tied two salutatorians will be named.

- Tie Breakers for Valedictorian and Salutatorian: As approved by the CCA Board of Directors, any tie in GPA (to four decimals) for Valedictorian and Salutatorian will be decided using numerical class averages from: 1) 11th and 12th grade core, honors and dual credit classes, 2) taken at the same time from the same teacher, 3) taught in person on the CCA campus.

Oftentimes the determination of this award is very close. Because of this, teachers adhere closely to classroom rules regarding late work, attendance, etc. to determine maximum credit for assignments.

Grading Policies / Report Cards

Electronic report cards are sent at the end of each 9-weeks grading period. Parents are encouraged to monitor their student's grades regularly on RenWeb. Parents can schedule teacher conferences as needed.

Secondary students are required to have an active email account through "Google Apps" as assigned by the school, in order that they may access RenWeb and be accountable for all information regarding their education.

Semester and Yearly Average-Elementary

Students will receive an averaged percentage score for their final grade each quarter as well as at the end of the first semester and a final average for the end of the school year.

First through fifth grade honor rolls:

"A" Honor Roll: A student receiving all grades of 90 or above each 9- week grading period and E or S in all subjects, including citizenship, will be placed on the A Honor Roll. The recipients receive recognition at the annual Awards Ceremony at the end of the year for all the academic awards. An incomplete course grade will prohibit a student from earning the "A" Honor Roll.

"A/B" Honor Roll: A student receiving all grades of 80 or above each 9-week grading period and E or S in all subjects, including citizenship, will be placed on the A/B Honor Roll. The recipients receive recognition at the annual Awards Ceremony at the end of the year for all of the academic awards. An incomplete course grade will normally prohibit a student from earning the "A/B" Honor Roll.

Citizenship Grading Policy – Elementary Only

Conduct grades are indicators to both the student and the parents of the student's attitude and behavior. Respect for authority, proper manners, Christian relationships, willingness to do work, attitudes towards other students and staff, and following school policy are some of the criteria for the assignment of citizenship grade.

Citizenship grades are as follows:

E = Exemplary: The student consistently exhibits honorable character, such as honor, humility, obedience, diligence, stewardship, kindness, self-control, orderliness, integrity, and encouragement to others. During a 6-week grading period, students will not incur more than 2 negative entries in RenWeb.

S = Satisfactory: The student generally exhibits honorable character, such as those listed above. During a 9-week grading period, students will not incur more than 3 negative entries in RenWeb.

S- = Below Satisfactory: The student sometimes displays inappropriate behavior, which may include disrespect, disobedience, irresponsibility, poor stewardship of time and property, pride, poor social interactions, lack of self-control, dishonesty, foolishness or complaining. During a 9-week grading period, students will not incur more than 5 negative entries in RenWeb.

A student sent to the office for a pattern of demonstrated negative behaviors or for an overt act will automatically receive an S- or lower.

N = Needs Improvement: The student frequently requires more than normal discipline and does not follow directions well. The student also exhibits characteristics described in S-.

U = Unsatisfactory: The student requires constant discipline and is often a disturbing influence in class. The student also exhibits characteristics described in S-. Without improving such conduct jeopardizes student's continued enrollment at CCA.

Report Card Explanation of Marks		High School Scale
A	90-100	4 points (regular courses) 5 points (Honors / Dual Cr. / Adv. Place. courses)
B	80-89	3 points
C	70-79	2 points
F	Below 70 – Failing	No points/No credit
*I	Incomplete – Failing	No points / No Credit until final grade is entered
E	Excellent – Student demonstrates exceptional proficiency in this subject.	Elementary only
S	Satisfactory – Student meets the expectations and requirements set forth.	Elementary only
N	Needs Improvement – Student does not meet expectations and requirements set forth.	Elementary

General Grading Practices

In general, in grades K-5, all elective classes, i.e., Art, Music, Physical Education, and Spanish receive an E, S, or N. All coursework in grades 6-12 are calculated using numerical grades at the conclusion of each grading period.

Weighting of academic grades earned, in grade levels 6-12, are to reflect the following percentage in each category. Teachers adhere to the following scale:

Tests / Major Projects / Essays (Tasks that show mastery of the content, and are summative in nature)	60 % of grade
Daily Work such as classwork, homework, quizzes, workbook, notebooks (work that is practice of knowledge, formative in nature)	40% of grade

*The assignment of an “Incomplete” is meant to be temporary as deemed necessary according to an emergency or crisis type of situation, be it that of a teacher or a student. The administration is responsible to set the time

limitations for which an Incomplete will remain recorded on a student's record. At the end of the approved time frame, if a student has not met the required work, the grade assigned to the existing record will reflect any previously completed work in addition to failing grades for any missing assignments or assessments.

