

Cornerstone Christian Academy



2020-2021

**Student
Handbook**

1.0 **Who We Are**

Cornerstone Christian Academy is part of the ministry of Cornerstone Church. It was born from the vision of Robert and Renee' Griffith. Pastor Crosswhite and Cornerstone Church believe in developing Christian leaders for the future of our nation and that Christian education is a worthwhile endeavor. From its origin, the goal has been to provide a "quality Christian education that builds godly character."

Renee Griffith is the principal of Cornerstone Christian Academy and has been given the sole decision-making authority. Renee Griffith earned her A.S. degree from Mitchell Community College and earned her B.S from Mountain State University.

Cornerstone Christian Academy holds two accreditations. We hold one national accreditation from *The Association of Christian Teachers and Schools*. The second accreditation is an international accreditation with *The National Council for Private School Accreditation*. The school has also earned Model Status with Accelerated Christian Education. These recognitions make Cornerstone Christian Academy one of the top Christian schools in NC and in the top 10% nationally. Cornerstone is North Carolina's premiere, individualized, College preparatory academy.

The Board of Directors for Cornerstone of Victory Church, Inc. serves as the sole Board for Cornerstone Christian Academy and all ministries.

1.1 Mission Statement

Cornerstone Christian Academy, CCA, provides a Christ-centered environment of academic excellence, where staff works in partnership with families to develop students who will know and serve the Lord Jesus Christ with all their heart, mind, and strength. The church mission statement, "LIFE – Live free, Invest Now, Find your purpose, Engage your world," is facilitated through the ministry of the academy. "Learning Today, Leading Tomorrow" is the mission statement of Cornerstone Christian Academy. CCA's mission statement, together with the mission statement of the Church provide the foundation upon which all decision are made.

1.2 Philosophy Statement

The philosophical vision of CCA is rooted in the Christian view of life. We celebrate the Triune, God as the author of all truth and reality as He is revealed in Scripture and creation. The center of a student's education is Jesus Christ through whom all other learning must be viewed and integrated. He is both the reason and source for learning. The design for Christian learning integrates increased understanding of the natural world, human history, culture, and the arts with increased personal knowledge of God revealed in Christ and understood through the Scriptures.

As a school, we depend on the Holy Spirit to do His work of illumination. However, because sin entered God's universe and man exists with a fallen nature, and the fall has damaged man's ability to learn and know we rely on God's grace which allows men to understand the truth and reality, and fulfill some of his creative potential.

CCA, as an educational institution, believes bringing up a child in Christ-likeness is primarily the responsibility and biblical duty of the parent. Our school exists to assist in that education but will never replace the role of the family. We work in partnership with the family as we work through our shared commitment to the student's upbringing. That commitment is expressed in a mutual desire to see each child's character transformed to reflect the image of Christ and impact the world in his calling, family, and community.

While in this process of transformation, CCA seeks to develop the potentiality of each student. Each child is uniquely created, possessing gifts, which enabling him or her to reflect upon his

own purpose within God's plan and world. As a matter of stewardship, instructional strategies are built on the child's strengths, talents and limitations, preparing him or her to confront life's intellectual, philosophical and creative challenges with well-reasoned faith.

While exploring the sciences, mathematics, language arts, humanities, technology, culture and extracurricular activities, we seek to nurture the student's maturity in leadership, self-discipline, personal and social development. This process can truly happen only through the application of Scripture and by placing God, not man, at the center of learning. In understanding God's sovereignty over all creation, we recognize all truth as coming from God. Our program of faith and learning integrates Biblical principles, character development, and challenging academics into one curriculum, striving to stimulate a life-long love of learning, a biblical world view, and Christ-like thinking in all settings.

2.0 **Goals of CCA**

With Christ as the center and source, in partnership with the family in helping students realize their unique reflection of God's image, CCA has the following goals for each child.

2.1 Spiritual

- Know that God is the Creator and Author of all truth.
- Know what it means to have a personal relationship with Jesus Christ and to demonstrate an authentic Christ-like spirit.
- Be able to defend their faith in a clear and logical way.
- Know God's Word and its doctrines, and be able to apply the moral and ethical principles of Scripture.
- Know that their personal identity and self-worth are based on Christ.
- Identify and apply their spiritual gifts: encouraging, giving, leading, serving, and teaching. (Romans 12)
- Know and practice the Christian disciplines including prayer, worship, study, and discipleship.
- Be able to lead a non-Christian to a personal relationship with Christ.
- Demonstrate self-discipline, responsibility, and submission to God and all biblical authority.

2.2 Academic

- Use a Biblical world view to acquire, interpret, analyze, synthesize, evaluate, and apply new ideas and information.
- Confidently and creatively take part in all processes of communication involving writing, speaking, reading, and listening activities.
- Respond in a Christian manner as they consider and encounter the fine arts and other media.
- Develop study skills and disciplines, enabling them to become lifelong learners.
- Be able to demonstrate critical thinking skills and to apply them in every day situations.

2.3 Personal, Social, and Physical

- Exercise the ability to lead and follow, perceiving their role in a community and humbly filling that responsibility.
- Treat all people with respect, love, and grace, regardless of age, ethnicity, gender, faith or belief.
- Accept responsibility and the consequences for their own choices and actions.
- Recognize that their body is the temple of the Holy Spirit and know how to maintain purity, health, and well-being.

- Have an instilled sense of stewardship and responsibility to God’s creation and provision.
- Recognize the value of competition, sportsmanship, and fair play.
- Effect and respond to change with courage and conviction.

3.0 **Cornerstone Church Statement of Faith**

A. **The Scripture.** The Bible is the inspired Word of God, the product of Holy Men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine (II Timothy 3:16; I Thess. 2:13; II Peter 1:21).

B. **The Godhead.** Our God is One, manifested in three persons—the Father, the Son, and the Holy Spirit (Philippians 2:6; Matthew 3:16-17).

God the Father is greater than all; the Source of the Word and the Begetter (John 14:28; John 16:28; John 1:14).

Jesus is the Son of God, One with the Father, the Word flesh-covered, the One Begotten, and has existed with the Father from the beginning (John 1:1; John 1:18; John 1:14; John 10:30).

The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).

C. **Man, His Fall and Redemption.** Man is a created being, made in the likeness and image of God, but through Adam’s transgression and fall, sin came into the world. “All have sinned and come short of the glory of God.” “As it is written, there is none righteous, no not one.” Jesus Christ, the Son of God, was manifested to undo the works of the devil and gave His life and shed His blood to redeem and restore man back to God (Romans 5:12; Romans 3:9-10, 23; I John 3:8; Galatians 3:13,14).

D. **Eternal Life and New Birth.** Man’s first step toward salvation is Godly sorrow that worketh repentance. The new birth is necessary to all men, and when fulfilled produces eternal life (II Cor. 7:10; I John 5:12; John 3:3-5).

E. **Water Baptism and Communion.** Baptism in water is by immersion and is a direct commandment of our Lord, and is for believers only. The ordinance is a symbol of the Christian’s identification with Christ in His death, burial, and resurrection (Matthew 28:19; Romans 6:4; Col. 2:12; Acts 8:36-39).

The following recommendation regarding the Water Baptismal formula is adopted, to-wit:

“On the confession of your faith in the Lord Jesus Christ, the Son of God, and by His authority, I baptize you in the name of the Father, Son and of the Holy Ghost, Amen.”

