

2018-2019
Cornerstone Christian Academy



Parent-Student Handbook

@CCAGranbury
(817) 573-6485
www.CCAGranbury.com

Welcome Message from Ms. Martinez - Head Administrator

Welcome to a new and exciting year at Cornerstone! This past year was unique as we watched the dream of a permanent facility come to fruition at our new property located at 5150 North Gate Road! We are extremely excited to enjoy such a wonderful blessing and have enjoyed it immensely. The F3 Capital Campaign of *Faith, Forward, Future* is not a thing of the past, but will continue this year as we continue to improve and add onto our facility. We are heartily working to improve the outside needs with field space, shade structures, but also planning technology and classroom upgrades!

It is without a doubt that Cornerstone operates fully focused under our mission statement *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. We work to prepare students in a Christ centered environment in all programs, in and out of the classrooms. Our efforts are wholeheartedly aimed at our Vision Statement which states.... *Each child will transform our world to reflect the character of Christ through their influence as **Salt and Light** (Matthew 5:13-16)*. To summarize, once our students are trained in all program areas at CCA, our end goal is to create young men and young ladies that will enter the world prepared to reflect Christ and in all that they do in life. We are excited to see how our graduating classes are moving through life with great success!

- Entering and graduating from University establishments such as University of Texas at Austin, TCU, Texas A&M College Station, Dallas Baptist University, University of North Texas, Abilene Christian University, Hardin Simmons, University of Mary Hardin Baylor, Missouri Bible College and University of Arkansas and so many more!
- We have had 1 young man compete as a Razorback in Rugby with 2 other Blue Cru athletes offered scholarships to play basketball, football and run track. 2 Lady-Cru volleyball players have moved on to play competitively at the collegiate level.
- Several of our young men entered directly into the armed forces and some are currently serving our country.
- A few students have studied abroad in the medical and archeology field. Several students have served in mission and ministry work both on local soil and abroad.
- The list goes on, and serves as an encouragement to you that our students not only make it to great colleges, but are thriving as they exit CCA and enter the next level of education and challenges.
-
- As we look into the academic arena, it is exciting to see the changes that God has orchestrated at CCA. We are always attempting to raise the bar in regard to improving our academics, to include our quality of teaching and the curriculum being taught. In this effort, it is exciting to know that many of our existing faculty and staff participate in book studies and training over the summer to improve their abilities to impact your child. Beyond this, teachers spend time improving lesson plans to keep them interesting, impactful and updated while also aligning with content standards. Additionally, change occurs by God's design, as He calls people to move, and then calls others to replace them in an effort to affect His plan. Our goal of improvement is internally driven, while also externally changed by the hand of God! As a parent, this is amazing confirmation that your child is in a Godly, but highly professional atmosphere that honor our mission and vision statements.

How exciting, this year of our new hires, all are state-certified in the areas they teach and have experience in those areas. But also, 6 of the 8 new CRU members have earned their Master Degrees! We have added teachers that have served in full-time ministry and overall, *in all of our existing teachers and new teachers, we see their love for the Lord*. Our people are passionate about serving the Lord, and do so in by focusing their love, dedication and hard work for their benefit. CONGRATULATIONS on choosing a great school for your child! We look forward to partnering with you and making this year the best one yet at Cornerstone Christian Academy - Home of the CRUSADERS!

Most Excited, Ms. Martinez

TABLE OF CONTENT

Contents

Welcome Message from Mrs. Martinez - Head Administrator	1
Table of Content	1
Introduction	5
History.....	5
Philosophy	6
Our Mission Statement.....	6
Our Vision Statement.....	6
Our Philosophy of Christian Education.....	6
Our Statement of Faith.....	7
Our Core Values	7
Equip for Spiritual Growth	8
Provide Challenging Academics	8
Admission Policies.....	9
Admission Criteria	9
Existing Family Recruitments	10
Admission Process.....	10
Re-enrollment.....	11
Conditions for Continued Enrollment	11
General Information	12
Nondiscriminatory Policy as to Students.....	13
Cornerstone Cru Kids Pre-school Program	13
Academic Policies	14
Curriculum	14
Accreditation	14
Academic Honor Rolls.....	14
Grading Policies / Report Cards and Progress Reports	15
Semester and Yearly Averages for E, S, and N	15
Citizenship Grading Policy	15
General Grading Practices	16
Homework Policy.....	17
Cheating Policy	18
Academic Probation.....	19
Retention Policy.....	20
Graduation Requirements and General Curriculum Info.	20
Student Records.....	25

Financial Policies and Program.....	26
Business / Banking Hours:	27
Tuition Payment Options	27
Past Due Accounts.....	27
“School Year” Defined	29
Attendance Policies	29
School Hours.....	29
Drop-Off and Pick-Up	29
Attendance Regulations	30
Excused Absences	32
Unexcused Absences (Truancy).....	32
Make-up Work.....	33
Tardiness.....	33
Early Pick-up from School	34
PE Attendance	35
General School Policies	35
Student Health and Safety	35
Field Trip/Transportation Policy	36
Class Parties.....	37
Lunch.....	37
Inclement Weather/School Closing	38
Homework.....	38
Lockers / Backpacks etc.	39
ELECTRONICS POLICIES.....	39
Telephones	44
Electronic Device Violations / Consequences	46
Student Drivers / Parking	46
Unauthorized Vehicles	47
Textbooks/Supplies	47
Policy Guidelines for Treating Difficult or Controversial Topics.....	48
School Integrity / Social Media.....	48
Student Character and Code of Conduct	49
Expectations	49
Philosophy of Discipline	49
Conduct Guidance	50
School Rules.....	50
Hall Rules.....	51
Playground Rules	52
School Pledges	52