If a student fails the first semester of a 1-credit or year-long course, but passes the second semester, full credit will be awarded for the course in its entirety IF the two semester grades average at least a 70. To further clarify, the student will be given credit for the full year. If the student passes the first semester, but fails the second semester, the student earns only one-half (0.5) credit and must make up the second semester.

All transferred grades from other schools that are solely reflected alphabetically or through some alternative unique scale, will be converted into a numeric, 4.0 grade scale to accurately reflect the Academy grading system. The conversion is listed as follows:

A = 92 B = 83 C = 75 D = 72 F = 69

All viable credits will be transferred into the Academy data system/ official records according to CCA policy. Any credits from non-accredited establishments such as homeschool, un-accredited schools, etc. will not receive credit and courses will need to be repeated. This policy can be waived at the request of the parent or guardian if there is proper documentation and literature that reflects the alignment to state standards and state or nationally adopted curricula. This instance, the Dean of Academics, under the supervision of the Head of School, may administer an appropriate end of course exam to exempt a student from having to repeat a course.

The only designations transferred into the Academy on an honors scale are Pre-Advanced Placement, Advanced Placement and Dual Credit and Honors courses passed with a grade of 70% or better and calculated on the 5.0 grade scale. Course electives outside of the core curriculum offerings (Language Arts, Mathematics, Social Studies or Science), such as foreign language, fine arts or computer courses MAY or MAY NOT be given honors designations at CCA or considered for transfer credits. Administration will consider course descriptions to discern if advanced credit is designated with such transfer courses.

Homework Policy

Our mission statement is very clear in that we are to promote student growth spiritually, academically, physically, emotionally, and socially in a Christ-centered environment. Each area is equally important. Teachers must not dominate a child's time in school and past school hours with too much homework. Students must be allowed to participate in extracurricular activities without being overwhelmed with schoolwork outside of the classroom. This is counter-productive to the missional growth for which we should be proponents. Utilizing and optimizing time in the classroom to promote learning for the student is essential to achieving balance in and out of the classroom. Teachers teach bell to bell to be good stewards of instructional minutes. Likewise, students should use their time wisely in class and in study halls for intentional learning.

Students and parents must count the cost of participation in the many opportunities that CCA offers. Supporting parents and giving wise counsel as it relates to their student's overall well-being are sometimes the role of the teacher. Be prepared to recognize and support families in this area. Stress and fatigue are not desired outcomes for our students. Teachers should consider age appropriateness when making work demands. The following is in regard to the general homework policy.

The general homework rule of practice is ten (10) minutes per grade level. In elementary, this should include general curriculum items such as bible memorization, spelling words, math, reading and special assignments. Remember that Family home-school days are available to work on special projects. If it is taking longer than 15 or 20 minutes more than their prescribed time, then please follow up with your child's teacher to discern the issue. *Upper school grade levels should expect about 20-30 minutes of homework per night in each of their true academic, core and elective classes (i.e. Bible and Spanish).* Keep in mind that block scheduling exists for upper students and although they may not have class daily, they may need to plan to do homework nightly to properly prepare, and not wait until the night before when you may have double the work.

Policy on Academic Dishonesty (Cheating)

Academic cheating is a form of stealing and fraud. One takes the labors and knowledge of someone else, and by trickery and deception, tries to pass it on as his own, intending to receive credit for work, which is not his, and for knowledge which he does not own. Both stealing and fraud are serious offenses and will be dealt with accordingly.

PLAGIARISM is a serious academic violation and carries very serious consequences. Plagiarism is a form of cheating that is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

- a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
- b. student must give credit to the originality of others and acknowledge an indebtedness whenever:
 - Directly quoting another person's actual words, whether oral or written
 - Using another person's ideas, opinions, or theories
 - Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written.
 - Borrowing facts, statistics, or illustrative material or
 - Offering materials assembled or collected by others in the form of projects or collections without acknowledgment

Students who are found to have plagiarized are subject to any and all consequences for cheating as indicated below, as well as being at risk of immediate failure of the course, and possible dismissal from school.

Students will be considered as having committed academic cheating when a student acts or knowingly assists another student in any of the following:

- A student uses an unauthorized aid during exams and quizzes such as notes, other student's answers, electronic devices, etc.
- Another student's class notes are used without permission of the teacher.
- Another student's words or answers, whether spoken or written, are documented, and submitted under one's own name
- Work created by another individual is submitted under one's own name. Parents need to be very careful to allow students to complete their own work with limited assistance so as not to misrepresent a student's ability level.
- A student loans homework, class assignments or tests to another student without permission of the teacher.

A student does the work for another student.

- A student knowingly allows information or material to be used by another student during an in-class test without direct permission by the teacher
- A student loans his class notes to another student without prior, explicit permission from the teacher.