F. **Baptism in the Holy Spirit.** The Baptism in the Holy Ghost and Fire is a gift from God as promised by the Lord Jesus Christ to those who are believers in this dispensation and is received subsequent to the new birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance. (Acts 1:8; Acts 19:1-7; Acts 2:38-39; Acts 2:4; Matthew 3:11; John 14:16-17)

G. **Sanctification.** The Bible teaches that without Holiness no man can see the Lord. We believe in the doctrine of sanctification as a definite, yet progressive work of grace, commencing

at the time of regeneration and continuing until the consummation of salvation (Hebrews 12:14; I Thes. 5:23; II Peter 3:18; II Cor. 3:18; Philippians 3:12-14; I Cor. 1:30)

H. **Divine Healing.** Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith, and by laying on of hands. It is provided for in the atonement of Christ, and it is the privilege of every member of the church today (Mark 16:18; James 5:14-20; I Peter 2:24; Matthew 8:17; Isaiah 53:4-5).

I. **Resurrection of the Just and the Return of Our Lord.** The Angels said, “This same Jesus shall so come in like manner.” His coming is imminent. When He comes, “The dead in Christ shall rise first; then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air” (Acts 1:11; I Thes. 4:16-17).

Following the tribulation, He shall return to earth, as King of kings, and Lord of lords and together with His Saints, who shall be kings and priests, He shall reign a thousand years (Rev. 20:6).

J. **Hell and Eternal Retribution.** The one who physically dies in his sins without Christ is hopelessly and eternally lost in the lake of fire and therefore has no further opportunity of hearing the Gospel or for repentance. The lake of fire is literal. The terms “eternal” and “everlasting” used in describing the duration of the punishment of the damned in the lake of fire, carry the same thought and meaning of endless existence as used in noting the duration of joy and ecstasy of the saints in the presence of God (Hebrews 9:27; Rev. 19:20; Hebrews 6:1-2).

K. **Communion—The Lord’s Supper.** We partake of the Lord’s Supper to show the Lord’s death till He comes (I Cor. 11:23-31). The bread symbolizes the Lord’s broken body (Is. 53:5; I Cor. 11:24). The cup represents the new covenant in His blood which provides us forgiveness and relationship with God (Heb. 9; I Cor. 11:25). We judge ourselves and realize that this is our salvation and receive it (I Cor. 11:28-30) for if we receive it unworthily—without giving it honor as our salvation—we are guilty of the body and blood of the Lord (I Cor. 11:27).

L. **Laying on of Hands.** A simple belief that power or anointing or any other necessary quality can be transmitted from one person touching another. Laying on of hands was practiced by the Levitical Priesthood. Jesus practiced it in Mark 10:13-16 as a blessing, and is our grounds for baby dedication instead of baptism. Laying on of hands for healing (Mark 5:22, 23, 41; Mark 5:28-31; Acts 28:8; Acts 19:11,12); laying on of hands to confer office (Acts 6:2-6); laying on of hands to receive the Holy Ghost (Acts 8:16-18); laying on of hands to believe words spoken, to receive anointing, and to cultivate the anointing (I Tim. 4:14); laying on of hands for ordination to consecrate and receive the necessary ministry tools (I Tim. 4:14).

4.0 **Non-Discriminatory Policy**

CCA is a selective admissions school looking for students whose lives and achievements best exemplify the mission of our school. CCA is a private institution and reserves the privilege of setting and maintaining its own standards of conduct, dress, and cleanliness.

CCA does not discriminate on the basis of race, gender, disability, economics, country of origin, or ethnic background. We reserve the right to deny admission to any student whose abilities or attitudes do not match the spiritual and philosophical mission of CCA. Enrolled students who admit to or display lifestyle choices that are not in accordance with the Christian values and beliefs taught and expected at CCA may be suspended or expelled.

Cornerstone Christian Academy is a ministry of Cornerstone of Victory Church, Inc. CCA belongs to Cornerstone of Victory Church, Inc. The staff of CCA answers directly to their Supervisor who answers to the Principal who answers directly to Pastor and the board of the church. Pastor Grover Crosswhite is the head of the church. The board of Cornerstone of Victory Church, Inc is responsible for the supervision of Cornerstone Christian Academy.

5.0 Admissions Policy

Admission to Cornerstone Christian Academy is a privilege and not a right. Parents will receive an information packet with all the required information to enroll their child at Cornerstone Christian Academy. After an interview and once all required enrollment information is received the parent will be notified of acceptance in the academy. The student will then be given a battery of academic test which may include a computerized diagnostic test, standardized testing, and an IQ test. If acceptance is given and a seat is not available, the student will go on a waiting list.

5.1 Admission Policy

The Following abilities and attitudes will be evaluated to determine continued enrollment. A student should demonstrate the ability to handle the academic level of the school by passing all core subjects. The student has displayed a good attitude and Christian character in his/her relationship with teachers, students and staff. The student has accomplished all requirements or conditions established at the time of enrollment by the Administration with the student and parents.

We understand that parents are the ultimate educators and are responsible to God for the education of their children. This responsibility is shared with CCA during school hours when the Biblical directive to raise children in the nurture and admonition of the Lord (Ephesians 6:4) is transferred to the teacher. Parents, teachers and the church are partners in teaching the children at home, at school and at church with the consciousness that all truth comes from God (Colossians 2:3). Godly precepts and truths practiced and taught at home should be consistent with those adhered to at school and at church.

Students entering the K5 Learning Center must be able to score 80% or higher on the Reading Readiness test.

New students entering first grade or students who are transferring from other schools will be expected to take an entrance examination as part of an overall screening process. Should the student be accepted and his/her accomplishments as shown by the test and/or previous grades be on the grade level to which the student has been promoted, then the student will be admitted to that grade. However, should the student's accomplishments as indicated by the test and/or previous grades be on a lower level then acceptance and grade placement determination will be made by the school.

Enrollment for the coming school year usually begins in February; present students at the school and other family members having the first option to enroll or to re-enroll before enrollment is open to the public. **Enrollment as a student at Cornerstone Christian Academy does not guarantee re-admission or continued enrollment. The school reserves the right to deny admission or continued enrollment to any student whose actions, academic progress, parent support, student and parental behavior demonstrate that it is not in the school's best interest to allow admission or continued enrollment.**

5.2 Re-Enrollment Policy

Every student is required to apply each year for re-enrollment. Re-enrollment forms are sent home in January of the current school year and must be returned by the designated date on the form. Failure to return the re-enrollment form may result in non-acceptance for the upcoming school year. There is a monetary fee for re-enrollment. Failure to pay the re-enrollment fee may result in non-acceptance for the upcoming school year. Returning the re-enrollment form and fee does not guarantee your child a seat for the upcoming school year. Any student not allowed to re-enroll will be notified in writing.

5.3 Withdrawal Policy

A student may withdraw from Cornerstone Christian Academy with a written 10 day notice. Fees for tuition will continue to accumulate until the last day of the written notice. CCA has the right, for any reason, to ask the student to withdraw. This provision is separate and apart from suspension or expulsion under the school's discipline policies. Permanent records will not be released for any student whose account has a past due balance.

6.0 **Financial Policies**

We appreciate the financial support of each family and we realize this ministry would not be possible without you. We desire to work with each family to assist in meeting financial obligations. In order for the school to meet its financial obligation we appreciate your prompt and faithful commitment.