Positive Behavior	52
Disciplinary Actions	53
Kindergarten through 5 th Grades	53
Grades 6- 12	54
Weapons and Threats of Violence	57
Drug Policy	58
Discipline Appeals Procedure.....	58
Parental Involvement	59
Parent-Teacher Conferences	59
Visitors and Volunteers Procedures and Dress Code	59
Classroom Observation	59
Chapel.....	59
Complaint Procedures	60
Uniform Policy and Dress Code.....	60
Clothing Retailers	61
Sweaters, winter coats, backpacks, and lunch boxes:	61
Make-Up (Cosmetics).....	61
Jewelry	61
Uniform Standards and for All Grades	61
Additional Considerations (Boys and Girls):	63
Extracurricular Activities.....	63
ACSI Activities	64
4-H.....	64
Athletic Teams	64
Withdrawal Policies.....	65
Withdrawal Process.....	65
Organizational Structure	65

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

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 Philosophy of Christian Education

Cornerstone Christian Academy, bound by 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 purpose 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 child's learning.

This educational program is designed for children whose parents are committed to a personal faith in the Lord Jesus Christ and are in agreement with the school'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." In a view 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 each individual. 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 are able to 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. 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 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; Corinthians I, 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 instill character development.

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

Instill Character Development

To assist students to discover, implement, and practice their talents

To prepare students to make wise, independent decisions

To teach students that they are responsible to God for their behavior

To develop respect for authority, self-discipline, and obedience

To teach and insist on courtesy, consideration for others, and encouraging those around us

ADMISSION POLICIES

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.

Admission 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.

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

A child 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 limited services and assistance to meet the specific needs of children with mild to moderate learning difficulties.

All students are subject to testing to verify academic position. A student will not be placed in a grade unless he tests on or above that grade level. Standardized test scores should be at the 70th percentile or higher. 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 must be predominantly in the A-B range with no recently acquired grades below 70 and be on or above grade level. Grades must remain at this level to continue at CCA.

All students must have a good disciplinary record. No student who is a known user of tobacco, alcohol, drugs, vaping, or foul language will be accepted.

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

Transfer grades 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, 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.

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, 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. Any subsequent recommendation will lead to an additional ***\$100*** credit, for the current school year. This offer applies throughout the same calendar school year, and will be credited to existing accounts the next month following the enrollment of the new family. For new families enrolled during open enrollment, the credit will be given the following school year. This is not applicable to families receiving financial aid.

Admission Process

- 1)** Enrollment is completed on-line at www.ccagranbury.com under the Admissions Tab. For new families that are interested, have them call for information (817-573-6485) or go to our web page and begin the admissions pre-application. In the initial communication, a tour will be scheduled with a CCA representative.
- 2)** Following the tour, schedule an appointment for pre-admission testing with the Assistant Administrator. Prior to or on the date of the testing, complete the *PRE-ADMISSION APPLICATION* on-line. *The following items need to be uploaded during this process:*
 - Completed Student Application Form
 - Official transcript or most recent grade report (students entering 1st grade or above)
 - Recent Standardized Testing Scores
 - Teacher recommendation form (if possible by testing time)
 - Testing fee of \$50 to be applied to enrollment fee if accepted
- 3)** Following pre-admission testing, the Assistant Administrator will review the file and make a recommendation to the CCA Head Administrator. If necessary, an interview may be scheduled with the Assistant Administrator and/or the Head Administrator. The parent(s) and the student **MUST** be present for this interview. If no interview is needed, or following the

requested interview, the family will be notified as to acceptance or rejection of the application as soon as possible.

- Once notified of acceptance, families will receive an e-mail with a link to complete the application process. Included in the process is a contract agreement regarding financial terms and an agreement for the necessary payment for admissions, and a subsequent tuition payment plan. The following items are needed for completion of the admissions application and will need to be uploaded or brought to the office for assistance.
- Student Handbook Acknowledgement of Receipt and Agreement
- Enrollment /Curriculum Fee (Non-Refundable)
- Pastoral Reference
- Legal Birth Certificate (Not one from the hospital)
- Current and complete immunization records
- Release of Records form for previous school
- Physician's report confirming students' fitness for school activity.

A hearing and vision screening for all grades, and a scoliosis screening for 6th grade and above are required if the permission form has not been signed for the student to participate in the annual screenings at school. The parent is responsible to submit updates for the student's file when any health data changes during the year.

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

Re-enrollment

Students at CCA must re-enroll each spring for the next school term on-line. A student is officially re-enrolled when the administration accepts the completed application, any necessary supporting documents and paid the enrollment fee. The administration reserves the right to withhold re-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 re-enrollment, must bring their accounts current in order to make payment towards enrollment for the following year. In these cases, a meeting with the Administrator or the Business Director 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 application forms
- Re-enrollment 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.

- Returning students must submit all application materials and the enrollment fee to the school office prior to the early admission deadline to receive priority placement on the class roles. They must be current on all financials before re-enrollment.
- 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 insure student's prompt and regular attendance.
- Parents must ensure a student's immunizations are current in order 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.

