



Parent/Guardian/Student Handbook

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FOUNDATIONAL PRINCIPLES

MISSION STATEMENT

Cornerstone Christian Academy is a Christ-centered learning community which equips students with a solid foundation for life through academic excellence, biblical training, and character development, while inspiring them to love and serve God and others.

VISION STATEMENT

Partnering with parents to raise God-honoring children who think critically, serve selflessly, and love radically.

STATEMENT OF FAITH

CCA is a nondenominational Christian school founded to serve the needs of believers from many denominational backgrounds. For that reason, biblical instruction and guidance of the school shall be in conformity with the commonly held doctrines of Christianity. While “controversial” doctrines may be discussed and examined, CCA does not seek to provide an authoritative answer to every question and shall refer students to their parents and pastors for additional guidance.

CCA is committed to and guided by the following beliefs:

1. We believe there is one God, eternally existent as - Father, Son, and Holy Spirit.
2. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
3. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
4. We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
5. We believe that man was created as a unique being in the image of God to have dominion over the earth, but man fell into sin and is only saved by God's grace.
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only grounds for justification and salvation for all who believe.
7. We believe the church, as the body of Christ, is the extension of Jesus Christ's character, attitude, behavior, and mission in the world today. As such, we believe it is essential that Christians practice fellowship, love, service, worship, and belonging in a local church body.
8. We believe in the resurrection of both the saved and the lost, of the saved to everlasting blessedness and joy with the Lord and of the lost to judgment.
9. We believe that God creates each person as either male or female in conformity with their biological sex. God defines marriage as the life-long covenant between one man and one woman. Only within the context of such a marriage does sexual intimacy have God's blessing.

GENERAL INFORMATION

HANDBOOK POLICIES

The policies contained within the Parent/Student Handbook are intended to provide guidance and structure to the daily operation of the school. Families whose children are enrolled in the school are expected to support and abide by the policies. It is the responsibility of each parent to review the handbook and be familiar with the policies. Questions and clarifications regarding any policy can be forwarded to the director.

ADMISSION AND REGISTRATION

Students enrolling in PreK must be 3 years old by September 1 of the year of entrance. All students must be potty trained.

Students applying for Kindergarten must be 5 years old by September 1 of the year of entrance. Any student turning 5 after this date may still apply, but will be tested for readiness.

The registration fee secures the student's place in his/her class. The fee is \$200, but a 50% discount will be given if paid by April 1. The registration fee is non-refundable.

Re-enrollment for the 2022-2023 school year will begin in January or February. The registration fee is \$200, but a 50% discount will be given if paid by April 1. It is non-refundable except in cases where the student is not re-admitted for enrollment.

Copies of current or updated immunization records for all students are due each year by September 1st.

NONDISCRIMINATION POLICY

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

PERSONAL CONTACT INFORMATION

If any changes occur in a student's or parent's name, address, telephone number (home, work, or cell), employment, or emergency contact information, please notify the office immediately.

It is assumed that your personal contact information can be shared with CCA staff/faculty unless we are notified in writing.

SCHOOL PROPERTY

If any piece of school property is damaged, destroyed, lost, or stolen by a student (including textbooks, supplemental books or electronic devices), he/she will be responsible to pay for it. Students will potentially not be permitted to re-enroll if a school property obligation still exists.

To this end, chewing gum is not permitted on campus. Consumption of other food and drinks must be limited to snack and lunch times. Exceptions may be made at the discretion of the classroom teacher or Director.

ELECTRONIC DEVICES/PERSONAL PROPERTY

Personal electronic devices/cell phones are not permitted on campus. All personal items should be properly labeled. The school is not responsible for personal property that is lost or stolen at school or during school sponsored activities.

DRESS CODE

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?” 1 Corinthians 6:19

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” 1 Timothy 4:12

The goal of CCA’s dress code is to honor God through our appearance as we represent our school, our families, and our community. It is expected that parents and students will join with us in honoring God in this manner. The dress code is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education.

The director reserves the right to make discretionary judgments regarding dress code. If you have any questions about clothing or hairstyles, the director will be glad to help.

General guidelines

1. Modern uniform guidelines must be followed at all times, except on casual days. See below for casual day dress code.
2. Clothing should be free from decorations or logos. Only a small brand logo is permitted.
3. Cut-off clothing and cutting up pant seams is not permitted. All pants, skirts/skorts, shorts, and jumpers must be hemmed.
4. All undershirts must be white or gray and free from pictures or words.
5. Hair must be neatly kept and be of a natural color (not pink, blue, etc.). Hair extensions of unnatural colors are not permitted.
6. Boys’ piercings must not be visible. Girls’ piercings must be limited to earlobes.
7. Hats and bandanas are not permitted, unless a special day for them are named.
8. Footwear:
 - a) Shoes and socks must be comfortable for walking and exercising. In the interest of stewardship of our facilities, shoes should be non-marking, should not have rollers or wheels of any kind, and be free of excessive dirt or mud.
 - b) Athletic or dress/casual (non-athletic) shoes may be worn. Brightly colored or neon footwear is not permitted. Light-up shoes are not permitted.
 - c) Athletic shoes must be worn to PE class.
 - d) All shoes must have an enclosed toe.
 - e) Cowboy boots are permitted, except for at PE.
 - f) No work, hunting, hiking or military boots of any kind.
 - g) No slippers of any kind.

Modern uniform guidelines

- Long- or short-sleeved polo (white, gray, black, or navy)
- Sweaters: cardigan, pullover, or V-neck sleeveless pullover (white, black, gray, khaki/tan, or navy)
- Zip-up fleece (white, khaki/tan, or navy). Hoods are not permitted except for outside attire (i.e. winter coats).
- Dress pants (khaki, gray, black, or navy) – Jeggings and skinny pants are not permitted
- Dress shorts (khaki, gray, black, or navy) – to the knee
- Socks (solid matching colors to coordinate with uniform)

Additional girls’ dress guidelines

- Jumpers, polo dresses, shorts or skirts (khaki, gray, black, or navy) – must be modest in length (at least knee length or slightly above). Jumpers or skirts must be worn with undershorts/cartwheel shorts (navy, white, black, gray) or leggings (black, gray, navy or white).
- Tights (black, gray, navy or white), Socks (coordinating solid colors to match uniform)
- Simple hair bows, decorative headbands, other accessories, and jewelry may be worn.
- Jewelry and hair must be neat and orderly.

Winter Wear, Jackets, and Coats

- All fabrics and colors are acceptable.
- Outside jackets and coats are considered to be cold weather apparel only and must be stored upon arrival. Students should be dressed warmly enough (i.e. sweater/fleece) that they do not need to wear winter coats in class.
- Full-length jackets and coats (e.g. trench coats or dusters) are not allowed.
- Hats and gloves should be worn to school in winter months. These will be stored upon arrival but will be worn for recess on cold days.