Consequences of academic cheating may include, but are not limited to:

- A grade of F or 0 for the work given to and/or taken from another student
- In-school suspension or after-school detention
- Suspension or removal from all or part of extracurricular activities
- A lower conduct grade for the grading period
- Loss of privilege to use electronic device for a time deemed appropriate by the administration
- A guilty conscience, loss of self-respect, a mark against the student's character and reputation, and a loss of trust by others
- An opportunity to repent and appropriate God's mercy through Jesus Christ.

Academic Probation

Students who receive failing grades on their report card will be placed on academic probation by the Dean of Academics and referred to administration for monitoring future progress. If the student brings all failing grades up to 70 or above by the end of the next grading period, he will be taken off academic probation. If the student does not bring failing grades up to 70 or above, the matter will be referred to the Head of School and the student may remain on academic probation or risk termination of enrollment due to poor performance by the student. Students on academic probation may not participate in extracurricular activities.

Retention Policy

A student may be recommended for retention at a grade level due to poor academic performance, test scores and/or attendance. Parents should monitor progress reports and report cards throughout the year, to be aware of possible failure. If a child is in danger of retention, the parents will be notified and called in for a conference with the teacher and Administration.

Graduation Requirements and General Curriculum Information

Upon completion of the Cornerstone Christian Academy balanced curriculum, students will have mastered the skills of effective oral and written English communication, college preparatory training in science, mathematics, social studies, biblical studies, fine arts and in a foreign language. Students will have acquired practice in analyzing issues and ideas from a Christian worldview in order to reach conclusions and build a solid foundation for understanding the social, political, economic, and physiological issues of their lives. These higher-level critical thinking skills will propel them successfully as adults in their choice of endeavors as they become a productive member of American society.

Students are encouraged to select courses that will support their goals and best prepare them for the colleges of their choice.

Course	Recommended Diploma - Foundational	Distinguished Level of Achievement	Advanced Distinguished Level of Achievement
*Bible	4	4	4
English	4	4	4 (Honors)
Mathematics	3	4	4 (Honors)
Science	3	4	4
Social Studies	3	4	4
Electives	5	5	5
Fine Arts	1	1	1
Physical Education.	1	1	1
Humanities	1	1	1
Foreign Lang.	2 (same language)	2 (same language)	2 (same language)
**Community Service Hours	10 hours each year for 40 hours.	10 hours each year for 40 hours.	10 hours each year for 40 hours.

*Bible is required every semester that a student is enrolled at CCA as a full-time student. Transfer students may be exempted from Bible classes while not enrolled and attending CCA. Other electives will replace the Bible courses while not in attendance.

*Students who completed Algebra 1 in 8th grade are required to take a 5th year of math in advanced courses.

*Community service hours are a requirement for graduation. Students are responsible for 10 hours per year, beginning in 9th grade. The student is responsible to obtain the community service form and submit to the Dean of Academics to monitor hours. Transfer students are only responsible for the number of hours associated with their transfer year. (i.e., an incoming junior would be required to complete 20 hours to fulfill the required hours). Hours performed for NHS members cannot meet the requirements for both requirements simultaneously. They must be served separately. Students in younger grades will perform class-wide projects.

Honors, Dual Credit Courses

Dual Credit courses are available through our joint agreements with Weatherford College and Tarrant County College. Students may begin taking dual credit classes their junior year in Social Science and any collegiate level course which is pre-approved by the Dean of Academics. Honors courses are offered, beginning their 8th grade year. Currently CCA offers one Advanced Placement course. CCA will accept AP classes for credit towards the Distinguished Diploma. Students considering Dual Credit classes should check with your desired university of attendance post high school to ensure that the coursework will be accepted by their university.

Honors and Dual Credit classes are offered to selected students on the basis of demonstrated academic achievement by the student. Due to the fact that course requirements are more stringent, require a greater time commitment and generally carry a heavier workload than a regular course, greater weight (5.0) is applied to the grading scale in averaging grades for academic honors or dual credit.

- Honors are not assigned to courses outside of the core curriculum.
- Dual credit classes, if outside of the core curriculum, must be pre-approved by the Academic Dean and or Head of School to count on a student's high school transcript and on a weighted scale of 5.0.
- It is possible for a student to take an advanced course outside of CCA, and not be weighted on the 5.0 scale.
- It is possible for seniors to take college credit classes that may not be posted on their high school transcript nor used to calculate their G.P.A.
- Students requesting to be considered for honors courses must meet criteria as listed below:
 - Demonstrated success in pre-requisite or chronological courses by earning an average of 90% or greater
 - A favorable recommendation by previous teacher in the same core subject matter
 - Demonstrated success in end of course benchmark test(s), in the requested subject area
 - A demonstrated pattern of responsible behavior, hard work ethic and ability to be a taskmaster, showing good time management and follow through in other commitments
 - A demonstrated performance ability with limited tutoring required
 - A demonstrated pattern of being motivated, self-driven, able to work independently, also turning work in on time, complete and with excellence
- Students and Parents must sign a commitment to remain in an honors or dual credit class for the upcoming semester / year. Any student that changes their mind must submit their request in writing **within the first grading period** of the start of the course. If withdrawal is approved, the existing grade will be transferred over to the regular core course and bear the weight of the regular 4.0 scale. An example, if a student earns a grade of a "B" in honors class, it will be transferred over to the regular class as a "B" and adjusted to the 4.0 scale in which a grade of a "B" would then transcribe as a 3.0 for the first grade period.
- Students and parents must sign a contract agreeing to the stringent requirements that may include summer and holiday reading, projects, or assignments. Students who fail to complete such may be exited from the program at the teacher's request to the administration.