General Information

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

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

Re-enrollment for returning students and siblings usually begins March 1 for the upcoming school year. Returning students and siblings must have application materials and the enrollment fee turned in to the school office by the designated deadline to receive priority placement on the class rolls. Returning students and siblings without pastoral reference by the last day of school in the current year lose priority placement. Once received, the student will be placed back on the roll if an open spot exists.

Open enrollment for new students usually begins 1 month after re-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 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 not 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.

Nondiscriminatory Policy as to Students

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

Cornerstone Cru Kids Pre-school Program

Cornerstone's Pre-School is open to all families in the community at large. It is a ministry outreach to younger families who desire to have their child placed in a safe environment that is Christ-centered, yet licensed by the State of Texas. Minimum Standard Rules for licensed child-care centers are available in the school office for parental review. A parent may contact the local licensing office by calling 817-573-8612 or the child abuse hotline at 800-252-5400 (www.dfps.state.tx.us). Although a separately licensed establishment, it is considered a part of the Cornerstone Schools and those involved in our Pre-School are a part of the CCA family.

ACADEMIC POLICIES

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.

Accreditation

Since the school year 2007-2008, Cornerstone Christian Academy has been accredited 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.

Academic Honor Rolls

First through twelfth grades honor rolls:

“A” Honor Roll: A student receiving all grades of 90 or above each 6 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 6 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).

Administrator’s Honorary Scholar

High School students that earn a grade point averages of 4.0 or greater, for both 1st and 2nd semester separately, will receive The Administrator’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. (student attended and posted grades from CCA in each 6-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.
- 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 a full 2.0 year in order to be considered for the honor of valedictorian or salutatorian. "Full means that a student attended and posted grades from CCA in each 6-week grading period.
- G.P.A.'s are calculated at the end of the last trimester, following final grade reports, to determine these high stakes honors.

Often times 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 and Progress Reports

Every effort will be made to communicate with parents concerning academic performance. Progress reports will be issued electronically via RenWeb using email to inform parents of their student's progress midway through each grade period, usually 6-weeks.

Progress reports and each 6-week grade report will be ELECTRONICALLY sent at the end of the 3rd and 6th week of each grading period. The purpose of the progress report is to communicate to parents. A parent-teacher conference may be scheduled to discuss the report. 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 Averages for E, S, and N

Grades of E, S, and N will receive yearly averages using grades of E, S+, S, S-, and N.

Citizenship Grading Policy

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, student 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 6-week grading period, student 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 6-week grading period, student 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.	N/A
S	Satisfactory – Student meets the expectations and requirements set forth.	N/A
N	Needs Improvement – Student does not meet expectations and requirements set forth.	N/A

General Grading Practices

In general, in grades K-5, all elective classes, i.e., Art, P.E., Penmanship, Foreign Language, Computer and Music 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 administrator 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 alphabetic or through some alternative unique scale, will be converted into a numeric, 4.0 grade scale so as 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 home-schools, unaccredited private 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 alignment of state standards and state or nationally adopted curriculum. In this instance also, the Academic Dean, under the supervision of the Head Administrator, may administer an appropriate end of course exam to exempt a student from repeating 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 extra-curricular 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 students 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 their true academic, core and elective classes (i.e. Bible and Spanish).* Keep in mind that block scheduling exist 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.

All students are assigned homework on any given night. Wednesday are generally church nights for most families, and even with early dismissal, it is recommended that teachers lighten homework assignments on this night. Keep in mind however, that upper students who have block scheduled classes on Thursdays will need to plan ahead to avoid the scheduling conflicts that waiting to the last minute can create.

Cheating Policy

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 is carries very serious consequences. Plagiarism 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. A student must give credit to the originality of others and acknowledge an indebtedness whenever:

1. Directly quoting another person's actual words, whether oral or written
2. Using another person's ideas, opinions, or theories
3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. Borrowing facts, statistics, or illustrative material or
5. 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 does 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 and 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 extra-curricular activities
- A lower conduct grade for the grading period
- Loss of privilege to use electronic device for a time deemed appropriate by the administrator
- 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 Academic Dean and referred to the Assistant Administrator 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 Administrator 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 extra-curricular 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 Administrator.

Graduation Requirements and General Curriculum Info.

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 the 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 (26)	**Distinguished Diploma (27)
*Bible	4	4
English	4	4
Mathematics	4	4
Science	4	4
Social Studies	4	4
Electives	2.0	2.0
Fine Arts	1	1
Physical Educ.	1	1
Foreign Lang.	2	3
**Community Service Hours	10 hours each year for 40 hours.	15 hours each year for 60 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.

**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 amount 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.

****Students seeking a Distinguished Diploma must:**

- Complete the third year of the same foreign language
- Have a cumulative GPA of 3.0 or higher
- Earn 3.0 or higher in a minimum of 3 advanced courses (dual-credit / honors/ advanced placement) in 2 different subject areas.
- Serve 15 hours of community service hours per year that are separate from any NHS earned hours.

Honors, Dual Credit Courses

Dual Credit courses are available through our joint agreements with Weatherford College, Liberty University, Grand Canyon University, or other approved colleges or programs. Students may begin taking dual credit classes their junior year in English, 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 does not offer Advanced Placement courses, but 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 Administrative to count on a student's high school transcript and on a weighted scale of 5.0.
- 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), Terra Nova Test or any other summative assessment tool 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 administrator.