Casual Day Dress Code

- Casual Days will only occur when announced or awarded by the director. Students are not required to participate and may choose to dress in their uniform. If casual day dress code standards are not followed, the director reserves the right to revoke this privilege.
- General guidelines #3-8 (above) must be followed.
- All clothing must be free from holes, stains, and offensive or distracting language, pictures, or lyrics.
- **Shirts/Sweatshirts:** Bare midriff must not be exposed at any time, including when arms are lifted over head or student is bending at waist. Spaghetti straps and halter tops are not permitted, and bra straps are not to be exposed at any time. Hoodies are not permitted.
- **Pants:** No large graphic lettering or other decorations permitted on back of pants. **Leggings or tights may not be worn as pants.** They may be worn **only if** accompanied by a blouse, sweater, dress, or skirt which rests mid-thigh or lower. Nice sweatpants, athletic pants, jeans and cargo pants are acceptable.
- **Skirts/Dresses/Shorts:** Must follow girls' dress guidelines outlined above, except for color.
- **Shoes:** Sandals, crocs, and clogs are permissible but must have a secured heel.

Special Event Dress Code

- **Boys:** semi-formal attire; dress long pants, dress shirt (oxford shirt), dress shoes or dress boots
- **Girls:** semi-formal attire; Blouses, dresses, and tops that are strapless, "spaghetti-strap" tops, tube tops, halter tops, or tops that are low cut, off the shoulder, or that show a bare midriff are NOT permitted; dresses or skirts MUST be at least mid-thigh length; dress shoes (no flip-flops, sandals must be appropriate dress sandals)
- **All Students:** Jewelry and hair MUST follow the above guidelines
- Teachers may require specific guidelines for special events (i.e. concerts).

Dress code policy enforcement

Parents are responsible to see that their children are dressed properly for school according to the dress code policy. Teachers/administrators will monitor student dress daily. If a student is found to be out of dress code, parents will be notified to bring in a change of clothing. A conference with parent, student, and director will be expected if three episodes occur (see Discipline Policy). The Casual Dress Code should be followed at all school sponsored events, unless otherwise required or noted. Where personal differences arise over any portion of the dress code, the final decision will be based on the discretion of the school director.

REMIND COMMUNICATION SYSTEM

At least one parent/guardian from each family will be added to the school-wide Remind distribution list. Remind allows parents and guardians to receive notifications via cell phone or email. All school communication will be sent through this system, including the electronic version of the weekly Note Home, classroom announcements from individual teachers, and school closures. The designated parent(s)/guardian(s) will also be added to the individual teachers' Remind system.

SCHOOL CLOSINGS/DELAYS

Any school closings will be reported via the Remind System. Snow days will also be reported on the Snowbird Report on News channel 9 and WTRF channel 7. Advanced notice will be the goal. Note: Snow days will not follow Brooke County Public Schools.

NOTE HOME

The Note Home is the title of our weekly correspondence with families. It includes school-wide announcements and general information (not classroom-specific). It will be distributed each Monday through the Remind System. A paper copy will also be sent home with the youngest student in each family. Parents are encouraged to make a habit of reading the Note Home to be properly informed of important school information and events.

LUNCH & SNACK

A healthy lunch **and** snack should be provided by the parents each day. In the event that the school is serving a special lunch, order forms will be distributed to families through the Note Home. They must be returned on time and with payment in order for the student to receive his/her order.

MEDICAL PROCEDURES

Parents are requested, whenever possible, to schedule medication to be given at home. If medication needs to be given during school hours, parents must submit a Request for Prescription Medication form accompanied by a Physician's Statement of Need (Appendix A, B). Medications must be brought to school in the original container appropriately labeled by the pharmacy or physician and must include only that medication to be given during school hours.

Non-prescription/over-the-counter medication may only be administered by school staff if the Medical Information and Emergency Care form is on file. If a student requires a non-prescription/over-the-counter medication that is not listed on the Medical Information and Emergency Care form, the parent/guardian will be asked to complete a Request for Non-prescription/OTC Medication form prior to CCA staff administering the medication.

CCA staff will maintain documentation of all medications administered to students and notification will be sent home to parents.

TUITION

Tuition payments may be made via personal check, cashier's check or money order. For families on the monthly payment plan, tuition is due on the 1st school day of every month during the months that school is in session. For families paying semi-annually, 2nd payment must be made by the first day of school in January. If payment has not been received by the 3rd school day of the month, a \$50 late fee will be applied. Parent/guardian will be notified when a late fee has been applied.

Families experiencing temporary difficulty in making a payment should contact the school immediately. Delinquencies are a serious matter and may affect your child's enrollment status. They will be managed on a case-by-case basis with the director.

A service charge of \$35 will be assessed per returned check or incomplete withdrawal due to insufficient funds. After two returned checks, payments may only be made with cashier's check or money order.

VOLUNTEERING

To ensure the success of CCA, parents/guardians are requested to volunteer a minimum of 20 hours per year (2 hours per month). For the safety and well-being of our students, all volunteers who will be interacting with students must submit to a background check and must sign a Statement of Faith and a Volunteer Commitment. Costs affiliated with background checks will be the responsibility of the volunteer. Please contact the director should this cost provide a hardship to you. Volunteer assignments will be coordinated through the office. Volunteers are required to sign in/out at the school office and wear a volunteer tag while in the building.

FIELD TRIPS

Field trips can be an important part of the learning process. To ensure safety, these guidelines are followed:

- As members of a Christian school, students should understand that they represent Christ on all field trips.
- Students should dress according to the instructions given based on the type of field trip.
- Students will follow instructions and cooperate with all supervisory personnel.
- Students are expected to attend all classes before leaving and after returning.
- Parents driving students on field trips must submit to the general volunteer guidelines outlined above, must fill out a Volunteer Driver Application each year (available in the office), and must comply with the Driver/Chaperone Guidelines provided before each trip.

TRANSPORTATION

Transportation to and from CCA is the responsibility of the parent/guardian. Families are encouraged to make carpooling arrangements.

SCHOOL DAY

The school day will run from 8:30am – 3:00pm. Students may be dropped off between 8:15am – 8:25am and picked up between 3:00pm – 3:15pm. Students will enter through the main school entrance. Students will report immediately to the gymnasium in the morning and will be released from there in the afternoon.

Students will be dismissed at noon on half days and must be picked up no later than 12:15.

Two hours delays will begin at 10:30. Hour early dismissals will be at 2:00, etc. All delays and early dismissals will be communicated through the Remind system.

Parents must send a **written** permission on each occurrence if the student is to be released to any other person other than individuals noted on their release forms.

Drop-off procedures: Parents are asked to park along the street and remain in their car. Students will be monitored as they cross the street and come up the steps. They will have a temperature check at the front door. Temperature must be below 100.4. Please wait for the green sign before you leave. A yellow sign means please wait while the child's temperature is re-checked. A red sign means pull into the school parking lot for further discussion.

Pickup procedures: Parents are asked to park along the street and remain in their car. A teacher will bring your child to your car. Please proceed along High Street to depart and connect to Rt. 2.