6.1 Tuition

Tuition is an annual rate divided into 10, 11, or 12 equal payments. Tuition statements are sent home prior to the 20th of the prior month. Tuition is due on or before the 25th of the prior month. For example, August tuition is due on or before July 25th. A late fee of \$25.00 will be added to any statement not paid by the 25th. Failure to pay by the 30th of each month will result in the withdrawal of the child until paid in full.

6.2 Material/Enrichment Fee

There is a \$50.00 material fee per subject. You will be billed for your child's material in June. Some children will complete more than one year of school work in a given school year. If a child completes more than a year of school work, you will be billed \$5.00 for each PACE a child completes over one year of work. If a student does not make a passing grade of an 80% or better on a PACE test the child will be required to repeat the material. You will be billed \$5.00 for any repeat PACEs. All PACEs are the property of Cornerstone Christian Academy.

6.3 Application Fee

Application fees are non-refundable and due upon the submission of an application for enrollment.

6.4 Lunch

Each week your child may participate in our lunch program. Lunch menus are sent home on Monday. You may pick the day of the week you would like to participate. Lunch forms and money must be turned in by due date. Lunch menus turned in without money will not be processed and may mean your child's lunches may not be ordered.

6.5 Before/After School Fee

Fees are charged for before and after school care. Before school is defined as arriving between 6:30-7:30 am. After school is defined as any hours after the school day ends. After school begins at 3:00 pm Monday through Thursday and 2:00 pm on Friday. Before and after school fees are billed at a rate of \$4.00 per hour per for one child and \$8.00 per hour for families with

more than one child in after school. After school care is only available for students in learning centers K –JLC2. Please inquire at the school office for a monthly rate.

6.6 Program Fees

CCA offers a variety of academic enrichment programs in which your child may participate. There is a small fee associated with each enrichment program. If your child would like to participate in any program, there will be opportunity for you to sign up during orientation. The monthly participation fee will be added to your monthly invoice and is due on or before the 25th of the month prior. Below are the extra-curricular activities your child may participate in along with any fees charged.

Taekwondo	\$30.00 per month plus uniform
Girls on the Run	TBA
Archery	\$300.00 per year
Music lessons	\$15.00 per lesson
Jr. Competition	\$150.00 per year
Regional Competition	\$220.00 per year
International Competition	TBA
Drama club	TBA
Summer camp	\$125.00 per week
Summer school	\$125.00 per week
Robotics camp	\$125.00 per week
Choir	TBA
Mind lab	\$72.00 per month
After School Care	\$4.00 per hour
Bible Club	TBA
Study Hall	\$72.00 per month
Sign Language	\$30.00 per month

6.7 Non-sufficient Fund Fee

Any checks returned for non-sufficient funds will be charged a \$25.00 fee. If the check is returned after the 30th of the month the child will be unable to return to school until all outstanding fees are paid.

6.8 Graduation Fee

There are certain fees associated with kindergarten and high school graduation. These fees may vary depending on the cost of cap, gown and diploma. You will be billed for any graduation items.

6.9 Enrollment Fee

A non-refundable application fee is due upon submission of an application for enrollment. If accepted as a student at CCA the remaining non-refundable enrollment fee is immediately. Until all enrollment fees are paid, a child's space will not be secure and may be filled by another family. Enrollment fees are \$150.00

6.10 Re-enrollment Fee

Every student must apply for re-enrollment. Unless a student applies for reenrollment, they will not automatically be enrolled for the upcoming school year. There is a re-enrollment fee which must be paid with the application for re-enrollment.

6.11 Testing Fee

When a new student is accepted into CCA there is a diagnostic testing fee. In addition, we may give your child a Standardized Achievement Test and/or an IQ test. When Standardized Testing is required by the State of NC or determined necessary by administration you will be charged an additional amount for any required test. Students may be given a standardized achievement test in the fall or upon enrollment upon the discretion of the Administration. Admission testing fees range from \$50-\$100 and standardized testing fees range from \$50-\$200.

7.0 Academic Policies

7.1 Curriculum

A.C.E. provides the most self-instructional, mastery-based curriculum available. Some distinctive of the Accelerated Christian Education program are as follows

- Places child at exact academic level based on his ability through diagnostic testing
- Incorporates goal setting, Godly character building, and Biblical principles.
- Utilizes multimedia and computer technology
- Offers a superb education that is affordable
- Encourages parental involvement
- Stresses uniqueness of every individual
- Teaches critical thinking skills
- Produces academic excellence

7.2 Grades and Grading Policy

Parents are naturally interested in the quality of work their students complete in school. At the end of each nine-week period, report cards/progress reports are provided to parents. The student is the one who determines the quality of his work. The following grading system is used at CCA.

A	94%-100%	consistent superior work
B	88%-93%	exceeds minimum standard
C	80%-87%	meets minimum standard
D	below 80%	below minimum standard (must repeat work)
Inc.	Incomplete	not enough PACE work to meet minimum requirements

7.3 Academic Balance

One distinctive of an A.C.E. school is academic balance. Academic balance helps students achieve daily goals, which allows them to achieve weekly goals thus staying on track the entire year. In order to achieve academic balance, the student is required to complete one PACE in each subject every three weeks. You are able to quickly assess your child's progress by viewing the progress chart in their desk. Students who do not reach academic balance may be required to attend after school tutoring, mind lab, and Saturday school or summer school.

7.4 Learning Centers

Upon enrollment and acceptance to Cornerstone, students are placed in a Learning Center based upon their academic abilities, social and behavioral skills, and maturity. Learning Centers are typically arranged by age and grade. Age and grade are considered; however, they are not the only factors considered when placing a student in a Learning Center.

K4	ages 3-5 who have tested not ready for K5 advancement
K5	ages 4-7 who are ready to learn to read
PLC	level 1
ILC	levels 2-3
ELC	levels 3-4
JLC 1	levels 5-7
JLC 2	levels 6-8
ULC 1	levels 7-9
ULC 2	levels 9-12

7.5 Report Cards

Report cards are issued at the end of each nine weeks.

7.6 Honor Roll

We encourage each student to reach for every academic achievement available to them. One such achievement is honor roll. Earning honor roll represents a student's diligence and hard work. Unlike other academic institutions where honor roll is awarded based on grade point average only, Cornerstone Christian Academy has additional requirements for a student to earn honor roll. In addition to maintaining the required grade point average, the student must meet certain academic requirements and memorize the previous months Scripture passages. Failure to meet all three requirements will make a student ineligible for honor roll.

7.7 Graduation

90% of all work must be completed before graduation in order for a student to walk with the graduating class. All outstanding balances must be paid in full before a student will be eligible to receive a diploma. All required work and assignments must be completed before a diploma will be issued.