Summer Reading Program

Unequivocally, we at CCA believe that reading and writing 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 and writing 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.

Summative Assessment Programs

Standardized testing, as a result of the No Child Left Behind Act, is a very prominent part of the educational system and plays a major role in determining college entrance requirements. For this reason, CCA strategically plans and orchestrates pre-tests and testing timelines. Listed below are the series of test 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 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 test.

To assess student progress and assist them prepare for the all-important college entrance exams, all students in grades 3RD through 11th grades take the ACT ASPIRE. This test aligns with the College ACT exam and indicates if students are are track to meet college benchmarks as they progress through their educational years. This exam series is offered beginning 3rd grade. Kindergarten through 2nd grade will take the Terra Nova standardized tests 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	9 TH , 10 TH , *11 TH	Fall

	Preliminary SAT	*Qualifies student as national merit scholar	
ASPIRE	ACT Series Aptitude Achievement	3 RD -10 TH	Spring
Terra Nova	Aptitude Achievement	K - 2	Spring
**ACT and SAT	College Entrance	11 th and 12 th	Spring Junior year and early Fall senior year

**Families must pay for and take initiative to enroll in these college prep / entrance exams

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 that student's progress with the fundamental tools necessary for future success. Students who are identified to have areas of difficulty are addressed through tutoring hours before or after school. Our goal is to help students achieve the fundamentals of knowledge in order that the foundation is laid for higher level thinking skills that promotes growth, creativity and new ideas.

Test and Major Projects due Schedule (Secondary Students)

In an effort to help students manage their time, balance their studies and have the greatest opportunity for success, teachers are to schedule regular classroom exams according to days scheduled below. This policy only applies to classes that meet daily and are not on a block schedule.

Subjects	Days of the Week
Math and Science	Tuesday, Thursday
English and Social Science	Monday, Friday
Electives / Bible	As needed

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 3, 6-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*****

- 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 25% 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 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 trip, 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.**

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 Administrator 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 administrator 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

Administrator 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.

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 RenWeb throughout the year.

Before and After School Care: 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 p.m. until 6:00 p.m. Care is provided on days when school is in session based upon demand. For early release days (except on Wednesdays), child care is not provided and parents must make other arrangements. Families must be current financially in order to utilize this program.

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. Detailed product sheets are available upon request.

Supplies: In Grades K-8, with the exception of most textbooks, school supplies, are the responsibility of the student. Grades 9-12 must also purchase their own textbooks according to the list provided by the school. They must also provide an electronic device for which to complete class assignments on.

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. – 9:00 a.m., and 3:00 p.m. – 4:00 p.m. Additionally, students may come during their lunch hour to make purchases or pay for services. Any monies 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 using debit or credit cards. Please be sure to identify student name and a description of purchase in the appropriate space available.

Tuition Payment Options

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

Past Due Accounts

The CCA Delinquent Account Policy is in effect for the 2018-2019 school year. The policy is effective June 1, 2018 if accounts are past due. Otherwise, policy is effective after the first infraction.

It is the family's responsibility to contact an administrator (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 that another attempt will be made to draft the account and a missed payment fee of \$30 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 \$30 is added to the FACTS account. If the third attempt is missed, FACTS will notify the school secretary who will notify the Business Director and Head Administrator. The family will be requested to come to school and sign letter regarding failed FACTS collection attempt, amount due school and acknowledgement of receipt of Delinquent Account Policy. If a family becomes 30 days past due, the following will be in effect:

1. Until the account is brought current or fully paid, all students in the family may not participate in extracurricular activities and all trips (including but not limited to any sports practice, camp, tournament or be considered part of a CCA sports team as member, manager or otherwise, music, graduation ceremonies, Student Council, field trips, high school retreat, or other activities requiring overnight stay) regardless if infraction occurs after an activity/season has begun or payments towards these activities have been made. In those instances where payment has been made, refunds will not be issued. All students in the family may participate in class trips that are part of class work for a grade.

2. School records (including but not limited to diplomas, schedules, transcripts, report cards, test information) will not be released until the outstanding balance is paid in full. Renweb account will be deactivated.

3rd Failed FACTS Collection Attempt or 2 months behind on payments:

1. An administrator or designee will contact the responsible party, and a meeting will be set to occur within one week between the family and the CCA Finance Committee.
2. All sanctions in prior section (2nd failed attempt/problematic history) will be enforced.
3. All students in the family will be suspended (not allowed to be on campus) until account is paid in full.
4. If paid in full within 5 school days and case is reviewed and approved by the Head Administrator – absences will be “excused”. Schoolwork will be subject to policy covering same as found in Student Handbook.

4th Failed FACTS Collection Attempt or 3 months behind on payments:

All students in the family will be un-enrolled at Cornerstone Christian Academy. No records will be released until account is paid in full.

Payment Deadlines	Academy Policy
1st, 5th, 15th or 20th of the Month (According to your selection in the FACTS plan)	No Penalty – Thank You!
Late Fee	\$35 Late Fee to FACTS on the 2 nd attempt to draft account. Additional \$35 Late Fee to FACTS on the 3 rd attempt to draft the account.
30 Days Past Due	Administrator, or designee contacts family Child(ren) are excluded from extra-curricular activities
45 Days Past Due	Administrator sends a letter to the family. Meeting with Financial Committee Student may be removed from class, and refused services until account is paid.