Walkers: Students in grades 1-3 must be accompanied by a responsible adult if they will be walking to/from school. Students in grades 4-6 may walk to/from school independently, but a parent/guardian must sign a waiver and submit it to the office.

VISITORS ON CAMPUS

All visitors will sign in at the school office upon arriving on campus, will wear a visitor tag during their visit, and will sign out before they leave. Cornerstone Christian Academy is a closed campus during school hours. Visits from students or other guests should be planned in advance with the director whenever possible. During COVID-19, visits will be limited.

COMMUNICATION

All communication/contact should come through CCA's centralized phone system. Please do not request or contact faculty or staff about school-related issues via their personal cell phone numbers. Parents may call 304-277-7578 to reach the main office at any time. Follow the prompts to reach your desired party. If your party is not available, leave a voicemail, and they will return your call. You may also utilize faculty and staff email addresses to communicate.

To honor and respect the privacy of CCA's faculty and administration and to model appropriate professional boundaries, please understand that friend requests from students on social media platforms will not be accepted.

It is at the discretion of the CCA employee whether or not to engage in communication through social media with parents. All official school information will be posted on the school's Facebook page and/or website and sent through Remind and/or the Note Home.

MATTHEW 18 PRINCIPLE

"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses even, fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a heathen and a tax collector."
Matthew 18:15-17

The goal is harmony and reconciliation centered on God's will.

1. If you are in conflict with someone, have a direct conversation with him/her first.
 - *Reflect on your motives:* As you reflect on your goal for the conversation, ask yourself: Is it about being right, looking good, winning, punishing or blaming? True reconciliation and restoration does not grow out of these soils.
 - *Keep the matter confidential.* This is as much about trust as it is professionalism. If it doesn't involve anyone else, then don't involve anyone else! Similarly, consider that you subvert the goal of actual resolution to the problem when you take the matter to people who are not responsible for taking action to solve it.
 - *Be sure you know all the facts.* Work to understand the other person's perspective.
 - *Take a posture of humility, forgiveness, and prayer.* This is the soil from which true reconciliation grows!
2. If the issue cannot be resolved, agree together to involve the director or a person of authority to help facilitate restoration.
 - *Don't ambush.* This immediately puts the other person on the defensive and inhibits reconciliation. Instead, give opportunity for each person to prepare, pray, and feel confident that his/her voice is being heard.
 - *Examine your motives.* Again, ask yourself the goal of the conversation. Is it really reconciliation, or is it to get someone in trouble?
 - *Submit to authority.* If the person of authority suggests a plan for restoration, you should accept your role in that process and embrace it with prayer.

ATTENDANCE

Cornerstone Christian Academy is dedicated to meeting our responsibility in providing a safe learning environment where each child can reach his/her potential. It is the responsibility of parents to require students to attend school on a regular basis. Regular school attendance and punctuality develop self-discipline and responsibility. The purpose of this policy is to prevent a student from jeopardizing his/her personal and academic success by poor school attendance.

GENERAL POLICIES

Good academic performance in school requires that a student be in attendance. Students should be on time and prepared for each day (*Note: Doors will open at 8:15am*). Parents are expected to call the school by 8:45am in the event of their child's absence.

For a full-day absence, students must provide the school with a written excuse, signed by a parent, stating the specific date(s) and reason for the absence. The excuse should be submitted to the office upon the child's return to school. There will be a one-week grace period; otherwise, the absence will become an unexcused absence.

Students cannot receive tuition assistance for unexcused absences, tardies or early dismissals. Therefore, families receiving tuition assistance will be billed \$30/day per student.

TARDIES

Tardiness is defined as entry to school or class after the designated starting time. A student who arrives **within 30 minutes** of the beginning of school will be marked tardy. Should a student arrive tardy, the person providing transportation must sign-in the student at the main office. Students will receive a late pass to report to class.

EARLY DISMISSALS

A student who leaves **within 30 minutes** of the end of school will be marked early dismissal. **It is expected that most appointments and lessons can be scheduled after the school day ends. Early dismissals should be requested only when after-school arrangements cannot be made.** Parents who need to pick up their child early must send a note to school in the morning on the day they will leave early and a school excuse to the office the next day.

Upon arrival to pick up a student, the person providing transportation must sign-out the student and wait for the student in the main office. **PARENTS/GUARDIANS ARE NOT PERMITTED TO GO DIRECTLY TO THE STUDENT'S CLASSROOM TO PICK UP THE STUDENT.** For security and safety reasons, students are not permitted to leave the school grounds without adult supervision at any time. Parents must send a written permission on each occurrence if the student is to be released to any other person other than individuals noted on their release forms.

ABSENCES

A student missing **from 30 minutes to 3 hours** of school will be charged with missing a ½ day, and missing school **for more than 3 hours** results in a full-day absence. (See "Consequences for Absences" for information on maximum allowed absences)

If it is necessary to miss school, it is important that missed work be completed promptly. Students are required to make up homework and tests within the number of days the student was absent. For example, if a student misses three days, he or she will have three days to make up the work, two days and he or she will have two days to make it up, etc. Each case will be assessed individually.

Parents should also notify the school when an absence of several days is anticipated due to illness, family emergency, or educational trip. Notice of Planned Absence form is included in the Handbook (Appendix C). Additional copies are available in the office. **Students may have to complete work ahead of time for anticipated absences.** This will be at the teacher's discretion. Make-up work is the responsibility of the student to complete. The student will have the same number of days to make up the work as the absence.

CLASSIFICATION OF TARDIES/ABSENCES

A. Excused

- 1.) (E) Illnesses: If a student has been ill, he or she needs to bring in an excuse signed by a parent upon return to school. A doctor's excuse must be presented if the student is absent five or more consecutive days or if the student is absent with a communicable disease such as pink-eye or chicken pox. Any time a child is ill, the parents may request their child's homework to be collected for them to pick up at the school at the parents' and teacher's convenience.
- 2.) (M) Dental/Doctor appointments: **Please try to schedule dental and doctor appointments either before or after school as much as possible.** A note from a parent/guardian or a notice signed by the physician must verify the absence resulting from necessary doctor or dental appointments. Requests to leave school for a dental or doctor appointment should be submitted the day before the appointment when possible. Parents who need to pick up their child early for an appointment must send a note to school in the morning on the day they will leave early and a school excuse to the office the next day.
- 3.) (B) Deaths in the family: Please be sure that the student brings in an excuse, if at all possible, before the absence. These absences are not to exceed three days unless authorized by the Director. Absences to attend funerals of non-family members may be requested and treated as excused absences.