Summative Assessment Programs

Standardized testing is a very prominent part of the educational system and plays a major role in determining college admissions and scholarships. For this reason, CCA strategically plans and orchestrates pre-tests and testing timelines. Listed below are the series of tests administered to our student body. We highly suggest that students, with the encouragement of their families, commit to performing their best on these assessment tools. The tests

demonstrate your child’s existing abilities to operate at their current grade level and are an indicator if they are on track for college readiness. The tests are also a tool for which our staff can identify weaknesses or learning gaps in either your child’s learning pattern or the curriculum or instruction utilized as teaching tools. For our Juniors and Seniors, the SAT and ACT are the final exam to determine entry into the college of their choice. The scores also drive academic scholarship funds for students as they advance into higher education. As a result, we suggest taking the SAT or ACT examination (college entrance exam) at least once prior to the completion of the junior year and then again early in their senior year. For SAT and ACT testing dates, please visit www.collegeboard.org and www.act.org or contact CCA’s Academic Dean for details on these tests.

To assess student progress and assist them prepare for the all-important college entrance exams.. Kindergarten through 7th grade will take the IOWA Test of Basic Skills to track academic progress of a child. Results are kept in your child’s cumulative file and a copy is provided to the family. Other achievement tests are administered as follows:

Assessment	Type(s)	Grade Levels	Dates
**PSAT	SAT Series Preliminary SAT	10 TH - *11 TH *Qualifies student as national merit scholar	Fall
IOWA	Aptitude Achievement	K – 7th	Spring
PreACT	Preliminary ACT	8-10th	Spring
**ACT and SAT	College Entrance	11 th and 12 th	Spring Junior year and Summer before senior year

**CCA now serves as an official PSAT and ACT testing site to allow students to take the exams in a comfortable and familiar environment.

In addition to these types of tests, teachers are constantly implementing formative evaluations within their classroom settings. These types of assessments help the teacher gauge their instruction and ensure that mastery of the content areas is met in order for the student’s progress with the fundamental tools necessary for future success.

Test and Major Projects Due Date Schedule (Secondary Students)

In an effort to help students manage their time, balance their studies and have the greatest opportunity for success, teachers record their major tests/projects on a master calendar. This calendar allows teachers to be mindful of the student’s case load/upcoming tests to provide adequate preparation time.

Final Exams

Students in grades 9-12 will participate in final exams in all core courses. Finals are comprehensive and cover the materials over the semester.

- 7th and 8th grade finals will count as a major test grade. This practice allows the students to learn the importance of these exams
- 9th through 12th grades are required to take finals exams, but may be exempted from finals as listed below provided they meet the following conditions:

- 1) Have a cumulative average of 90% or above in the class combined over the 2, 9-week Periods
- 2) Meets the attendance requirements in each class:
 - a. Has no more than **3 absences and 3 tardies in classes that meet daily** during the semester.
 - b. Has no more than **2 absences and 2 tardies in classes that are blocked**

3) Other teacher requirements as established at start of the semester/year

**** Absences and Tardies include EXCUSED AND UNEXCUSED****

If a student exceeds the number of absences and/or tardies to exempt a final exam, he/she can file an appeal with the Head of School. The Head of School's decision on the appeal will be final.

Absences due to school sponsored events do not count, i.e., for athletic events, band or music performances, field trips, etc.

- 9th grade may be exempt from 1 final of their choice
- 10th grade may be exempt from 2 finals of their choice
- 11th grade may be exempt from 3 finals of their choice
- 12th grade may be exempt from 4 finals of their choice

FINAL EXAMS ARE 20% OF A STUDENTS SEMESTER GRADE !

College Visits and Pursuit of Scholarship / Entrance Exams / etc.

All students are encouraged to visit colleges before making final application or enrollment decisions. High School Juniors and Seniors are allowed three (3) excused days from school each year to visit college campuses. Prior arrangements with the school to be visited and approval of absences from the Academic Dean should be made at least one week in advance. All schoolwork must be completed prior to the visit or due immediately upon your return as arranged with teachers. The three allowable college visits do not count against student's exemptions for final exams, whether on a field trip or individually as a family. *When visiting individually, students MUST bring a letter from the college admission office in order to receive an excused absence and NOT have it count against exemptions.*

Occasionally, a student will need to miss class due to an interview or event surrounding a scholarship or special learning opportunity. A student might also miss class in an effort to take a special test, perform tryouts, etc. for a college or program related to school. In these instances, the absences are not counted against the exemption days. However, arrangements must be discussed with and approved by the Dean of Academics prior to the event.