	Administrator refer the matter to the School Board and dismiss the student
60 Days Past Due	Student removed from class attendance. Additional correspondence may be sent Administrator must make a recommendation on past due accounts and through board discussion, may dismiss the student.
Returned Check Fee	\$35 per Check

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

“School Year” Defined

For purposes regarding the financial and withdrawal policy, the term “school year” begins June 1 if registered in the spring (Feb. 1 – 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.

ATTENDANCE POLICIES

School Hours

8:15 a.m.	Campus opens and ALL students may begin drop-off
8:30 a.m.	School begins for all grade levels K-12 th grades
3:50 to 4:00 p.m.	School dismissed by all grade levels

Students not picked up within dismissal 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.

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. All Staff meet daily from 8:00 to 8:15 for morning prayer and devotion, and students arriving early disrupts this very important part of the days 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.

Upon arrival, students Kindergarten through 5th grades report to the designated area which could include the playground area, the open assembly area, or the gym. Grades 6th – 12th grades report to the designated hall area where they remain until 8:25 at which time, they report to their 1st period 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. 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 RenWeb 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.

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 Administrator for relief. It is the responsibility of the Parent to initiate such a petition. The Administrator will decide whether the student will be retained as stated by the policy or incur other penalty. The Head Administrator 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 school secretary 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 attendance clerk 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 make 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 ASPIRE 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.

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 Head Lice Impetigo Ringworm Scabies	Chickenpox* Common Cold 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

Excused Absences

The following reasons are valid for an excused absence for which the student will be allowed to make-up missed assignments:

- 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 The Administrator or Academic Dean
- *With “Parent Permission” due to family event, mission trip, 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 with 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 Administrator’s discretion)
- No notification from home
- Suspension
- Tardy to class more than 20 minutes

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.

Attendance Awards

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 throughout the year, and are eligible for additional special privileges.**

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

Excellent attendance = 1-2 absences and/ or tardies or partial day absences (the entire school year)

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

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 work that was given when they are absent. daily assignments for each day absent. Students will be responsible for long-term projects/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 s/he is 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, phone 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. Student 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 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 6-Week Reporting Period	Consequences
1 st Tardy	No consequence
2 nd Tardy	Student Detention(6-12) before or after school, or Child and Parent serves Detention (K-5)
3 rd & 4 th Tardy	\$25 Fine or work detention
5 th Tardy or More	\$ Fine + possible Administrative Action

Early Pick-up from School

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 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 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.

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.

GENERAL SCHOOL POLICIES

Student Health and Safety

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.

Minor first aid will be administered by school personnel. Serious injuries will receive first aid by the office or by the emergency service of the Granbury Fire Department and EMS. Parents are required to sign an authorization for emergency care, which identifies the physician and hospital preferred in the event that the parents cannot be reached. Parents should keep this information current by notifying the school of any changes.

Immunizations

CCA and the Texas childcare licensing regulations requires that each student's personal immunization record (showing dates and kinds of immunizations received for each student) be current and must be retained on file in the school 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 school activities. Parents will be

notified of the need to conduct visual, hearing, and scoliosis screening as required by the state. Parents are responsible for providing the school with the necessary documentation demonstrating that the screening was performed or sign the permission slip to participate in the routine screening performed at school in the fall.

Physicals for athletics are also required.

Medication

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

1. All prescription medication must be kept in the nurse's office. Over the counter medication for students must be kept in the nurse's office.
2. Parent/Guardian must complete an authorization for medication administration form before any medicine is given at school, including over the counter medications. Forms are available from the school office.
3. 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.
4. Prescription medicine must be received in the original container from the pharmacy labeled with the physician's name, the student's name, name of the medicine, dosage and times to be given.
5. 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 school office by school personnel who will record each administration. Students may not give any over the counter drugs to another student for any reason.

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.

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 two 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.

Class Parties

The classroom teacher and the administrator 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.

Students of all grades, High School included, are not allowed to bring glass containers and carbonated beverages. This includes any sodas, energy type drinks or highly caffeinated beverages. 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 trimester 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 a limited lunch period, students may not bring food back for younger classmen unless they are their sibling.

Inclement Weather/School Closing

Poor weather conditions may require that CCA close school for safety reasons. In the event that it should be necessary to close school or delay the opening, CCA will first send out a push notification, post on social media and our school website, send an email, and report its status on Dallas television stations on Channels 5 and 8. Parents should continue to monitor the status of school utilizing these sites. When weather threatens during school hours, parents will be notified as to the early closure of school.

Homework

Students at CCA will normally have homework. It is an integral part of the school program and aids students in advancing their studies. Reinforcement and drills are essential for mastering many skills, and additional attention to problem areas at home is of great value. Most often, students are given class time to finish assignments, but any work not finished in class will be sent home to be completed. For secondary students, homework often lays the foundation for the discussions and projects performed in class the following day. It is essential that students perform outside work in order to be engaging and contribute to the classroom-learning environment. Students are expected to complete homework assigned. Parents are expected to monitor their student's homework activity, but homework is for students, not parents. The following policies and guidelines are set forth to derive maximum benefit from the homework experience:

Homework must be turned in on time to receive credit. Failure to turn in homework in a timely manner will result in a reduced grade (which can be that of "F" or zero). It is felt that students must be taught the importance of meeting deadlines, a lifetime skill. The student will be required to do the assignment and may lose a privilege or have detention as deemed appropriate by the teacher.