- 4.) (W) Weather-related absences: Weather-related absences will be excused. Parents are not required to send an excuse when a student is tardy due to weather, but they are required to send an excuse if the student is absent for the entire day. All missed work must be made up according to policy.
- 5.) (C) Church retreats and missions: A student may be granted up to five pre-approved absences per school year for church retreats or mission trips. The length of the absence could be extended at the discretion of the Director. To receive approval, a parent/guardian must submit a Notice of Planned Absence to the Director at least two weeks in advance of the trip. Students on Academic Probation may not be granted leave. Leaves may not be approved during standardized testing. If the leave is approved, students will be permitted to make up missed work for full credit. It is the family's responsibility to contact teachers to receive missed work. If deemed necessary, a teacher may require a student to turn in assignments before departure. Students will be expected to keep a journal of experiences and submit it to the Director. Students may be asked to present their experiences to the student body and faculty.
- 6.) (E) Personal Days: Students will be given two personal days per school year. **Students may not take a personal day if they are on Academic or Behavioral Probation.** Parents must submit a Notice of Planned Absence to the Director at least **three days prior** to the day the student is taking off. In addition, all homework, class work, and assessments must be completed before this day unless other arrangements were made by the teacher. It is the teacher's prerogative. Students must submit an excuse upon their return. The excuse should simply read that the student is using an approved Personal Day for the absence. These days do count against the maximum (20) allowable absences.
- 7.) (E) Vacation Trips: Extended family vacations during the school year should be avoided. **No more than one (up to 5-day) trip per year will be excused and only with prior approval from the Director.** To gain approval, families must submit a Notice of Planned Absence at least 2 weeks in advance of the trip. Such vacations should not be taken during standardized testing. The days off WILL count against the maximum allowable absences. **Students may be responsible for turning in assignments, taking assessments (at teacher discretion), and receiving the next assignment BEFORE leaving for vacation.**
- 8.) (E) Other: **At the discretion of the Director and prior to the absence**, a student may be granted an excused absence for reasons other than those listed above.

B.) Unexcused

(U) Any absences or tardies for reasons other than the list of excused absences will be considered unexcused/illegal. Such absences will be classified as skipping, and the student will not be given credit for any work or projects (including long term projects) due or missed on that day. The Director will contact parents when a child has unexcused tardiness five (5) times, including for remote classes.

In addition, tuition assistance may not be used for unexcused time from school. The family receiving tuition assistance will be billed accordingly: **\$30/day per student**

C.) Quarantine

(Q) Any absence due to mandated Covid quarantine will not count toward a student's total absences. However, students are required to collect, make up, and submit all work on time.

ILLNESS/INJURY/FEVER

Do not send your child to school if he/she is sick!

Students should not be sent to school when they have a fever, vomiting, or are in the early stages of an illness that might be contagious to others. Please do not give the child aspirin/acetaminophen (or any fever reducer) and bring him/her to school. In most cases the child will run a fever two or three hours after medication was given, thereby making him contagious to the other children. Students running a fever must be fever/vomit-free **without** medication for 24 hours before they will be allowed to return to school.

If a student becomes ill during the school day and can no longer function in the classroom, he/she may ask the classroom teacher for a pass to report to the office. He/She will then check in with the office and necessary arrangements will be made (Any temperature above 100.4 is considered a fever, and parents will be contacted to pick up the child). No one is excused to leave the school without the Director's approval. If approved, the absence will be excused (E). The child should be fever-free for 24 hours without medication before returning to school. When the child does return to school, he/she must have a note explaining the absence.

LEAVING THE SCHOOL CAMPUS

Students are not permitted to leave the school campus during school hours without official authorization from the Director. Permission to do so will generally be granted only for doctor or dentist appointments (please try to keep these at a minimum) or upon an approved request from a parent. If approved, the absence will be excused (E).

CONSEQUENCES OF ABSENCES

The following absences are not counted toward the total absences for truancy, however, they will be documented and academic work must be made up: (W) Weather, (B) Death in the Family, (C) Church Retreat or Missions, (M) Medical.

At 5 total excused and unexcused (not including W, B, C, or M) absences, a letter will be sent home to parents/guardians reminding them of the attendance policy.

At 10 total excused and unexcused (not including W, B, C, or M) absences, a parent/guardian-Director meeting will be scheduled to discuss the nature of the student's absence. This may be a conference call if necessary.

For families receiving tuition assistance, any absence over 10, excused or unexcused, without director approval or a doctor's excuse, or any unexcused absence (not including W, B, C, or M), will result in loss of tuition assistance for that day, and the family will be billed a per diem of \$30/day per student.

At 15 total absences (not including W, B, C, or M), the parents/guardians will be notified that all further absences must be accompanied by a doctor's excuse. Parents will also be notified those further absences *may* result in a truancy report filed with the proper authorities, including but not limited to Child Protective Services of Brooke County.

Any absences after 20 (not including W, B, C, or M) not accompanied with a medical excuse may result in retention for the student. Additionally, a truancy report *will be* filed with the proper authorities, including but not limited to Child Protective Services of Brooke County.

ACADEMICS

CURRICULUM AND PHILOSOPHY

Cornerstone Christian Academy believes that the Bible is foundational to all truth and should be integrated in all subject areas. CCA will use a variety of curricula to meet the needs of our students. The curricula used comes from a variety of reputable organizations including, but not limited to Abeka and ACSI. CCA will meet and exceed West Virginia standards. The curriculum will be augmented or remediated as deemed necessary by the director to meet the needs of individual students based on learning style preferences, multiple intelligence strengths, developmental levels, interests and passions.

GRADING

Grading is a form of feedback which helps students to understand and reflect on their own learning.

Report cards and progress reports will be sent home for all students. Progress reports will be sent home half-way through each 9-week quarter. Report cards will be sent home at the end of each 9-week quarter. Specific dates will be determined in accordance with the school calendar.

If after reviewing your child's report card you wish to have a conference with a teacher, please contact the teacher directly to make arrangements. Parents are expected to attend school-wide conferences.

Specials and Kindergarten will be graded on the following scale:

- O = Outstanding:** Exceeds age/grade appropriate expectations;
- S = Satisfactory:** Meeting age/grade appropriate expectations
- N = Needs Improvement:** Not yet meeting age/grade appropriate expectations
- U = Unsatisfactory:** Does not meet age/grade appropriate expectations

Core classes will be graded using the following scale:

- A = 90-100%**
- B = 80-89%**
- C = 70-79%**
- D = 60-69%**
- F = 59% and below**

RETENTION POLICY

When warranted, the decision to repeat a grade will be made during the latter part of the spring semester for students in grades K-2. The decision will be preceded by a meeting in the first semester with the director, child's teacher and parents.

In light of Cornerstone's efforts to educate and assess students based on individual abilities, we require that students in 3rd grade and above maintain at least an overall "C" average or better academically in order to advance to the next grade level. It is also necessary to meet specific grade level requirements, such as the ability to work independently, follow directions, listen attentively and exhibit age-appropriate maturity. If a student's grades fall below a "C" average overall, the teacher and parents will work closely together to define strategies to improve academic achievement. If the grade-point average is not brought up to a "C" or better by the end of the school year, or if the grade-level requirements are not met, the director, teacher and parents will meet to discuss whether or not the child is ready to move on to the next grade level. Achievement test results will also be a consideration for placement but may not be available until mid-summer. Parental input is vital. However, the final judgment on grade-level placement will be determined by the classroom teacher and director.