Graduation Requirements			Minimum
General Preparatory Diploma			Credits
Core Subjects	Course	Credits	Required
Math	Algebra I	1.00	3.0
	Geometry	1.00	
	Advanced Functions & Modeling	1.00	
	Algebra II	1.00	
	Trigonometry	0.5	
	or Calculus	1.00	
English	English I	1.00	4.0
	English II	1.00	
	English III	1.00	
	English IV	1.00	
Social Studies	World Geography	1.00	2.0
	World History	1.00	
	American History	1.00	
	Civics/Economics	1.00	
Science (Labs Required)	Biology/Lab	1.50	3.0
	Physical Science/Lab	1.50	
	Chemistry or Physics	1.0/1.0	
Bible	New Testament Survey	1.0	2.0
	Old Testament	1.0	
	Life of Christ	1.0	
	New Testament	1.0	
	Church History	1.0	
Non-Core			
	Computer Science	0.5	
	Speech	0.5	
	Music	0.5	
	Foreign Language	2.0	
	Health/Physical Education	1.0	
	Business Math	1.0	
	Basic Art	1.0	
	Advance Art	1.0	
	Choir	1.0	
	Journalism	1.0	10.0
	Total Minimum Credits		23.0

Graduation Requirements**College Preparatory Diploma**

Core Subjects	Course	Credits	Credits Required
Math	Algebra I	1.00	3.5
	Geometry	1.00	
	Algebra II	1.00	
	Trigonometry	0.5	
	or Calculus	1.00	
English	English I	1.00	4.0
	English II	1.00	
	English III	1.00	
	English IV	1.00	
Social Studies	World Geography	1.00	3.0
	World History	1.00	
	American History	1.00	
	Civics/Economics	1.00	
Science (Labs Required)	Biology/Lab	1.50	3.0
	Physical Science/Lab	1.50	
	Chemistry or Physics/Lab	1.5/1.5	
Bible	New Testament Survey	1.0	2.0
	Old Testament	1.0	
	Life of Christ	1.0	
	New Testament	1.0	
	Church History	1.0	
Non-Core			
Computer Science		0.5	
Speech		0.5	
Music		0.5	
Foreign Language		2.0	
Health		0.5	
Physical Education		2.0	
Basic Art		1.0	
Advanced Art		1.0	
Choir		1.0	
Journalism		2.0	10.0
	Total Minimum Credits		26.0

Honors Preparatory Diploma			Credits
Core Subjects	Course	Credits	Required
Math	Algebra I	1.00	4.0
	Geometry	1.00	
	Algebra II	1.00	
	Trigonometry	0.5	
	Calculus	1.00	
English	English I	1.00	4.0
	English II	1.00	
	English III	1.00	
	English IV	1.00	
Social Studies	World Geography	1.00	4.0
	World History	1.00	
	American History	1.00	
	Civics/Economics	1.00	
Science (Labs Required)	Biology/lab	1.50	4.0
	Physical Science/lab	1.50	
	Chemistry/lab	1.50	
	Physics/lab	1.50	
Bible	New Testament Survey	1.0	4.0
	Old Testament	1.0	
	Life of Christ	1.0	
	New Testament	1.0	
	Church History		
Non-Core			
	Computer Science	0.5	
	Speech	0.5	
	Music	0.5	
	Foreign Language	2.0	
	Health	0.5	
	Physical Education	2.0	
	Basic Art	1.0	
	Advance Art	1.0	
	Choir	1.0	
	Journalism	2.0	10.0
	Total Minimum Credits		29.0

7.7 Achievement Test

State law requires that we test students in grades 3, 6, 9 and 11. Any student who receives any scholarship from the state of North Carolina is required to be tested annually. Cornerstone Christian Academy uses the Iowa Achievement test to facilitate this requirement. The Administration may wish to test students in other grades. The cost to administer the test is the responsibility of the parent. Results of the test will be made available by request.

7.8 Homework/Assignment Policy

Homework is a valuable aid in helping students make the most of their school experience. CCA defines homework as an independent activity to be accomplished outside of the school day and without teacher assistance in order to reinforce concepts learned in the class. Some homework may require parental assistance. Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibilities, develops positive study habits and helps parents stay aware of a student's work. Effective use of homework requires cooperation among administration, teachers, students, and parents.

Students who learn quickly and apply themselves during the school day will have comparatively less homework than other students. Some will find it necessary to spend more time doing homework to keep up to grade level. The amount of evening study will be greatly affected by effective time management during and immediately after the school day. Homework assignments will be left up to the discretion and judgment of each teacher.

The parent has a responsibility in assisting the student with his homework by providing a time and place with an atmosphere that encourages concentration upon the work to be done. Parents should encourage their child by showing interest in and affirming the importance of doing quality work on assignments.

Any homework assignments will be indicated on a homework assignment slip. Homework slips should be signed and returned to the school the day after they are issued. Parents should check their child's folder every day (K4-JLC 2) for correspondence from the teacher.

Incomplete homework will result in one demerit per subject. All homework is counted incomplete that is not finished by 9am. Students may be required to complete incomplete homework in the red room. The red room is a designated area which is supervised by a staff member. Children in grades 4-12, who have incomplete homework, may be required to remain in this area once homework is completed or at lunch time, whichever comes first. The student's breaks and interactions with other children are limited during time spent in the red room.

If a student has more than 2 days of incomplete homework in a week, they will earn additional consequences such as losing privileges, parent/teacher conference, detention, suspension, etc. The student must attend mind lab every day until the homework is completed. The appropriate charge for mind lab will be added to the child's school account.

A parent may come to the school and request permission to access their student's locker or desk in order to obtain any necessary PACE's, notebooks, or other material their student might need in order to complete assignments at home.

7.9 PACEs

1. All PACEs are the property of the school; however, they are the responsibility of the student during the period of issuance.
2. A student who loses a PACE will be required to begin the PACE again. The cost of the additional PACE will be the parent's responsibility.

7.10 Retaking Failed Course Work

In PACE 1001-1036, the student will be required to repeat the PACE if they score below 90%. In PACE 1037 and above, the student will be required to repeat the PACE if they score below an 80%. Any PACE's a student must repeat will be billed to the parent at a rate of \$5.00 per PACE.

7.11 Scripture Memory

The students have ten passages of Scripture they are required to memorize every school year beginning in August and ending in May. Scripture memory is not an optional part of the academic program. The Bible admonishes believers to "hide God's Word in their hearts." Willfully refusing to memorize Bible scriptures will be viewed as a major conduct violation and the student may be subject to discipline under those policies.

7.12 **Student Records**

Student records are maintained for the benefit of the student and are used for instruction, career development, guidance, and educational placement.

7.12.1 **Student Records Shall Include:**

1. All academic records including transcripts of grades and quarterly grade reports, record of attendance, progress reports, achievement test records, and records of health as required by state law.
2. All behavioral records including psychological testing, personality evaluation, letters to parents, records of conversations, written transcripts of incidents, and formal administrative actions (i.e. suspensions or expulsion) taken relative to a student.

7.12.2 **Release of Records**

1. All student records maintained by the school shall be made available for inspection by the parents and guardians. Upon written request, these records will be made available only in the presence of a school official.
2. Student records will only be forwarded to another school upon receiving a written request.
3. The administration may withhold report cards, diplomas, or other records if the student owes a fee or has lost or willfully damaged school property until the amount owed is paid in full.

7.12.3 **Custodial/Non-Custodial Parent Access to Records**

Administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.

Outside of the school community, only the person(s), usually the parent(s), who have legal responsibility for the student may have access to the student records.

Any parent or adult student desiring to inspect a student record shall address the request to the administration in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is to be

placed upon the relationship of all known factors influencing the educational development of the student.

The Administration, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the above rights, the custodial parent will be responsible to submit a copy of the court order which curtails these specific rights.

With the exception of "directory" type information (name, address and phone number), the school will not release the information contained in the student's record to other parties without the prior written consent of the person legally responsible for the student.

According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement official upon the issuance of a subpoena or court order.

The Administration presumes that the person who enrolls a student in school is the student's custodial parent. The Board, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's rights to be kept informed of the student's school programs and activities.

The student is not permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent or court order.