Lockers / Backpacks etc.

Lockers are provided for most students in grades 7-12 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, in the hallways 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 p.e. clothes storage.

ELECTRONICS POLICIES

Acceptable Use Policy & Agreement

Cornerstone Christian School provides an exciting opportunity to enhance, support, and expand THE LEARNING CULTURE through the use of electronic information resources. 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, e-mail 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. 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 be 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 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/administrator 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 e-mail 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 in compliance with 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 such as Kazaa. 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 secret.

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, Xanga, or MySpace, 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 does 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 administrator 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 in the computer lab.
- Students are not to misuse or abuse hardware and will be responsible for repairs or replacements result 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 6th, 7th and 8th, may bring their own computers or mobile device for academic use with a signed permission slip on file from their parent or guardian. Students in grades 9-12 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. During our pilot program, eBooks 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 make arrangements 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 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.

Privilege Pass

The opportunity to participate in this BYOD opportunity is a privilege. Ultimately, instructors have the final authority on when and to what extent the device is used during class. Therefore, students are not granted any rights to use their device beyond the permission of faculty and administration at CCA. Students will be granted a Privilege decal for their laptop. This decal will grant students the privilege of using their laptop while on campus. Only students who have this decal will be able to use their device with Internet privileges while on the CCA campus. Any misuse of technology may result in the revocation of the Privilege decal. Students may not use their laptop to access the Internet without a privilege pass. Examples of Misuse: Examples would include, but are not limited to, any violation to the Acceptable Use Policy (AUP), sharing of any privilege granted to the student with other students who are not a part of the enrichment opportunity, or refusal to follow the directions given by CCA faculty and administration as it pertains to the use of a student's personal device.

Telephones/Smart Devices

Students are permitted to use the school telephone with permission and under supervision from their teacher or at the discretion of the office staff. Students who take advantage of this policy will be limited to emergencies only. Other telephones are for school personnel use and are off-limits.

PERSONAL CELL PHONES/SMART DEVICES are permitted for use by 6th-12th grade students under the following circumstances listed below. Failure to comply with the policy will result in the confiscation of the phone, assessment of fines and eventual loss of privilege.

- Students may only use THEIR OWN device outside of classroom times in common areas such as the hallways, lunch area, and in the Crusader Room (teen center).
- Students **MAY NOT** enter a classroom while on their device – either texting or talking. Students must remain in the hallway for these purposes.
- Students **MAY NOT** be late to class due to phone/device usage.
- Students must not be overly engaged in the use of their device to the point that they are generally non-social with their school mates, teammates, etc.
- Students may not share head phones using a device to listen to music, etc.
- Students must respect the management system of phones/devices that each teacher has in place in their individual classrooms. A teacher may allow use under their direct supervision while in class for instructional purposes, however, this is **AT THE DISCRETION OF THE TEACHER**. A student will be disciplined accordingly for failure to respect a teacher's protocols and rules. Teachers may have a phone storage system per each classroom, and students are expected to comply with the protocols set forth by the teacher.
- Phones/devices are never to be used in Chapel
- 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

- Students **MAY NOT** use their phone/smart device as a calculator, a clock or as a personal computer to assist in instruction **UNLESS** instructed to do so by their teacher. They **MAY NEVER BE USED DURING TESTING OR EXAMS**.
- Students **NEED TO CHARGE THEIR PHONES/DEVICES AT HOME**.
- Student's phones/devices must remain OFF OF THE WIFI SYSTEM so as not to log jam the system unless they are working on a specific school-based project that requires research using their phone/device.
- 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:

- o 1st Offense with full payment of \$25 cash
- o 2nd Offense with full payment of \$50 cash
- o 3rd Offense with full payment of \$100 cash and loss of privilege for the remainder of the school year
- Students found using another student's phone/device will be held to the following consequences:
 - o The phone/device will be confiscated and only returned to the parent of the rightful owner.
 - o The student will lose the privilege of using a cell phone for the remainder of the year
 - o The student will be assessed a fine according to it being the 1st, 2nd or 3rd offense as listed above
 - o Both students will receive a negative behavior entry and be subject to further discipline
 - o The phone owner will be charged with a phone/device violation and charged according to it being the 1st, 2nd or 3rd offense as listed above.

If a parent has an important message to send, it is preferred that they call the office to forward a message as opposed to sending a text message during non-approved times.

PLEASE SEE and SIGN the SIGNED ELECTRONIC DEVICE AGREEMENT

Electronic Device Violations / Consequences

1st Offense – Confiscation of Device / \$25 Fine paid in cash by student or parent for retrieval

2nd Offense – Confiscation of Device / \$50 Fine paid in cash by student or parent for retrieval

3rd Offense – Confiscation of Device / \$100 paid in cash by student or parent for retrieval / termination of use privilege

All violations will prompt a negative behavior entry into a student's records through RenWeb and may require additional consequences as per the discipline policy.

Student Drivers / Parking

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 parent in order to drive.
- Students in compliance will be issued a student parking permit, (cost \$5.00), 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 \$10.00 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.

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 resale them at the appropriate time and place. Regardless of ownership, students should not lose or abuse textbooks and supplies.