Graduation – General Information

The road to graduation is an exciting one that students often look forward to enjoying. CCA encourages all of our students to stay focused, keep on task and finish out their high school career strong and in a positive light. Students often slack off towards the end of their high school careers and this can be costly to some. We encourage all students to finish well as each student looks forward to the new horizon awaiting them as they exit CCA.

Graduation ceremony and all the festivities that accompany this special time are important to all seniors and their families. It is important to recognize that the ability to participate in the ceremony and all other festivities, including senior trips, is a privilege not a right of CCA students. Because of this, it is important that each student adhere to the policies and rules and minimize any risks in loss of senior privileges associated with this special time. Student's behaviors must be exemplary avoiding all temptation to be disruptive, incur unexcused absences and fail to complete work. Should a student incur difficulties of this nature, a loss of privileges may be as follows:

- Inability to attend extra-curricular senior festivities such as senior trip
- Inability to receive awards earned based upon a demonstrated lack of Christian character
- Inability to participate in the graduation ceremony (will receive diploma, but won't walk)
- Lose privilege of final exam exemptions **even if** current earned grades meet the criteria

***MONIES PAID FOR SENIOR FESTIVITIES WILL BE FORFEITED IF A SENIOR LOSES THEIR PRIVILEGES DUE TO DISCIPLINE OR ACADEMIC FAILURES.**

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled in the academic calendar and parents are encouraged to attend in an effort to partner with the Teacher for their child's benefit. In the spirit of collaboration, parents are highly encouraged to follow their child's progress continuously through the use of RenWeb in addition to constant email, phone and face-to-face communication with the various teachers.

Parents can expect that teachers will update RenWeb on a weekly basis in an effort to keep the parent / student up to date on their progress. Should a conference be necessary, it will be scheduled to accommodate the teacher during their prep period or before/after school within their normal working hours. The goal of the conference is to assist the student in their growth, and partner with one another to arrive at solutions to accomplish the goal.

Classroom Observation

Parents that have questions or concerns are allowed to observe in his/her child's classroom for 1 hour at a time. Observing one's child in a classroom setting can provide the parent with helpful insight into his child's "world". Observation visits should be scheduled through the front office via administrative approval with a minimum of 24 hours prior notice. Only one parent may be in a classroom at a time and parents should observe for no more than one hour at a time.

Summer Reading/Math

Unequivocally, we at CCA believe that reading, writing, and math are an extremely important aspect of a student's ability to succeed academically. Success in these areas directly correlates to a student's ability to enjoy learning and gives them confidence to perform well in the classroom. Students are expected to engage in reading, writing, and math throughout the year in hopes that they will enjoy the experience and advance their skills throughout their academic growth at CCA. To promote the love of reading, students are required to participate in the summer reading program. Through a student's participation, they will develop an appreciation of the written word, become more familiar with new vocabulary, and enjoy awards according to their accomplishments (K-6th), while being prepared for assignments or grades based upon summer reading requirements.

The reading program varies according to grade level and can be found on the school web-site by June 1st of each year. Summer reading is a **MANDATORY** academic program that all CCA students, grades K-12 must participate in. Teachers exercise the right to hold students accountable for their participation through grading their level of participation upon return to school in the fall. Assignments vary according to grade levels and failure to complete will carry a grade of 0.

The Summer math information is emailed to students (and their families) entering certain secondary math courses. This is typically done in July to prepare students for the new school year. Summer math will not apply to all students.

Extracurricular Activities

Much of what is taught to our students happens outside the classroom walls. Whether on the field, on the stage, or representing CCA in the community through service projects, CCA students have ample opportunity to grow in character, tenacity, and integrity. In agreement with our philosophy high priority is placed on the skills learned as a result of being involved in individual and collective efforts. CCA, therefore, offers a complement of extracurricular activities at all grade levels. CCA strives to offer activities that seek to glorify our Lord first, while providing a forum for our students to excel at the same time.

Participating in extracurricular activities requires a student to demonstrate loyalty to CCA at all times. A student's conduct must be Christ-like and exemplary while engaged in all school related activities. All extra-curricular activities must be approved by the Administration. Students must maintain acceptable academic and citizenship

grades to be eligible to participate. Any student receiving any grade below a 70 or an N or U in conduct on a progress report or report card will be restricted from participation in extracurricular activities.

Academics take precedence over extracurricular activities. Not all students should participate, particularly if it will interfere with school attendance and academic progress. Parents should help their students choose carefully those activities in which they will participate.