8.0 **Confidentiality Statement**

There may be a need for some in our student body to receive counseling for academic, behavioral, and/or personal reasons. To further this ministry, parents and students need to understand the following information on both ethical and legal grounds.

Conversations in counseling sessions are considered confidential. However, the following are events that may necessitate a report to the Department of Health and Social Services or the Police Department.

1. Legal

- * Physical, sexual abuse or neglect
- * Serious evidence of suicidal tendencies
- * Serious evidence of the possibility of harm to others
- * Instances of pregnancy

2. School Policy

Any school rule and state or federal laws which have been broken, may be reported to the administration, parents, and/or police.

9.0 **General Discipline Policies**

Discipline is the training that corrects, molds, or perfects the mental faculties or moral character of the individual. However, we commonly use the word "consequence" with our students. Discipline is established and maintained at CCA with the intent to train each student. We desire to be fair, yet firm. The first goal of our discipline policies and procedures is to help students develop a Biblical world view. Our desire is that each student learns to think and live Biblically. The second goal is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external-control to self-control and ultimately to Spirit-control.

As a Christian school, we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause loss of sensitivity to the spiritual needs of the world and to the Christian's spiritual, mental, and physical well-being.

A student may be dismissed from school at any time if he or she is found to be out of harmony with the rules and policies of the school and its goals or admits to or displays lifestyle choices that are not expected from a student at CCA. Decisions in these matters are the full responsibility of the administration.

It is expected that the student will:

- * Follow all rules and guidelines set forth by the school and the teacher (misbehaving is a matter of choice)
- * Accept responsibility for his/her behavior
- * Respect the rights of the teacher to teach and fellow students to learn
- * Respect each teacher and each other
- * Be obedient and respectful of all those in authority
- * Take care of the building and all school equipment and materials

9.1 **Classroom Discipline**

At CCA, the teacher is the principle authority in the classroom and assumes the major responsibility for the training and discipline of each student. The students are expected to follow the specific rules of the classroom and of the school. The focus is respect. Specific behaviors in the classroom for which students will receive consequences from the teacher include, but are not limited to:

- Not being prepared for class
- Failure to complete assignments
- Tardiness
- Lying
- Cheating
- Disobedience/lack of respect
- Disrupting the teaching-learning process
- Swearing/inappropriate language
- Dress code violations
- Disruptive behavior in the halls
- Students in areas that are not assigned
- Talking without permission
- Not working diligently
- Horseplay
- Being out of your seat without permission
- Chewing gum or eating/drinking in the classroom
- Property destruction
- Scoring violations* (Excessive scoring violations may be considered a major conduct violation and the student may be subject to discipline as such)

Any of these offensives, listed or otherwise, may be deemed a major conduct violation upon the determination of the Administration.

Consequential measures available to the teacher in dealing with a student's lack of self-discipline include, but are not limited to:

- Speaking directly to the student about their behavior
- Loss of privileges or breaks
- Time out
- Establishing a classroom consequence (i.e. demerit, detention, extra work assignments)
- Informing the parents via telephone or in writing
- Parent/teacher conferences or request for administration involvement

Further inappropriate behavior may result in administrative discipline, which may include:

- Detention (may be served during break, lunch, or after school)
- Suspension
- Corporal punishment with consent
- Expulsion

Corporal punishment may be administered solely through the recommendation of the administration. The Administrator/Principal will administer it with an observer present at all times after the student's parent(s) have been notified. Only up to three swats on the buttocks will be given at any time. It must be emphasized that this course of action may be taken when the administration feels it will serve as the best means to redirect a student's behavior or as just discipline for misconduct. (Proverbs 22:15; 23:14-15)

A school bus, van, etc., are considered an extension of the classroom and conduct on these vehicles is expected to be the same as in the classroom. Violations of the conduct code will be dealt with accordingly. This is true for all school activities inside and outside of regular school hours.

*Each child is responsible for scoring his/her own school work each day. This opportunity builds character in each student. The ACE curriculum daily teaches children the value of honesty. In order to promote integrity, each student must properly score their own PACE's. Therefore, CCA views improperly scored school work as serious. When a student does not follow proper procedures, it is viewed as cheating by CCA. The answer keys (score keys) are to remain in the learning center at all times. The score keys are only used at designated scoring areas. Your child will be trained in the proper procedures for scoring.

9.2 **Standard of Conduct**

Christians are supposed to treat everyone with the proper respect and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining and gossiping are not allowed.

Students are created in the image of God and are expected to model Christ-like behavior. Appearance, attitude, and actions should enhance the student's surroundings and not cause a distraction or disturbance to the learning environment. A child's conduct which is prohibited at school is equally prohibited away from school. The Christian life is not a game with one set of rules for church and school and another for everyday life. Regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including expulsion.

The students are expected to stand for the pledge to the American flag, Christian flag, and the Bible. They are expected to wholeheartedly participate in these daily activities as well as the oral reading of the daily Bible passage of Scripture and must participate in all required school assemblies, activities, and devotions.

9.3 **Major Conduct Violations and Consequences**

Some behaviors are more serious in nature and require a different form of discipline. CCA refers to these offenses as major conduct violations:

- Defiance of authority
- Verbal abuse, profanity, racial remarks
- Theft
- Possessing or using tobacco/drugs/alcohol
- Physical Assault
- Possession of weapons or explosives
- Harassment/bullying
- Threats
- Truancy
- Disrespect
- Uncooperative attitudes/critical attitudes
- Possession of obscene material of any kind (including music)
- Vandalism, defacing of property, destruction of property
- Scoring violations
- Possession of electronic devices
- Immoral sexual behavior (as defined by Scriptures regarding opposite and same sex)
- Inappropriate use of social media
- Physical contact *

The first offense may result in suspension or expulsion. In all cases when a student is suspended for a major conduct violation, the student will be placed on behavioral probation for a length of time determined by the Principal.

* While we realize that a certain amount of interest in the opposite sex is normal students must refrain from engaging in any physical contact with any other individual. Some physical contact may be considered a major conduct violation. The administration will determine the intent of the contact and decide in which category the physical contact may fall. The administration will make this determination through eye witness accounts, interviews with students, and prior student behaviors.

9.4 **Harassment/Bullying**

Our Christian walk should be demonstrated at all times. As such, harassment and bullying of any kind will not be tolerated at CCA. Harassment/bullying may include, but are not limited to, focusing on a person's race, creed, color, handicap, gender, faith, or national origin. Prohibited harassment/bullying actions may include, but are not limited to, comments, slurs, jokes, innuendoes, cartoons, pranks, and physical harassment. It is our desire to address any concerns you may have. Teachers, students, and parents should feel free to contact the administration when they feel that harassment or bullying may have occurred.

Bullying is defined as unwanted, aggressive behavior among school aged children that is repeated over time. In order to be considered bullying the behavior must happen repeatedly, over time. One or two issues between children do not fall into the category of bullying. Not all childhood disagreements, arguments, and problems stem from bullying. The Administration takes bullying very seriously.

9.5 **Language policy**

The language that we use on campus (and elsewhere), written or spoken, should be consistent with what God expects of us. Ephesians 4:29 tells us to “Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear.” Profanity, gossip, filthy, and hurtful words proceed from an unkind heart and grieve the Holy Spirit of God. Students using inappropriate language will be referred to the administration

9.6 **Prohibited Items on Campus**

Items prohibited on campus extends to any person on the CCA campus. This includes students, parents, guests, and visitors.