ACCEPTABLE USE POLICY

Cornerstone Christian Academy (CCA) acknowledges God as the source of all truth and seeks to equip students to explore, discover, discern, and share truth. In light of the prevalence of technology and social media in our times, we recognize our responsibility to help students use these twenty-first century tools for God's glory. Through the integrated use of these tools, students will increasingly engage in critical thinking, collaboration, communication, and creativity in order to be thoroughly prepared Christian leaders in our modern society.

At CCA, students are expected to use technology in responsible, ethical, legal, and God-honoring ways. Students must comply with federal and state laws and the CCA Parent/Student Handbook. The use of technology at CCA is a privilege—not a right.

PROPER USE OF TECHNOLOGY

1. Use all authorized hardware to facilitate learning and enhance the exchange of appropriate educational information.

2. Access information from outside resources (including the internet) which promote learning and enhance the exchange of appropriate educational information.
3. Care for equipment in an appropriate manner.
4. Only print with a teacher's permission.

STUDENT RESTRICTIONS

1. Keep food and drink away from technology.
2. Do not use technology to bully others.
3. Do not access obscene, offensive, or threatening materials. Specifically, do not access sites like Google images without teacher permission. If you accidentally access (see) images that are improper, you need to let your teacher know right away.
4. Do not change the settings on the computer without permission (changing the background of the display, moving the icons or taskbar, etc.).
5. Do not engage in or promote any illegal activity (for example, accessing someone else's account. Just because you can doesn't mean you should!).

MICROSOFT OFFICE

1. Microsoft Office offers a free set of tools, including Teams, Word, Excel, etc. that enable teachers and students to work together and learn more effectively. This will be used for remote learning as the need arises.
2. Students will be assigned a Microsoft account which will give them an email address that is only to be used to contact CCA students and teachers and other approved emails such as parent emails.
3. Students agree to use God-honoring, respectful, and encouraging language in technology communications.
4. Students agree to report any communication that seems inappropriate or makes them feel uncomfortable.

SECURITY AND PRIVACY

Although both CCA and Microsoft have powerful content filters in place, CCA cannot assure that students will not be exposed to unsolicited information or inappropriate material. If this occurs, the student is to immediately close the Chromebook or turn off the tablet and take it to the teacher for help, without drawing undue attention.

Microsoft Office files, application accounts, electronic documents, or other materials created by students using CCA devices are considered the property of CCA. CCA reserves the right to inspect them for conformity with its policies, licensing standards, and state or federal law.

DISCIPLINARY ACTION

CCA maintains the right to immediately withdraw the access and use of student accounts when there is reason to believe that violations of law or school policies have occurred. Violation of any part of the Cornerstone Christian Academy Acceptable Use Policy, in addition to the restriction or suspension of access to technology resources, may result in financial restitution or other disciplinary measures as determined by the CCA director.

DISCIPLINE POLICY

PHILOSOPHY

Proverbs 10:17

He who keeps instruction is in the way of life. But he who refuses correction goes astray.

Hebrews 12:9-11

We have had earthly fathers who disciplined us and we respected them. Shall we not much more be subject to the Father of spirits and live? For they disciplined us for a short time as it seemed best to them, but he disciplines us for our good, that we may share his holiness. For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.

James 4:17

Therefore, to him who knows to do good and does not do it, to him it is sin.

Philippians 2:5 tells us that “Your attitude should be the same as that of Christ Jesus...” Therefore, it is our desire to have our students experience Christ in all aspects of community life. With that in mind, certain expectations have been established to promote student Christ-like behavior and attitudes.

The purpose of the discipline policies are:

- To apply Biblical principles to daily living
- To encourage students to develop a lifestyle that is consistent with the Bible
- To teach students to respond to authority with a positive attitude
- To teach students to respond with respect and kindness to one another
- To protect and build respect for others' property
- To expect complete honesty in all situations
- To provide an atmosphere of mutual respect
- To encourage self-control

As part of CCA's goal to provide a superior Christian education environment, the school has adopted a three-pronged discipline policy which allows for faculty/staff/administrative management, parent involvement, and student accountability. Staff and parents working together to teach and train our children to do what is right according to God's word will result in exceptional young leaders who are ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God's authority in his own life.

In teaching students, the home-school connection in supporting one another is extremely important. Therefore, any disagreement parents may have with the discipline the school has administered should be discussed with the teacher and director rather than with their children. In addition, parents are expected to partner with CCA by adhering to the list of responsibilities outlined below.

PARENT RESPONSIBILITIES

“Train a child in the way he should go, and when he is old he will not turn from it.”

Proverbs 22:6

Every parent should:

- Read the Parent/Student Handbook and discuss school rules with his/her child, and then sign the Handbook Agreement
- Collaborate with school personnel for the benefit of the student
- Become involved in his/her child's school life
- Participate in school meetings, functions and projects
- Call to arrange a conference with the teacher to discuss academic or classroom concerns
- Call to arrange a conference with the director to discuss other concerns or questions
- Support the school through finances (tuition) and volunteering
- Model a Christlike lifestyle
- Refrain from behaviors such as smoking, cursing, gossiping, alcohol consumption, excessive/inappropriate cell phone use, etc. while on campus or at a school-sponsored event.
- Refrain from photographing or videoing other people's children without the permission of that child's parent(s).

DISCIPLINE PROCEDURES

There are different levels of corrections used to help students develop their own personal self-discipline and responsible behavior, as unto the Lord (Ephesians 6). It is understood that behaviors are developmental in nature, some infractions are more serious than others, and repeated infractions warrant stricter consequences. In some cases, the development of an individualized behavior plan may be appropriate. In all cases, consequences are subject to parameters of state and federal law. The administration retains the right to use its discretion in evaluating cases. A student's age, past record, attitude, and willingness to cooperate in correcting behavior problems will be considered when appropriate.

CCA recognizes that awareness and comprehension of the rules are vital to the success of any discipline policy; therefore, the guidelines for individual offenses are listed below. There are minor and major offenses under each category. The level of severity of each violation will necessitate appropriate discipline, demerits and/or expulsion at the discretion of the administration.

Additionally, while the policy attempts to address all possible discipline issues, it is understood that, in order to better govern the conduct of students in school, the administration retains the authority to implement disciplinary regulations and consequences in response to student behavior that undermines the Christian educational environment. This may include a leave of absence during investigation. The CCA Administration and Board also reserves the right to make inquires of students and parents regarding these issues (Leviticus 20:13; Romans 1:27).

CODE OF CONDUCT

Proverbs 6:16-19 These six *things* the LORD hates, Yes, seven *are* an abomination to Him:
A proud look,
A lying tongue,
Hands that shed innocent blood,
A heart that devises wicked plans,
Feet that are swift in running to evil,
A false witness *who* speaks lies,
And one who sows discord among brethren.