ACSI Activities

The Association of Christian Schools International has a comprehensive student activities program that provides opportunities for competition at all grade levels beginning in first grade. Competitions begin at the school level and winners advance to regional competitions, which are held each year at various Christian schools in the area. Competitions usually begin in November and continue through May. Examples of these activities are: Speech Meet, Science Fair, Creative Writing Festival, and Young Authors and Illustrators.

4-H

Each year, students are given the opportunity to join the 4-H Club sponsored by the Hood County Agriculture Extension Office.

Athletic Teams

The purpose of the sports program is to provide an introductory, inclusive, age-appropriate team experience for our students. Emphasis is placed on acquiring basic skills, maintaining good sportsmanship and the discipline of practice. All team members will play for some portion of the event. The sports available for participation are track, basketball, cross country, soccer, football, volleyball, softball, tennis, golf, and cheerleading according to the numbers of participants.

Athletes must understand that each player's relationship with the Lord is of primary concern, that each player's academic status is of greater importance than his athletic ability, and that a player's needs are considered in light of the needs of the team.

For purposes of varsity level athletic competition, CCA is a member of TAPPS (Texas Association of Private and Parochial Schools) and several other Christian athletic fellowships at the sub-varsity level. A student who participates in any inter school contest must conform to the eligibility requirements of these associations.

Cornerstone Christian Academy Handbook Link:

https://docs.google.com/document/d/19S2-0gYvV8G4-mBjcLNi_hjuxhY8JgWO27spJB0gAtU/edit?usp=drive_link

Financial Information

“School Year” Defined

For purposes regarding the financial and withdrawal policy, the term “school year” begins June 1 if registered in the spring (February 1 through May 31) and ends May 31 of the following year. If registered after May 31, the “school year” begins the day that the Financial Contract is signed and ends May 31.

Financial Policies and Program

Refer to the Financial Information Sheet for tuition and fee information. These amounts are subject to change each new school year. Additional items not covered by the Financial Information Sheet:

Lunch-Out Program: Details of the lunch program will be distributed at the beginning of the year and can be located on FACTS throughout the year.

Before and After School Care: Before school care is available to elementary students only. Before school care extends from 7:30 a.m. to 8:15 a.m. Students dropped off during this time frame will be taken to before school care and charged the full rate for each day. After school care is provided in the afternoon, beginning at 3:50 pm until 5:00pm. Before and after care are available by monthly subscription. Daily drop-in care is not available.

Extra-Curricular Activities: Special fees are required, and students **must meet the payment deadlines** in order to participate in any extracurricular activity. Uniforms, team or club gear may or may not be included in the fee, or the parent may be required to supply.

Uniforms: Required for all students. Uniforms are purchased through a uniform provider. Online ordering and specific uniform guidelines can be found on the school website.

Supplies: In Grades K-8, textbooks are provided. However, school supplies are the responsibility of the student. Grades 9-12 purchase their own textbooks according to the list provided by the school. All secondary students must also provide an electronic device to be used daily in the classroom.

Miscellaneous: Other activities or costs, which are fee-based, include school pictures, school directories, yearbooks, club activities, and spirit items. Costs and payment schedules will be distributed during the year.

Cornerstone Christian Academy has made every effort to keep tuition and fees as reasonable as possible and still maintain a quality educational experience for students. It is important that all fees are paid when due so that the school can remain current on all bills and salaries. A financial contract between the family and school must be signed before a student is admitted to class. Tuition and fees must be paid in order for a student to begin attending classes.

Business / Banking Hours:

The business office is open to take payments from parents and students, daily from 8:15 a.m. to 4:00 p.m. Additionally, students may come during their lunch hour to make purchases or pay for services. Any money sent with your child, may be deposited into the drop box located in the front office. Please be sure to put any payments in an envelope and include a description of the purchase. Purchases may also be made on-line through your family portal using debit or credit cards. Please be sure to identify the student name and a description of purchase in the appropriate space available.

Tuition Payment Options

Families are given four options for paying tuition: 1) Monthly, bi-monthly, quarterly or annual drafts on their bank account through FACTS or 2) Prepay the entire tuition balance by check, cash, or money order according to the following schedule.

Past Due Accounts

It is the family's responsibility to contact administration (817-573-6485) and be proactive in their tuition management plan.

If a payment is missed due to lack of funds in the account, FACTS will notify the family and the business office that another attempt will be made to draft the account and a missed payment fee of \$35 will be assessed by FACTS. If the payment is missed on the following attempt, a second reminder letter is sent and a second missed payment fee of \$35 is added to the FACTS account. If the third attempt is missed, FACTS will notify the business office who will notify the Director of Business and Head of School. The family will be requested to come to school and sign a letter regarding failed FACTS collection attempt, amount due school and acknowledgement of receipt of Delinquent Account Policy.