- * Lasers
- * Guns/weapons (real or play)
- * Tobacco in any form
- * Drugs
- * Alcohol
- * Phone or electronic devices (prohibited for students only)
- * Pokémon cards
- * Vape pens
- * All personal toys (except when given permission for show and tell)

CCA will not tolerate possession of weapons, whether toy or real, by students on school property or at school-sponsored events. Student possession of a weapon creates a danger to students and staff and is disruptive to the operation of the school. The Administration reserves the right to search the student’s person and belongings in the event the school suspects the student possesses an unapproved item. A search may be conducted without the students or parents’ permission. Registration of the child constitutes parental consent to such searches.

9.7 **Electronic/Mobile Device Policy**

The Administration recognizes that mobile devices are a part of our culture and can be used to promote the Gospel, the achievement of students, academic explorations, and many other positive things. However, these same devices can cause harm, drama, and create a negative image of students, parents, and organizations. It is with the negative consequences in mind that this policy is drafted. It is the intent of this policy to protect students, parents, and this organization. Students are not allowed to bring mobile and electronic devices to school or any school function unless otherwise noted by the Administration. Technology limits the child’s ability to think, create, and develop normally. Social media can be harmful and hurtful. It is our desire that no damage occur to a child’s brain and that no harm come to your child through another person’s actions. CCA wants to protect your child’s heart and mind. Students found in violation of this policy will be subject to the consequences listed under major conduct violations and consequences.

Any harmful, mean, inappropriate or derogatory posting on any social media or written in a text message or written in an email or posted on Instagram, Snapchat, Facebook, or any additional social media apps that are developed, or any form of electronic communication whether posted at school or away from school could result in discipline leading up to expulsion. It is important for students to remember that once something is posted to the internet, it may stay on the internet forever. While students may believe that everyone on the internet is their friend and that they are among friends, the internet is accessible by the public.

9.8 **Suspension Policy**

Any violations of a major conduct violation or any inappropriate activities as determined by the administration may result in suspension. Suspended days are counted as unexcused absences from school.

9.9 **Expulsion Policy**

The principal shall recommend the expulsion of a student for any of the following acts:

1. Causing serious physical harm to another person, except in self-defense
2. Possession of any weapon as defined in the items prohibited at school policy
3. Possession, use, sale, distribution or being under the influence of alcoholic beverages illegal drugs, and/or controlled substance at school, at a school activity, or any other time
4. Violation of any of the major conduct violations listed in the student handbook or inappropriate involvement in activities as determined by the principal

Parents/guardians of the expelled student will have 3 days to appeal the expulsion in writing to the Board of Directors. While an appeal is taking place, the student will be under suspension and will not be allowed to attend school. If the appeal to the school board is denied, the expulsion will take effect immediately.

10.0 **Absence and Tardy Policy**

Students enrolled at CCA are expected to attend school in accordance with state law. The primary responsibility for school attendance rests with the students and their parents. It is important that the parents teach their children the value and importance of regular and on time attendance. The school's responsibility is to join with parents in teaching students the value and importance of regular attendance. Through these combined efforts we hope we can instill lifelong constructive attendance habits and attitudes that carry over to college and to the workplace.

The administration will uphold these stated attendance policies.

10.1 **Absences:**

Any time a student is not in class shall constitute an absence. Teachers will keep a record of all excused and un-excused absences. Tardies and absences are a legal matter and not just school policy. According to G.S. 115C-378, after a student has accumulated 3 unlawful absences the parent may be in violation of the Compulsory Attendance Law and may be prosecuted if absences cannot be justified. After 10 unlawful absences, the Principal may notify the District Attorney and DSS which may result in an investigation. Because attendance is a legal issue it is important that your child be at school, on time, and with limited absences. Class attendance and participation are critical elements of the education process.

10.1.1 **Excused absences**

- * Personal illness with doctor's note
- * Family emergencies
- * Appearance in court when required by law
- * Religious observation
- * Doctor or dental appointments

In order for an excused absence to be validated, the parent must send in a written note with the student when the student first returns to school. The note must have the student's name, the date of absence, reason, and the parent or guardian's signature. Students who need to leave school early for medical, personal, or other legitimate reasons must be signed out in the office by the parent or guardian picking them up.

CCA is a closed campus. This means that students may not leave campus unless they have a written note or the office receives a phone call from parent/guardian.

10.1.2 **Un-excused absences**

- * Absences for reasons not listed in the Excused Absence section are un-excused.
- * Suspensions
- * Students returning to school without a valid excuse from a parent/guardian will have the absence recorded as unexcused.

10.2 Tardy to School

All students who are tardy to school must be signed in at the office by the parent or guardian on the late arrival sheet. Tardies for the following reasons shall be excused:

- * Personal illness with a doctor's note
- * Family emergency
- * Appearance in court when required by law
- * Doctor or dental appointment
- * Religious observances
- * Unusual traffic conditions due to weather or accidents and car problems

A student is considered tardy to class if he/she is not in his/her seat at 8:00 am. Three un-excused tardies will be counted as one un-excused absence.

Classroom lectures, discussions, and interactions are important to the learning process. Therefore, a student must attend classes on a regular basis. Students with excessive absences and/or tardies may be dismissed from CCA.

10.3 Early Dismissal

Because learning takes place throughout the entire school day it is important that students remain at school during all hours of the school day. We do realize from time-to-time it may be necessary for a student to leave early. In the rare event a student must leave school before the school day has concluded, please notify the classroom teacher and/or office. The parent must come to the office and sign the student out of class. All communication regarding early dismissal should be communicated directly to the office by the parent and not to the office through the student. If a child leaves before 50% of the school day has been completed the child will be counted absent. An early dismissal will be considered as a tardy. For the early dismissal to be excused, a note must be turned into the office.

11.0 **Academic and Behavior Probation**

Students are placed on probation to allow formal monitoring of their progress either academically or behaviorally. A student will be placed on academic probation if they have not completed enough work during a school quarter or a student continues to have failed PACEs, or failed to comply with academic guidelines or meet academic requirements. A student will be placed on behavioral probation for any serious disciplinary situation. A student will be placed on behavioral probation after a third time of an inappropriate behavior. A student placed on behavioral or academic probation will be placed on probation for one grading period or as determined by the Principal. The conditions and terms of probation will be determined by the Administration. The Administration may request input from the Board, the student's parents, and other staff members.

At the end of each midterm, students on probation will have their progress reviewed by the Principal to determine whether satisfactory progress has been made and if continued enrollment at CCA is merited.

12.0 **Dress Code**

Adherence to the dress code indicates a Christian attitude and respect for authority while failure to follow the dress code indicates a defiant and disrespectful attitude on the part of the student. Dress code violations will require immediate correction. Parents will be notified of a dress code violation. A student will not be allowed to enter the classroom until the dress code violation has been corrected. The staff will have the student sit by the front door or wait in the office while they wait for the parent to bring appropriate clothing or to take the child home. Continued abuse of the dress code will result in additional consequences.

12.1 **Philosophical Basis for Dress Code**

Because it is the desire of CCA to maintain an appropriate educational environment, modesty, neatness, and cleanliness are the basis goals. Clothing and hairstyles that distract from the educational process or draw attention are not appropriate. Christians are encouraged in the Bible to observe the principles of modesty, the avoidance of showiness in their appearance, and to glorify God in all their behavior. Parents are expected to monitor their students dress and not leave monitoring to the school.