Students grow in character through accepting responsibility, responding positively to instruction, and learning to accept rules as expressions of mutual freedoms, both in and outside of school. Good character begins with the following traits:

- | | |
|-----------------------|---|
| Integrity/Trustworthy | I am a person of my word and not given to deception in my words, actions and attitudes (Matthew 15:18-20a). |
| Respect | I limit my freedom in order not to offend those God has called me to serve, and I am not critical of the authorities God has placed over me. (Romans 14:13; Romans 13:1-2). |
| Responsible/Diligent | I demonstrate the ability to avoid words, actions, and attitudes which could result in undesirable consequences by doing what God expects from me and demonstrating instant obedience to the initial promptings of God's Spirit, and I demonstrate the ability to meet deadlines, both in and out the classroom (Romans 12:1-2; Philippians 4:8; Luke 16:10). |
| Fairness | I am not given to prejudice and demonstrate the understanding that all people are worthy to God by not being harsh in words, actions, and attitudes with those around me (James 2:1; 1 Peter 3:8). |
| Caring | I express a personal care of the needs of others by treating those around me like I want to be treated and approaching conflict by God's protocol (Matthew 7:12; Matthew 18:15-17). |
| Citizenship | I enjoy giving my time and resources to others and doing my share to better my school and community (Matthew 25:31-46). |

STUDENT RESPONSIBILITIES

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17

Every student should:

- Read the Parent/Student Handbook with a parent and sign the Handbook Agreement
- Exhibit good conduct
- Follow school wide rules and regulations
- Express ideas and opinions in a respectful and truthful manner
- Complete class work and homework carefully and thoroughly and make up work when absent from school
- Exercise proper care when using school facilities and equipment
- Be on time and prepared for all classes and other school functions
- Dress and groom in a manner that is safe, modest, clean and not disruptive to the educational process
- Desire to be more Christ-like in treatment of others (God, others, self)

TEACHER EMPOWERMENT

The administration respects the professionalism of the individual teachers and so empowers them to set their own guidelines for classroom management and procedures. Students are expected to adhere to and obey school and classroom rules. Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

Teachers are expected to handle the day-to-day discipline in the classroom and to apply consequences and parent notification as needed. After such efforts are documented, if any violation of rule(s) results in administrative intervention, parent notification and student consequences will apply.

- Administrative intervention shall consist of determination of severity of violation, notification of parent and distribution of appropriate discipline.
- Parent notification shall consist of a phone call, written correspondence and/or formal meeting.
- Student consequences shall consist of demerit(s), behavioral probation, restitution, and/or expulsion.

MERIT/DEMERIT SYSTEM

CCA uses a merit/demerit system to encourage and honor our students for exemplifying their greatest potential and to facilitate student accountability. The system also allows for student growth and maturity. Students can receive merits as part of a recognition system or demerits as a punitive system.

Merits

Merits will be given to any student who exhibits consistently good behavior and who consistently meets expected standards. Students who accumulate merits will be eligible for rewards and privileges.

- ❖ Each student will be awarded merits at the end of each quarter, based on teacher evaluations.
- ❖ Students have the potential of earning any number of merits at any time.
- ❖ Merits may accumulate through the current school year.
- ❖ Merit totals will be reset to zero at the beginning of each school year, exceptions made at the discretion of the administration.
- ❖ There will be Cycle Rewards Events for those students who meet the goal merits during each cycle. Students must maintain the goal merits notated to participate in Cycle Rewards during that specific cycle:

Cycle 1	1 st Grading Quarter	5
Cycle 2	2 nd Grading Quarter	10
Cycle 3	3 rd Grading Quarter	15
Cycle 4	4 th Grading Quarter	20
Cycle 5	End-of-the-Year Cycle	>20

- ❖ Students eligible for rewards must maintain those merits through the date of the planned event to participate.
- ❖ Any student earning greater than 20 merits for the school year will be awarded a CCA Certificate of Commendation. This distinction will be awarded and honored at the annual Awards Ceremony.

Demerits

A student can receive demerits when there has been a violation of the rules and guidelines set up by CCA and/or who consistently or flagrantly falls below the expectations of those guidelines and are referred to the Director. These demerits are for unacceptable behavior, both in and out of school.

- ❖ Any individual offense can and will be given any number of demerits based on the level of severity of the infraction.
- ❖ Demerits for individual students can accumulate for the length of his/her education at CCA.
- ❖ However, a student who incurs no additional infractions within the next grading period will be rewarded with a subtraction of 2 demerits.
- ❖ At accrument of 3 demerits, a student will have to complete Restitution, Level 1 (see *Discipline Policy, Restitution*).
- ❖ At accrument of 6 demerits, a student will have to complete Restitution, Level 2 (see *Discipline Policy, Restitution*).
- ❖ At accrument of 10 demerits, a student will be mandated to participate in Character Education Training in order to foster a greater awareness of the connection between behavior and the pillars of character.
- ❖ At accrument of 13 demerits, a student will have to complete Restitution, Level 3 (see *Discipline Policy, Restitution*).
- ❖ At accrument of 16 demerits, a student and parent(s) will be called before the Board of Administration to discuss possible suspension or expulsion.
- ❖ The accrument of 20 demerits may result in expulsion from CCA.
- ❖ At any point during the school year, a student who has 10 or more demerits will be placed on behavioral probation and will be disqualified from participating in extra-curricular activities, school events or field trips, and cycle rewards.

EVALUATION OF OFFENSES

When considering disciplinary action, the administration will consider the following:

1.) Pattern of Behavior 2.) Truthfulness 3.) Repentance 4.) Desire to change

Individual Offenses:

Improper Classroom Behavior	Students are expected to behave like serious students in the classroom. Students should be at their proper seat and remain awake. Students are expected to comply with all classroom rules and procedures and be respectful of teachers, classmates, and school property.
Other Improper Behavior	Students are expected to engage in appropriate play during recess and special activities. They should take proper care of school equipment and be respectful of other classes in session during transition. Students will follow teacher protocol when in the hallways.
Electronic Devices	Students are prohibited from possessing, using or facilitating the use of any electronic device not incorporated into the curriculum by the professional staff. Some examples of this would be cell phones, tablets, CD/MP3 players, headphones, games, etc. Defiance of this regulation will warrant appropriate administrative action.
Dress Code Violations	Students are expected to follow CCA's dress code without exception. With any dress code violation, the student will be required to change into more appropriate clothing. Parents may be called to bring a student clothing that meets the dress code. Additionally, a student's first violation will result in a verbal warning to the student, a phone call to the parent, and a demerit penalty; a student's second violation will result in a written warning to the student, a written letter to the parent, a demerit penalty and restitution; a