Parents anticipating financial difficulties should immediately contact the school for consultation. The Administration reserves the right to impose restrictions on habitually delinquent accounts.

MISCELLANEOUS SCHOOL POLICIES

Class Parties

The classroom teacher and administration must approve all parties. Birthday parties are not a part of the regular classroom routine. If a parent wishes to provide birthday refreshments, they may do so only at lunch or during the last 30 minutes of the day with the teacher's prior permission. Utensils and paper goods must also be provided. CCA allows three official school parties during the school year. Classroom parties may be held for Christmas, Valentine's Day, and Easter.

Students are not allowed to hand out invitations on school grounds unless the whole class is invited (girls and boys).

Lunch

Parents are welcome to eat lunch with their child and may take their child out to lunch after notifying the teacher and signing the child out through the office. Parents should make every effort to return in time for class to resume.

Microwaves are not available for student use.

Sales of sodas are permitted occasionally and only with prior administrative approval.

Off-Campus Lunch

High School Seniors (12th grade only) are allowed to leave campus for lunch provided that permission is granted in advance by the parent and said permission slip is on file. **This is a privilege and not a right.** Students **MAY NOT** drive other students unless they are siblings that are also 12th graders. Students may not leave for lunch with any other individual that is not on their emergency card. Students must maintain positive citizenship and all passing grades every progress report to maintain this privilege. Students with excessive absences, tardies, negative behavior entries will lose their off-campus lunch privilege for the duration of the semester or longer in some cases. **STUDENTS ABSOLUTELY MUST SIGN IN AND OUT** with the front office each day when they leave. In the interest of time and due to a limited lunch period, students may not bring food back for younger classmates unless they are their siblings.

Lockers / Backpacks etc.

Lockers are provided for most students in grades 6-12 and will be issued by their teacher. Lockers are a privilege and must be maintained neatly and orderly. Pictures **INSIDE** the locker should be secured with tape and must reflect Christian character and Biblical morality. The administration will perform random inspections of student lockers. Students who fail to comply may receive a discipline entry and or lose the use of their locker. Additionally, any

student who goes into the locker of another student without specific permission may forfeit the right to have a locker.

Students may bring a backpack to school however it must be left in their lockers or taken to classes each period. Students may not leave their backpacks in the Cru room, on the hallway floors or lying about campus. Athletic bags must be stored in the designated area throughout the day and students must use the shelves or be assigned a locker for physical education clothes storage. Students are not allowed to go in and out of the locker rooms throughout the day.

Policy Guidelines for Treating Difficult or Controversial Topics

At CCA, we do not intend to shield our students from all of the sin and ugliness inherent in a fallen world, but rather to teach them to confront those realities openly and honestly and, especially, from a God-centered perspective. Our goal is that they might be in the world – and have an impact on the world – without becoming the world.

On occasion, a student may ask the teacher about topics that parents prefer to explain to their own children. Examples of such topics include, but are not limited to: Adultery, Homosexuality, Abortion, Intimate Relationship Issues, Prophecy/Judgment, Santa Claus, and Tooth Fairy. The teacher is advised to answer the question simply and honestly without great discussion. The child should be encouraged to ask their parents for more information. A note should be sent home to the parent (or class, if appropriate) informing them of the discussion and advising them to have a conversation with their child.

In the event a controversial subject matter is to be presented in a classroom, CCA will endeavor to provide parents with advance written notice and parental options.

Lost and Found

Please clearly label all clothing, lunch boxes, and backpacks. “Lost and Found” locations will be maintained for items found on school grounds. If your child is missing an item, check the Lost and Found. Items not retrieved after several weeks will be donated to a charity.

Sales on Campus

Private business owners, coworkers, students and CCA personnel may not sell products or services on the CCA campus. At no time will CCA provide vendors names and addresses of CCA families. If there is a question about selling products on campus, please contact a CCA administrator for clarification.

Complaint Procedures

Our faculty and staff are committed to following the principles established in God’s Word as a guideline for resolving disputes. When problems arise that result in misunderstandings or strong disagreements, we request that our students and parents follow these guidelines also.

It is understood that if any concerns or disputes arise, a face-to-face meeting must be scheduled with the person involved. Complaints may **not** be addressed in a text message, an email, or a phone call. This includes any complaints with faculty and staff. You may call the front office at 817-573-6485 to schedule an appointment with the appropriate person.

Jesus gives us directions in Matthew 18:15-16 as to how we should work towards resolving disputes.

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of the two or three witnesses.”

From these verses of scripture, we learn several principles we can use to resolve problems between people.

- Keep the matter confidential. Share the problem only with those involved.
- Be straightforward
- Be forgiving

Most problems will be solved at the two-person level, and there is no need for the process to be carried any further. However, if the two of you have met and the individual will not “hear” you and /or you are not satisfied with the outcome of the discussion, then prayerfully seek counsel and assistance through a Godly third party who represents the school, preferably a lead teacher, or an administrator. Once all options have been exhausted, the protocol to request to be heard by the Board in closed session is appropriate.