Because attitude is often reflected in clothing attire students should come to school in neat, clean clothes. Students should be neat and clean in their appearance following the appropriate dress code guidelines for the day. ++Dress down guidelines and school function guidelines++

12.1.1 **General guidelines for young men:**

Male students must have a neat, conservative haircut with their hair above the ears and off the nape of the neck. Hair is to be tapered or blocked. Ethnic hair must be not be longer than 1". Boys are not allowed to have any part of their body pierced. The boys may wear one necklace or one bracelet. The jewelry may not be gothic in nature. No dog chains or wallet chains allowed. No other jewelry is allowed. Boys may not wear nail polish or makeup.

12.1.2 **General guidelines for young ladies:**

Only one earring in each ear lobe is allowed. No other body piercing is allowed. No gothic jewelry or dog chains allowed. No black finger nail polish is allowed. Lipstick should be pink or natural in color. Hair should be neat and only colored in a color that naturally occurs. No flip-flops or sandals allowed. All clothing is to be loose and modest. All skirts are to come past the knees and all slits should stop at the knee. Shirts should be loose and not form fitting. All shirts must have sleeves. All shirts should be long enough that whether the student is sitting, standing, or participating in an activity, the student's appearance will remain modest with no part of their belly or back showing. If a current style of clothing is in opposition with the school dress code, the student should choose a style that does not conflict with CCA's dress code.

12.1.3 **Dress down guidelines:**

During some weeks and activities students may be allowed to dress out of the normal uniform. When this is permitted the following guidelines are to be followed. Young ladies may wear skirts or dresses only. The skirts and dresses must fall within the general guidelines listed above. The young men may wear pants and a polo, tee shirt, or button up shirt of their choice. Students may not wear blue jeans or shorts.

12.1.4 **School function guidelines:**

Because school functions can vary greatly, dress requirements for the school function will be communicated to the families before the school functions. When in doubt, please follow the general guidelines for appropriate school dress.

13.0 **Student Programs**

13.1. Before and After School

- a. Before and after school is available for any student under 12 years of age. Any student over the age of 12 who remains at the school during after school hours must go to study hall/mind lab.
- b. Study hall is designated for students over the age of 12 or 7th grade. Study hall is offered Monday – Thursday from 3:45 – 4:30.
- c. Mind lab is offered Monday – Thursday from 3:00 until 3:45. Mind lab gives the student an opportunity to be mentored and tutored by advanced high school students and teachers.
- d. Detention is served after school and is used as a consequence for misbehavior.

13.2 Music

- a. Private piano lessons are available each month. There is a fee for private lessons.
- b. Each class participates in a music class weekly. There is no fee for music class. All students are expected to participate in all enrichment classes that are part of their academic program.
- c. Choir is offered weekly at CCA.
- d. Band is offered twice weekly, as a group class.
- e. Guitar lessons are offered weekly, as a group class.
- f. Hand bells are offered as a class, weekly for students in the JLC and ULC.

13.3 Art

Art classes are offered on a regular basis. There is no charge to participate in art class. Upper Level students who are earning art as a high school elective and Upper Level students who are preparing for competition may participate in the weekly art program. All lower learning center students will participate in the weekly art program.

13.4 Competition

Junior, Regional and International Student Convention is a week-long competition in which students may participate. Junior Convention is for students ages 8-12. Regional and International Convention is for students 13-18.

13.5 Taekwondo

Mr. Wolfanger teaches a Christian-based Taekwondo program. This class is offered two days per week. Mr. Wolfanger teaches the tenants of Taekwondo from a Biblical perspective.

13.6 Girls on the Run

Girls on the run may be offered for any girl between the grades 3rd-8th.

13.7 Foreign Language

Foreign language is required for graduation. Cornerstone offers Spanish as a foreign language.

13.8 Dance

Dance classes are offered for girls in grades K-12.

13.9 Drama club

CCA offers a school drama club for students in grades 4th – 12th. Please inquire in the office. Certain fees may apply.

13.10 Mind Lab

Mind lab is offered Monday – Thursday from 3:00 – 3:45 pm. Mind lab gives the student an opportunity to be mentored and tutored by advanced high school students and teachers.

13.11 Archery

CCA has a competitive archery team. The archery team meets after school throughout the school year. The archery team is open for students in grades 3-12.

13.12 Sign Language

Sign language is offered for students in grades 4th-12th.

14.0 **Student Participation and Involvement**

Student participation and involvement is not optional. Because the staff spends many hours in preparation for special events and functions we expect every student to participate whole-heartily and with a good attitude. Our interactions with each other reflect the motivation of our heart. Many times the only picture painted of Christ and this ministry is represented by the behavior and attitude of our students. For this reason, when a student does not participate wholeheartedly or participates with a bad attitude it poorly reflects on the character of Christ and this ministry and will not be tolerated. Families and students who cannot support the ministry of CCA 100% should consider another Christian school for their family. Families are expected to attend CCA's annual Christmas production, spring recital, yearly orientation, parent conferences, and the annual awards banquet.

15.0 **Chapels and Assemblies**

The chapel service is a time set aside each week for faculty and students to worship together. The chapel service is a time to give honor to God. Students are to be reverent and respectful. Students are required to attend and participate in all chapels and assemblies throughout the year.

16.0 **Classroom, Building and Property Policy**

No food or drink will be allowed in any classroom unless special permission is given. Students found defacing, vandalizing, or destroying school property will be disciplined, required to clean or correct the damage, and held financially responsible for any damages which may have occurred.

17.0 **Crisis Plan and Drills**

Taking action before an emergency occurs can save lives, prevent injuries and minimize property damage in the first moments during a crisis situation, whether this results from a natural disaster or a manmade crisis. Teachers should understand these plans and their roles within them, allowing them to implement emergency response protocols with confidence and structure. There are three basic response actions in an emergency situation: Lockdown, Evacuate, and Shelter in place – or a combination of these actions.

Lockdown

The first of the three actions is lockdown. There are several reasons CCA might need to lockdown. One might be a visitor to the school who becomes irate and a danger to the school's occupants. Another might be a non-custodial parent or former spouse of a staff member who attempts to obtain access to do harm to others. Yet another, but highly unlikely reason is an armed intruder or active shooter who may be a student, former student, parent or someone who is not affiliated with the school at all.

Evacuate

The second main response action to an emergency is to evacuate. Evacuations occur when the building is not safe or they can occur once a lockdown situation is resolved.

In the event all facilities become uninhabitable, the staff will move all students to Fire Station Three, 779 East Side Drive. All faculty and students will remain at the Fire Station until parents arrive to pick up their children.

Shelter in place

The third option is to shelter in place. Sheltering in place is necessary when external conditions make it unsafe to leave the building and locking down in a classroom is not necessary. A shelter in place is conducted for tornadoes and severe weather conditions. This is called “duck, cover and hold.” A combination of shelter in place and then evacuation may be necessary during such situations as earthquakes.

Active Shooter Procedure

The term “active shooter” is used by law enforcement officials to describe a situation where a person participates in a random or systematic shooting spree in a confined or populated area. In most cases, the active shooter uses firearms and without a pattern or method to the selection of their victims.

After the emergency there will be special considerations such as activating a reunification plan, setting up a family assistance center, and facilitating physical and psychological recovery. Getting families reunited and getting back to the business of work and school as quickly as possible is a key step in recovering from an emergency.