student's third violation will result in a formal meeting (with the Director,	the student, and parent), demerit penalty and restitution.
Inappropriate Language and/or Gestures	the use of profanity, vulgar language and/or
Students are expected to behave in a manner that denotes respect for God, others and self. Therefore,	unacceptable gestures is barred. Noncompliance with this ruling will merit appropriate disciplinary action.
Unauthorized Presence on School Property	Students must be in authorized areas under direct adult supervision at all times. Any violation will result in appropriate disciplinary action.
Insubordination	Whether in the classroom, in the hallway, or anywhere else on school grounds, students are expected to adhere to all rules, regulations and procedures of CCA. Insubordination (willful disobedience, open defiance and/or refusal to acknowledge the authority of CCA administration and staff) will not be tolerated. Therefore, acts of insubordination will result in appropriate disciplinary action.
Vandalism	Endeavoring to provide a superior Christian educational environment, CCA requires students to display good stewardship and positive character traits by proper care and use of our building, grounds and property. Vandalism (purposeful distortion of, defacement of, destruction of and/or any unauthorized changes to school property, including but not limited to the building, grounds, equipment, computers/tablets) is considered a serious offense. Students will receive appropriate discipline as determined by the level of severity/intensity of the violation, the minimum of which would be restitution. CCA always possesses the right to contact the proper law enforcement agencies and prosecute offenders in cases of vandalism. Damages will result in the family being billed for the cost of repair plus a 20% (of the damages) fine.
Tampering with Security or Fire Alarm System	Tampering with security, fire alarm systems, exits, drills, related equipment, signs, etc. will be considered a major violation and will result in an immediate \$500 fine and the student being placed on immediate behavioral probation. A quick decision by the administration on further disciplinary action or expulsion will be rendered.
Theft	Students are expected to demonstrate consistent integrity and honesty, which are underlying principles of Christian character and behavior. Theft (surreptitious taking of another's property without that party's awareness or permission) is unacceptable. A student caught in the act of stealing or the possession of stolen material will be subject to appropriate administrative action based on the level of severity/intensity of the infraction, the minimum of which would be restitution. If not returned in the same condition, the family will be billed the cost of the stolen merchandise plus a 20% (of the cost) fine. CCA always reserves the right to contact the proper law enforcement agencies and prosecute offenders in cases of theft.
Threats	CCA has a responsibility to maintain a safe environment for its employees and students. Additionally, the school recognizes the importance of students gaining understanding of the consequences of making threats. At the same time, CCA acknowledges the reality of youthful rashness, including a quick tongue. Therefore, threats (verbal or written) against administration, staff, or students will be dealt with on an individual basis, receiving appropriate discipline according to the level of severity of each

situation. If the severity of the threat warrants so, CCA retains the authority to contact the proper law enforcement agencies.

Violence	For the safety of CCA's staff and students, violence will not be tolerated at CCA. Any form of violence (acts of aggression or maliciousness against or toward others – including but not limited to shoving, hitting, striking and/or physical or verbal fighting) will result in administrative disciplinary action appropriate to the level of severity of the situation.
Harassment/Bullying	Situations involving harassment or accusations of harassment will be handled as outlined in CCA's Harassment/Bullying Policy located in this handbook.
Weapons	Due to possible severe consequences and criminal ramifications of such, weapons are not prohibited on school grounds. Students are not allowed to possess, use, dispense, sell or aid in the procurement of weapons (defined as any device, implement, material or substance that can be used, attempted to be used or threatened to be used to cause intimidation, harm or injury to self or others – including but not limited to firearms, knives, poisons, drugs and/or noxious gases). A student found to be in violation of this regulation will be required to meet immediately with Administration to receive the proper punishment.

SEARCHES

The administration maintains the right to search lockers and personal bookbags while on CCA's campus.

If there is reasonable cause to warrant a body search of student(s), then the administration will contact the local authorities to conduct such a search.

BEHAVIORAL PROBATION

Students may be placed on conduct probation whenever there is clear evidence that the student falls below the minimum CCA behavioral standards of the discipline policy, mission statement, vision statement or statement of faith. Students on behavioral probation will not be eligible to participate in school activities. See *Probation, Behavioral* for more details.

RESTITUTION PROGRAM

CCA follows a restitution program through which a student may demonstrate accountability and learn responsibility for their behavior. This program has three phases, each a direct result of the severity of the offense(s):

Level 1	Students will miss recess for 2 days and will complete an assignment with the intention of correcting the behavior.
Level 2	Students will miss recess for 3 days and will complete an assignment with the intention of correcting the behavior. In addition, students will miss special classes for 3 days. This time will be spent in the office, and the student may be required to do additional assignments or tasks. Parent conference will be scheduled within one week.
Level 3	Three days of in-school suspension. Parent conference will be scheduled within one week.

EXPULSION

A student may be expelled in cases of extremely grievous acts that far exceed ordinary discipline measures or the student's continued willful noncompliance to rules and regulations. Expulsion allows for a student's removal from enrollment to the school **without** refund of tuition. Any families on a monthly or semi-annual payment plan will be responsible for paying tuition for the remainder of the year. In such a situation, the student must return all school

property in the appropriate condition. Additionally, the student will be responsible for the replacement value of any damages to school materials and/or property.

PROBATION

Probation will keep a student from participation in school events and activities. See below for additional information about academic and behavioral probation.

ACADEMIC

Students in grades 3-6 must maintain a "C" average in order to participate in school events and activities. If, at the end of each semester, a student's overall grade-point average is below a "C" in the core subjects, he/she will be placed on academic probation. Academic problem areas will be assessed and parent conferences set up.

BEHAVIORAL

Behavioral probation is invoked when a student has an excessively negative attitude or behavioral problems. The student is then given an opportunity to correct his/her problem, and a written notice of behavioral probation will be mailed to parents.

Reasons for Behavioral Probation

1. Suspension for violation of the Harmful Acts Policy (if permitted to return to CCA).
2. A rebellious spirit which is unchanged after repeated effort to correct the behavior by teacher, administration, and parents.
3. Continued deliberate disobedience.

Length of Probation

1. Probation will last a minimum of four weeks and a maximum of nine weeks from the time of notification.
2. At the end of the probation period, if sufficient improvement is not shown, probation may be extended for up to an additional nine weeks.
3. In the event that no improvement is shown, it may be recommended to the board of administration that the student be expelled.

Readmission

Any student who is expelled from the school due to academic and/or disciplinary reasons must wait until the following school year before applying for re-enrollment to Cornerstone Christian Academy. The director and board of administration will include all normal admission procedures in their review of the re-enrollment request and, in addition, will review:

- The reasons for the academic/disciplinary dismissal
- The record of behavior and performance which the student has demonstrated since the time of expulsion
- The general reputation of the student and level of influence, positive or negative, within the school community

HARASSMENT/BULLYING POLICY

Cornerstone Christian Academy is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of bullying, intimidation, exploitation, and harassment, including sexual harassment. Cornerstone Christian Academy is prepared to take action to prevent

and correct any violations of this policy. Any student, parent, volunteer, or staff member who violates this policy will be subject to discipline, up to and including expulsion/termination.

DEFINITION OF HARASSMENT

“Harassment” means any verbal, visual, or physical conduct that is unwelcome and designed to denigrate or belittle another person for any reason, including race, color, national origin, gender, disability, or age. This includes inappropriate touching or suggestions of such, made by someone from, or in, the school setting.