If you overhear or are told a complaint, pray about the matter and encourage the person involved to follow the above procedures. Do not share a bad report.

“If anyone considers himself religious and yet does not keep a tight rein on his tongue, he deceives himself and his religion is worthless.” James 1:26 (NIV)

We, Cornerstone Christian Academy], present this family handbook as a comprehensive guide to our school's policies, rules, and expectations. By enrolling your child at our school, you acknowledge that you have read, understood, and agreed to comply with the contents of this handbook.

In the event of any legal dispute or disagreement arising between the school and a student's family, we strongly encourage open communication and amicable resolution. However, should legal action become necessary, both parties agree to resolve any disputes exclusively within the jurisdiction of Hood County, Texas.

By choosing to enroll your child at Cornerstone Christian Academy, you voluntarily consent to the jurisdiction of Hood County for any legal proceedings related to the school, including but not limited to contractual disputes, alleged violations of policies, or any other legal matter arising from the parent-school relationship.

This provision is intended to ensure consistency, fairness, and efficiency in the resolution of any legal disputes, and to provide a familiar and local forum for all parties involved. By agreeing to this jurisdiction provision, both the school and the family waive any objections related to jurisdiction or venue that may arise in any legal proceedings.

It is important to note that this provision is not intended to limit any individual's rights or access to legal remedies under applicable law. Any claims or rights granted by federal, state, or local laws are preserved, and this provision is not intended to circumvent or restrict those rights.

By signing the Family Handbook Acknowledgement form or enrolling your child at Cornerstone Christian Academy, you acknowledge your understanding and acceptance of this jurisdiction provision, and agree to submit to the exclusive jurisdiction of Hood County for any legal disputes or matters that may arise between the school and your family.

Cornerstone Christian Academy
FAMILY HANDBOOK
2023-2024 ACKNOWLEDGMENT FORM

Please sign and date this page, remove it from the handbook and return to your student's teacher.

Student Name: _____ Grade: _____
(Please Print) Last First

Student Name: _____ Grade: _____
(Please Print) Last First

Student Name: _____ Grade: _____
(Please Print) Last First

Student Name: _____ Grade: _____
(Please Print) Last First

My child(ren) have read the *2023-2024 Family Handbook* and understand it is always available at www.ccagranbury.com. We have been given notice and understand the rules, responsibilities, and consequences outlined in the *Family Handbook*.

_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Parent/Guardian Signature	Date

The school board and administration of Cornerstone Christian Academy reserve the right to change any policy herein at any time at the school's sole discretion should it be determined that such changes are in the best interest of the school. Changes will be communicated to affected groups and individuals.

SIGNATURE REQUIRED ON THIS PAGE

CORNERSTONE CHRISTIAN ACADEMY

2023-2024 ELECTRONIC DEVICE ACCEPTABLE USE POLICY

STUDENT AGREEMENT: I understand and will abide by the Acceptable Use Policy and Agreement through Cornerstone Christian Academy. I further understand that any violation of the terms and conditions of the Agreement or school policies may constitute a criminal offense. Violations may result in a fine and also could result in losing my access privileges and school disciplinary action may be initiated against me. Students, grades 6-12, must maintain an active email account in order to optimize communication with teachers and access FACTS. Students will be provided a student CCA google mail address that the school will utilize for general email and communications to the student. School personnel will not be held responsible for the loss, damage or destruction of electronic items brought to school.

Student signature: _____ Date: _____

Student name (PRINTED): _____

PARENT OR GUARDIAN (Also required even if the applicant is over the age of 18) As the parent or guardian of this student, I have read the Acceptable Use Policy and Agreement for use of the computer network and computers, including the Internet at Cornerstone Christian Academy. I understand that this access is designed solely for educational purposes and Cornerstone Christian School has taken reasonable precautions to supervise Internet usage. However, I also recognize that it is impossible for the school to restrict unsupervised access to all information or materials and I will not hold them responsible for materials acquired on the network. I also accept full responsibility for supervision of my child outside of the school setting and at home. I hereby give permission to establish use of the CCA network and an Internet based email account for my child and validate that the information contained on this application is true and correct to the best of my knowledge and belief. Students, grades 6-12, must maintain and utilize an active google mail account provided by CCA in order to optimize communication with teachers and access FACTS. **School personnel will not be held responsible for the loss, damage or destruction of electronic items brought to school.**

SERIAL NO. OF ELECTRONIC DEVICE UTILIZED: _____

TYPE OF ELECTRONIC DEVICE (Circle one) Tablet / Laptop / Other _____

BRAND NAME / Color of Device: _____

I have read the electronic device acceptable use policy and discussed with my student:

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Names (Please Print): _____

Student Signature: _____ Date: _____