Supplies all grades: For grades K-8, parents will receive emailed lists. Students in grade 9-12 will receive information during their first class meetings. All students must bring Kleenex, sanitary wipes, 2 reams of notebook and copy paper to their homeroom advisor / teacher. Students may be required to replenish these items at the semester in January. **Elective courses may require additional fees.**

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.

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 reference themselves as being affiliated with CCA on any social media sites, such as YouTube, Instagram, Facebook, Twitter, Snap Chat, etc. or any blog sites, or any other public forum without prior permission from the school administrator.

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).

STUDENT CHARACTER AND CODE OF CONDUCT

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 or discipline is training that corrects a student and leads him from outside control to a spirit-controlled life. The word "discipline" comes from the word "disciple". It is our goal to assist parents in disciplining their children that they may become more Christ-like.

Expectations

Students of CCA are expected to develop and exhibit Godly character traits. Lower grade students will use the Honorable Character™ classroom management chart to specifically reference the following traits:

- **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 Thess. 5:15
- **Responsibility:** Each of us will give an account of himself. Rom. 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

Discipline is one of the most important lessons taught at Cornerstone Christian Academy. Discipline develops self-control and character. The following classroom rules and related scriptures are posted in each 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 administrator or teacher must approve all outside books, magazines, radios, CD's, tapes, eBooks, videos/ movies and computer software before use at CCA.
- The administrator must approve in advance the sale, barter or trade of any items at school. Unauthorized fundraising or solicitation is prohibited.
- The administrator 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. A fine of up to \$20 may be assessed for repeat offenders.

- 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 lunchroom until they are dismissed by their teacher and escorted out to the playground in an orderly manner or dismissed to recreational area or CRU center.
- 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

School Pledges

Listed below are the pledges that are cited on a daily basis by all 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.

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.

Disciplinary Actions

The administration has authorized exclusions, suspension, and expulsion as the most severe methods of disciplining students. The Administrator has the authority to use any means deemed most appropriate for the violations. Other methods of corrections such as points, detentions, or corporal punishment, 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 or after school and managed by a staff member. Parents will be notified prior to the time for the detention to be served. The times are not set for the convenience of the parent or the student, but they 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 student 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 extra-curricular activities when placed in ISS. A fee of \$60 must be paid for each day that a child is 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 the Administrator will immediately be handled by the administration.

Grades 6- 12

With the implementation of RenWeb, CCA is able to record all aspects of a student’s behavior utilizing this data base program. Parents are encouraged to monitor their student’s behavior on a regular basis using this tool. Through the use of RenWeb, 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 <i>(possible fine up to \$20)</i>
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
ELECTRONIC DEVICE VIOLATION	2

DIISRESPECT TO TEACHER	2
DESTRUCTION OF PROPERTY	2
FIGHTING	3
BULLYING / HARRASSMENT	3
PLAGARISM / 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 6-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 6-week period	Possible Consequences in a 6-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) E-mail 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 (\$60 per day) Mandated Parent conference / Student Study team meeting Behavior Contract Imposed Possible Daily progress report program Termination from all extra-curricular activities Unsatisfactory (U) Citizenship Grade

In 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 6-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.

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:

1. verbal harassment: derogatory comments, jokes, or slurs;
2. physical harassment: unnecessary or offensive touching or impeding or blocking movement;
3. visual harassment: derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures; and
4. 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 conducts 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:

Administration (Head Administrator, Assistant Administrator or Business Administrator)

Students may seek a staff member that they trust immediately. Students should never hesitate to communicate an uncomfortable situation in regards 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 the principal/administrator. The principal/administrator 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.

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.

Drug 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 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.

Discipline 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:

1. 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.**
2. 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 administrator.
3. 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.

PARENTAL INVOLVEMENT

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.

Visitors and Volunteers Procedures and Dress Code

All visitors to the school, including parents and volunteers, must sign in with the school administrator 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 as well as "Ministry Safe" training.

Classroom Observation

At least one parent is required to observe in his/her child's classroom for 1 hour per semester. 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.

Helping Students to be responsible

It is not unusual for students to forget items such as homework, p.e. clothes, band instrument, etc. when they come to school. It is also likely that they will want to have a parent deliver these items when forgotten. To assist students to become more responsible, the student is allowed two mishaps per semester whereby the parent may be contacted and the item brought to the school office. After 2 mishaps, the item, even if brought to school, will not be delivered to the student. The hope is that following 2 mishaps, the student will become more responsible when they are made to endure the natural consequence of their actions. The only exception to this rule is lunch.

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.

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.

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, an assistant administrator or the 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 reign on his tongue, he deceives himself and his religion is worthless." James 1:26 (NIV)

UNIFORM POLICY AND DRESS CODE

CCA has adopted a uniform policy and dress code based on the belief that a uniform results in higher discipline and academic standards by taking the emphasis off externals and placing it on internal values. All uniform items (except shoes, socks, belts, and CCA T-shirts) must be purchased from **Lonestar Uniforms in Arlington, Texas. Ordering info can also be found on the school website, www.ccagranbury.com.**

The dress uniform is to be worn on Chapel day and any special event as designated by leadership. Students may choose to wear the dress uniform or may wear any combination of casual uniform items on non-Chapel days. The field trip uniform or the dress uniform will be required for field trips, as determined by the particulars of each individual field trip and the person in charge.