DEFINITION OF BULLYING

“Bullying” means any aggressive behavior or intentional harming of another person. Bullying occurs within an interpersonal relationship characterized by an imbalance of power. It involves the exploitation of a less powerful person by one seeking an unfair advantage. It is repeated over time.

- i. Physical bullying: Harm to another student's person or property (threatening harm or gestures, tripping, hitting, starting fights)
- ii. Emotional bullying: Harm to another's self-worth using remarks, insulting gestures, harassing /frightening phone calls, emails, text messages
- iii. Social bullying: Harm to another's group acceptance by gossiping, playing mean tricks, spreading rumors, racial insults, exclusion tactics, arranging public humiliation, undermining other relationships, ruining a reputation.

EXAMPLES OF HARASSMENT/BULLYING

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct. Such behaviors include, but are not limited to, the following:

- Unwanted touching or requests for, and discussion of, inappropriate touching
- Threats for refusal to cooperate with such requests
- Visual conduct such as leering, glaring, or other bodily movements designed to depreciate another person
- Presentation of written material or pictures that show hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability circulated or placed anywhere within the school
- Any words or actions designed to intimidate or slander another person
- Physical conduct such as touching, obstructing or blocking movements, or assaulting another person

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 appropriate government officials as mandated and as the circumstances warrant.

PROTECTION AGAINST RETALIATION

It is the school's policy not to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.

WEAPONS POLICY

Cornerstone Christian Academy considers student possession of, use of, or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events or any other time while enrolled as a student. Possession of, use of, or threat of use of weapons will be considered a Harmful Act (see

Harmful Acts Policy below). Statements made by a student claiming or boasting of a weapon at school or a school function will also be dealt with as a Harmful Act.

DEFINITIONS

A **“Weapon”** includes, but is not limited to (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; (b) an air gun, which includes any air pistol or air rifle designed to propel a BB, pellet or other projectile by discharge of compressed air, carbon dioxide or other gas; (c) any items which appear to be realistic firearms or air guns; (d) any type of sling shot; (e) any type of martial arts weapon; (f) any knife which is a cutting or stabbing instrument set in a handle; or (g) any explosive device, including fireworks.

“Possession” includes, but is not limited to, having a weapon on school property or at a school sponsored event located (a) in a space assigned to a student, such as a cubby or desk; (b) on the student’s person or property, such as on the student’s body, in his/her clothing, purse, backpack, gym bag or vehicle; (c) under the student’s control or accessible or available, such as hidden by the student.

“Threat” includes, but is not limited to (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; (c) the statement of possessing a weapon at school or a school function.

In all cases, the administration retains the right to use its discretion in evaluation of cases. A student’s past record, attitude, and willingness to cooperate in correcting behavior problems will be considered when appropriate.

HARMFUL ACTS POLICY

Harmful acts are defined as follows:

1. Possession of any weapon (see also Weapons Policy)
2. Possession or use of drugs
3. Sexual immorality, including pornography
4. Threats or physical abuse of other students or school personnel
5. Any form of harassment or bullying
6. Aggressive physical action towards another (i.e. hitting, fighting, pushing, etc.)
7. Any other activity which, in the opinion of the administration and school board, is detrimental to the overall well-being of the school or is directly against the school philosophy guidelines.

Violation of the Harmful Acts Policy is grounds for immediate suspension from school for a time period determined by the director. Parents will be notified of this action by telephone and letter. During the suspension time, the Board will meet to determine if the student may return to school or be expelled. Expulsion means that the student is not permitted to return to Cornerstone Christian Academy. If the student is permitted to return to CCA, the student and parents must meet with the Board prior to reinstatement. Expulsion may also result from repeated offense of a lesser nature as indicated by a student’s refusal to abide by the discipline code. In this case, expulsion will usually be preceded by suspensions.

REQUEST FOR PRESCRIPTION MEDICATION ADMINISTRATION

(By parent/guardian)

Student Name: _____ Birthdate: _____ Grade: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian: _____ Phone: _____

Emergency Contact Name, Relationship to student, Phone:

Medication to be administered: _____

Dosage to be administered: _____

Time or interval at which each dosage is to be administered: _____

Name of authorizing physician: _____

Physician address: _____ Phone: _____

Date to begin administration: _____

Date to cease administration: _____

Additional instructions or information: _____

I request that Cornerstone Christian Academy administer the above medication to my child in accordance with my request and the Physician's Statement of Need. I agree to notify the school in writing of any changes in my child's condition with respect to the administration of medication or with any changes to the information provided on this form. I understand that it is my responsibility to send an appropriate supply of medication to school in its original container. Medication provided to CCA in any container other than the original with appropriate labeling will not be accepted. I release the school from any liability while administering medication to my child in accordance with a Physician's Statement of Need. CCA agrees to keep a written log of medication administered to my child in school throughout the current school year.

Parent/Guardian Signature: _____ Date: _____

PHYSICIAN STATEMENT OF NEED

Student Name: _____

Birthdate: _____

Address: _____

Phone: _____

School: Cornerstone Christian Academy

Grade: _____

Medication to be administered: _____

List generic name, if applicable: _____

Dosage to be administered: _____

Time or interval at which each dosage is to be administered: _____

Date to begin administration: _____

Date to cease administration: _____

Possible adverse reactions: _____

List severe reactions that should be reported to the physician: _____

Special instructions for storage of medication: _____

Special instructions for administration of medication: _____

Physician's Name: _____

Physician's Signature: _____ Date: _____

Physician's Address: _____

Physician's Phone: _____



Notice of Planned Absence

My child(ren), _____, will be absent from their classes
 from _____ (date) through _____ (date) all day **OR**, if only part of a day,
 enter time: from _____ to _____.

Grade _____ Teacher _____

Grade _____ Teacher _____

Grade _____ Teacher _____

The purpose of this absence is: Vacation Trip (one trip; up to 5 days) Church Retreat/Mission Trip (one trip; up to 5 days) Personal Day (2 days; can be split up) Other (please explain) _____

Parent/Guardian Signature _____ Date of Notice _____

Parent/Guardian email address _____ Phone _____

Important reminder: For **excused** absences, make-up work is the responsibility of the student to complete. The student will have the same number of days to make up the work as the absence. For **unexcused** absences, students will not receive credit for any work, tests, or projects missed.

-----DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY-----

DAYS 1 2 3 4 5

This absence is excused.

This absence has exceeded the permitted number of planned absences and is unexcused.

Director's Signature _____

Date _____

**HANDBOOK AGREEMENT
AND ACKNOWLEDGEMENT OF RECEIPT**

I hereby acknowledge that I have read, fully understand and agree to adhere to all of the policies contained in the Parent/Student Handbook. I will support the administration, teachers, and staff in the implementation of these policies.

Additionally, I understand, acknowledge, and agree that the Parent/Student Handbook may be changed or superseded by the Cornerstone Christian Academy Board of Administration at any time and will be appropriately communicated to families.

***Please review these policies with your student and have your student print or sign his/her own name.*

Family Name _____

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please detach this page and return it to the office by the first day of school.