In the event that grief counseling is required due to the death of a student or staff or by the trauma of the event, the pastor or principal will organize support counseling through Samaritans Counseling. The pastor or administration will coordinate with law enforcement and first responders.

All media communications will be directed to the administration.

The pastor or administration will communicate with the parents of the students regarding the incident, response, pick up locations and any additional information via CCA’s phone messaging system.

All emergency contact numbers are posted in each classroom. All emergency phone numbers for parents and an up-to-date attendance are located in each classroom.

The principal, pastor, preschool director, and preschool employees are trained in First Aid/CPR/AED/ Blood borne pathogen training.

18.0 Health Procedures

Only minor first aid will be provided by the school. If the injury is considered to be serious, parents will be called so that the student may receive care from his/her doctor. No student may be given any medication (prescription or non-prescription) at any time for any reason by any teacher or staff member unless there is written permission from the parent in the student’s file. Any prescription or non-prescription medication that is to be taken by a student during school hours must be kept locked in the original container that states the student’s name and the name, strength, and dosage of the medication. All medication will be administered and recorded by the school staff. The Administration reserves the right to refuse entry to anyone with a temperature higher than 100.3. If a student is sent home with a fever, they must be fever free for 24 hours before returning to school.

19.0 Transportation for Official Sponsored School Activities

The school is responsible for student participation in all officially sponsored school activities such as field trips, athletic events, choir appearances, class trips, etc. Students will only be transported in school-approved vehicles and by school-approved drivers. A student may leave the official travel party only after a written permission slip, signed by the parent, is on file.

The following rules will be enforced while traveling on school sponsored activities:

- * Remain seated and facing forward
- * Follow all state motor vehicle laws
- * No breakable containers on board
- * No animals on board
- * All school behavior policies apply when in school vehicles
- * All damages to the vehicles or equipment will be compensated for by the responsible party(ies).

20.0 **Visitors**

Any person other than the enrolled student entering the building must check in at the school office. School policy does not authorize students to bring friends or relatives to school. Exceptions to this rule can only be made in conjunction with the principal and the department head supervisor. Parents are welcome to visit their student's classroom and join them for lunch with prior approval from the department head Supervisor and Principal. Please see the department head for a classroom schedule including lunch times and field trips. Visitors who wish to volunteer on a more regular basis may be required to submit a background check.

21.0 **Parental Involvement**

There are numerous opportunities for parental involvement at Cornerstone. Some opportunities are optional but other functions are not. You will be expected to participate in certain functions and lack of participation may affect your child's continued enrollment. Parents are expected to attend the annual Christmas program. Parents are expected to attend the annual awards banquet. Parents are expected to participate in and attend all parent/teacher conferences. Parents are expected to participate in all fundraisers the school or classroom offers. Parents are expected to pray for the school. During the year we will have classroom parties, special class activities and field trips. Your participation is welcomed and encouraged; however, participation in these events are optional. Remember, it is not the school's sole responsibility to educate the child. The responsibility was given by God to the parents. The function of the school is to assist the parents in carrying out what God has given them to do.

22.0 **Student Drivers**

Students who possess a valid NC driver's license and have proof of insurance are permitted to drive to school. A copy of the student's driver's license and proof of insurance must be turned into the office before driving to school. Students are expected to enter and exit the school parking lot with a speed limit of 10 mph or less. Students should exercise great caution when entering or leaving the school. Because driving is a privilege, a student can lose the privilege of driving to school if the student places anyone at risk.

23.0 **Weather/Emergency School Closure**

In the event of snow, ice, etc., we will follow the Iredell/Statesville Schools emergency school closing. If public school is closed, dismisses early, or has a delay in hours of operation, we will follow their schedules. School closing information can be found on the school's Facebook page and a phone message will be sent. Should the school close early, an announcement will be made on the school Facebook page and a phone message will be sent out.

24.0 **School Supplies**

School supplies are for the student; however, they are given to the school for the school to disperse. A supply list will be provided by your child's teacher. Additional items by be requested throughout the school year.

25.0 **Due Process and Grievance Procedures for Families**

While it is our goal that each classroom run smoothly, from time-to-time conflicts may arise in the classroom. Complaints and grievances are best handled and resolved as close to their origin as possible. In the unfortunate event that a family should come into conflict with a staff member, the school expects the matter to be resolved applying the principle of Matthew 18, paying particular attention to 18:15-17. The family should first discuss the matter with the person in question. If a resolution cannot be reached, the matter should be discussed with the person's direct supervisor. At no time should the matter be discussed with anyone who is not in a position to bring the matter to resolution or who is not in the direct line of supervisory hierarchy. If a resolution has not been found after exhausting this process, it is then a family's right to submit a written statement to the church board. The church board's decision is the school's final decision in the matter. It is our hope and expectation that families would approach conflict prayerfully and with humility.

Last Revised: June 2020

We have read the handbook and the requirements set forth in the tuition schedule of Cornerstone Christian Academy. Furthermore, we understand and agree to abide by the following:

1. We understand our child's acceptance and attendance at CCA is a privilege and not a right, and at any time (in the sole opinion of the administration) his or her spiritual development, academic progress, conduct or cooperation is not in keeping with CCA's requirements, CCA reserves the right to terminate my child's enrollment.
2. We agree with the school's efforts to train our child/children in the Bible and in the Christian faith and will encourage them in this. We agree to attend church on a weekly basis. We understand that church attendance is not an option, and that if my family does not attend church on a weekly basis, my child may be dismissed from school.
3. Parental grievances must be directed through the proper channels. All grievances will be handled in accordance with the principles outlined in chapter eighteen of the gospel of Matthew.
4. I am responsible for the timely payment of all tuition and other fees as well as any damages incurred to school property by my child.
5. It is further understood that upon voluntary withdrawal from school or expulsion, I am responsible for the balance on my account as of the withdrawal date.
6. My child has permission to take part in all school activities including field trips, athletic events, honor roll trips, and special outings.
7. My child has permission to ride the school vans to all functions, including field trips, and if necessary, to ride with a staff member from CCA or another parent.
8. I understand that CCA makes no refunds on any fees paid in advance.
9. I agree not to threaten to sue, contemplate suing, consult counsel, legal or otherwise, and actually litigate in any matter concerning the school. I agree with CCA's standards of conduct and willfully support the school in its enforcement of the standards of conduct. As I am a Christian, I will make no demands, seek counsel, or make any kind of accusation or complaint whatsoever relating to or resulting from the enforcement of the standards of conduct or dress code. To do otherwise would be a clear violation of Biblical teaching and practices. I have read and understand the standard of conduct and agree that my child will abide by it, both at and away from school functions.
10. I am releasing Cornerstone Christian Academy and Cornerstone of Victory Church, Inc. from medical liability from any injury or accident on school or church grounds and school or church functions. I give staff members of CCA the authority to authorize any necessary medical treatment in the event of an emergency. I agree to hold CCA harmless, whereby I agree not to sue the school over the exercise of this authority. In the event that CCA is sued, I agree to hold CCA harmless against any adverse judgment.
11. I agree to allow CCA to use my child's picture on the school webpage, Facebook page, school publications, and in advertisements.
12. I have read the guidelines, rules, article of faith, and policies. I subscribe to them without reservation and agree that my child will abide by these doctrines in all aspects of our lives, both at and away from school functions. I agree to help my child maintain the standards set forth by the school.

(Parent or Guardian Signature)

(Date)

(Student Signature)

(Date)