Clothing Retailers

Lone Star Uniforms

2223 W. Park Row

682-270-8316

Sweaters, winter coats, backpacks, and lunch boxes:

Only CCA approved outerwear are 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 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 re-sale 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 uniform.

Uniform Standards and for All Grades

The CCA standard of dress is outlined below. 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.*

Grade Level	Boys	Girls
<p>All Grades: Required Dress (Chapel) Uniform</p>	<ul style="list-style-type: none"> ▪ Navy pants or shorts ▪ Gray/Navy monogrammed dri-fit for 6-12th ▪ Gray monogrammed polo for K-5th ▪ Optional white or navy undershirt ▪ All black shoe (including laces): Vans, Black boots or dress shoes ▪ Black Belt ▪ Black Socks ▪ Navy Fleece Jacket 	<p>Pre-K -4th Grades</p> <ul style="list-style-type: none"> ▪ Plaid jumper with Navy polo <p>5th – 12th Grades</p> <ul style="list-style-type: none"> ▪ Plaid skirt with navy monogrammed polo <p>*Skirt must be MODEST length, at or slightly above knee, not tightly fitted and must not be revealing when student naturally bends over and moves about.</p> <p>All Grades</p> <ul style="list-style-type: none"> ▪ Navy monogrammed polo ▪ ALL black shoe; closed toe and heel (no sandals, clogs or jellies) ▪ Modesty shorts to be worn under skirts and jumpers ▪ White, navy socks, black, blue or white tights, or knee highs.
<p>All Grades: Required Field Trip Uniform</p>	<ul style="list-style-type: none"> ▪ Navy monogrammed polo ▪ Khaki bottoms 	<ul style="list-style-type: none"> ▪ Navy monogrammed polo ▪ Khaki bottoms
<p>All Grades: Optional Casual Uniform</p>	<ul style="list-style-type: none"> ▪ Navy or khaki pants or shorts ▪ Polo shirt: short or long sleeve, light blue, gray, or navy ▪ Athletic shoes: casual shoes, closed toe and heel (No slipper style shoes) ▪ Socks: white or black ▪ Turtleneck: navy only ▪ Sweater or Sweater Vest: Navy pullover ▪ White or Navy t-shirt under polo ▪ Navy polar fleece jacket w/ monogram ▪ Navy Wind Jacket ▪ Belt ▪ 12th Grades may wear their selected choice of color polo 	<ul style="list-style-type: none"> ▪ Navy or khaki pants, short; jumper (Pre-K-4th) or skirt (5th and up) ▪ Polo shirt: short or long sleeve, light blue, gray, or navy ▪ Athletic shoes: casual shoes, closed toe and heel. ▪ Socks: white or navy ▪ Tights: black, blue or white, or knee highs. ▪ Turtleneck: navy only ▪ Navy polar fleece jacket w/ monogram or navy wind jacket ▪ 12th Grades may wear their selected choice of color polo
<p>Non-uniform Days or Functions</p> <p>If the student does not dress according to the “theme” day, the uniform is to be worn</p> <p><i>*Students with dress code violations will lose right to “non-uniform” dress days, in addition to other disciplinary actions.</i></p>	<ul style="list-style-type: none"> ▪ No bare feet or sandals are allowed ▪ No cut-offs of any kind may be worn ▪ No “fashionable” holes allowed in any clothing 	<ul style="list-style-type: none"> ▪ No bare feet or sandals are allowed ▪ No cut-offs of any kind may be worn ▪ No crop or tube tops, halters, strapless, or spaghetti strap dresses ▪ Transparent or see through materials are not to be worn. ▪ No mini-skirts or mini-dresses ▪ No “fashionable” holes allowed in any clothing

Additional Considerations (Boys and Girls):

- Students any age, may wear athletic shoes for chapel BUT THEY MUST BE ALL BLACK (laces, soles, etc.). Preferred chapel shoe for boys are Vans, Boots, or Dress Shoes.
- Belts must be worn at all times with uniform items that have belt loops.
- 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 student naturally bends over and moves about. (If too short, wear leggings underneath)
- Modesty shorts should be worn under 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 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).
- They 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.
- Hoodies are not allowed except in P.E. and on Friday spirit dress days.
- 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 kaki or navy Dickies brand pants/shorts.
- No Cargo shorts/pants for boys or skinny jeans for boys or girls.

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 compliment 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 Administrator. 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. CCA pays the registration fee and students pay their own participation fee.

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 swimming, track, basketball, cross country, and soccer, football, volleyball, softball, 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 athletic competition, CCA is a member of several Christian Athletic Fellowships. A student who participates in any interschool contest must conform to the eligibility requirements of these associations.

WITHDRAWAL POLICIES

Withdrawal Process

In order for a student to withdraw from CCA before the end of the school year, the administrator 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 the 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.

ORGANIZATIONAL STRUCTURE

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 Administrator 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 request.

Cornerstone Christian Academy

STUDENT-PARENT HANDBOOK 2018-2019 ACKNOWLEDGMENT FORM

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

Student Name: _____
(Please Print) Last First

Grade: _____

Student Name: _____
(Please Print) Last First

Grade: _____

Student Name: _____
(Please Print) Last First

Grade: _____

Student Name: _____
(Please Print) Last First

Grade: _____

My child have read the *2018-2019 Student-Parent 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 *Student-Parent 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

2018-2019 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 RenWeb. 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 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 e-mail 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 RenWeb. **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: _____