CORNERSTONE CHRISTIAN ACADEMY

Student/Parent Handbook

2026-2027

2026-2027 REVISIONS

Numerous revisions, additions, deletions, and changes in language have occurred in the Student/Parent Handbook since last school year. Parents and Middle School/Junior High/High School students, please carefully read everything in this handbook as you prepare for a successful year at CCA, then sign the Handbook Receipt and Agreement Form. These forms must be turned in by the first week of school.

The information contained in this handbook is subject to change. This handbook attempts to answer frequently asked questions but is by no means a comprehensive listing of all CCA's policies and procedures.

CORNERSTONE CHRISTIAN ACADEMY NON-DISCRIMINATION POLICY

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

Cornerstone Christian Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Dear Parents,

On behalf of the staff and faculty at Cornerstone Christian Academy, welcome to the 26/27 school year!

We look forward to a Christ-honoring partnership with you to ensure our students achieve their God-given potential. We recognize that in order to be successful in school, our children need support and consistency from both the home and school. We know a strong partnership with you makes a great difference in your child's academic education. As partners, we share the responsibility for student success and want you to know we take these important responsibilities seriously.

We ask that you guide and support your student's learning by ensuring that he/she:

1. Attend school daily and arrive on time, ready for the day's learning experience.
2. Complete all homework assignments given by teachers.
3. Read daily to develop a love for reading and to improve literacy skills.
4. Share school experiences with you so that you are aware of his/her school life.
5. Inform you if he/she needs additional support in any area or subject.
6. Know that you expect him/her to work diligently in school.
7. Understand and comply with the standards set forth in this handbook, including the Biblical principles outlined for handling conflicts.
8. Regularly spend time in God's Word and with God's people at your church.

We look forward to witnessing God at work within our school community. Cornerstone Christian Academy's faculty, staff and I feel privileged to be a part of this school family. In this society, where the foundations seem to be crumbling, we confidently move forward training students to treasure God's Word, love the Gospel, and walk in the light of His Truth.

We sincerely appreciate your prayers and support, as we work together to glorify God through the work of Cornerstone Christian Academy!

With hope,

Sandi Ortiz
Head of School

"For you have exalted above all things Your Name and Your Word." Psalm 138:2

Table of Contents

Introduction

Organization	10
Non-Discriminatory Policy	11
Institutional Values	11
Statement of Faith	13

Academic Life

Daily Bell Schedule	15
Grading System	16
Evaluations	16
Semester Grades	16
RenWeb and Report Cards	17
Course of Studies	17
Academic Integrity	18
Attendance	19
Absence Procedures	19
Unverified Absences (truancy)	19
Verified Absences	19
Planned Absences	19
Maximum Absences Allowed	20
Absences Due to Suspension	20
Making Up Work and Assessments	20
Tardiness	21
Leaving School Early	21
Missing School on the Day of a School Event/Game	22
Promotion to the Next Grade (K4-8)	22
High School Credits	22

High School Promotion	22
Graduation/Commencement Requirements	23
College Credit Plus	23
State of Ohio Diploma Seal Requirements	24
Honors Diploma	24
Summer School and Online School	24
Transfer Credits	24
Final Exams	25
Dropping and Adding Courses	25
Parent Conference with Teachers	25
Honors and Awards	25
Academic Honor Roll	26
Class Ranking	26
Christian Character Award	26
Service Cords	26
Service Scholarship	26
National Honor Society	26
National Technical Honor Society	26
Senior Privileges Program	26
Academic Probation	27
Standardized Testing	28
College and Career Counseling	28
Homework Policy	28
IEP Guidelines	29

Athletics, Arts, & Activities

ATHLETICS	29
Sportsmanship	29

Ohio High School Athletic Association & Academic Eligibility	29
Equipment and Fees	29
Documentation Prior to Participation	30
Practices and Games	30
Video Recording of CCA Events	30
PERFORMING ARTS	30
Rehearsals	30
Eligibility	30
Performances	30
Video Recordings of Performances	30
STUDENT ACTIVITIES	31
Student Leadership	31
National Honor Society	31
Special Events	32
SENIOR MISSION TRIP	33

Community Expectations

Backpacks	33
Textbooks	34
Clothing for Physical Education Classes	34
Before/After School Care	34
Emergency School Closing/ Text Alert	35
Visitors	35
Field Trips	35
Directory	36
TRANSPORTATION	36
Parking Permits	36
In Lieu of Payments	36

Student Conduct on CCA Vehicles	36
Student Drivers and Student Passengers	37
School Year	37
Summer/Weekend	37
Late Pick-ups	37
Parking Lot Safety	38
Campus Appearance	38
Communication Guidelines	39
Custody Issues	39

FOOD AND CAFETERIA	39
Parent Deliveries	40
Debts and Fines	40
Electronic Devices	40
Proper Use of Chromebooks/iPads/Internet	40
Cell Phone Policy/Yondr Pouches	42
Earbuds	43
Other Electronic Devices	43
LOST & FOUND	44
HEALTH AND SAFETY	44
Health and Safety Standards	44
Accidents	44
Safety Plan	44
Health and Medical Records	45
Immunizations	45
Medications	45
Metered Dose Inhalers and Epi-pens	46

Communicable Disease Policy	46
Lice Policy	47
SUICIDE PROTOCOL	48
HALLWAY BEHAVIOR	48
Passes	48
Elevators	48
Lockers	49
STUDY HALLS	49
PARENT TEACHER FELLOWSHIP	49
PHOTOGRAPHING STUDENTS	49
CHAPEL/ASSEMBLIES	49
DRESS CODE	50
A Special Note to Parents	50
Academic Day Dress Code (arrival until the end of the school day)	50
Bottoms	51
Tops	51
Footwear	52
Grooming and Accessories (applies to all school activities)	52
Gym Class	53
Chapel Dress	53
Dress Down Days	53
Formal Extracurricular Activities	54
Swimsuits	54
STUDENT CODE OF CONDUCT	54
General Student and Family Expectations	54
Desired Characteristics of a CCA Student	55
Guiding principles and Biblical truth	56

Church Attendance	57
Off-campus Misconduct	57
Respectful Language	58
Physical Affection	58
Social Media	58
Pranks/Hazing	59
Student Conflict	59
DISCIPLINE	59
Philosophy of Discipline	59
ELEMENTARY DISCIPLINE POLICIES	60
K4 & Kindergarten	60
Grades 1 - 4	61
Discipline Procedures for grades 5-6	61
Discipline Procedures for grades 7-8	62
Discipline Procedures for grades 9-12	62
Respect Statement	62
DISCIPLINARY CONSEQUENCES	62
Detention	62
Cumulative Consequences Suspension	63
Signed Consequence Form Statement	63
Behavior Probation	63
Suspension	63
Expulsion	63
Tacit Consent	64
Handbook Receipt and Agreement Form	65
Consent to Release Photo/Image/Work	66

Introduction

We believe that God has called us to be different. In partnership with parents, Cornerstone Christian Academy is a school that prepares young men and women to be leaders who are *in*, but not *of* the world. Cornerstone's academics are infused with Biblical principles. The goal is to train students to develop critical thinking skills in the areas of Theology, the Arts, Science, Mathematics, History, language, politics, and culture. Students are required to effectively communicate and demonstrate their academic training. In short, the young men and women of Cornerstone Christian Academy learn to analyze, think, speak, and act from a Biblical perspective.

An *active partnership with parents* is crucial for the success of a student at Cornerstone Christian Academy. Because parents are a vital part of the educational process, we expect their involvement and ongoing support. Parent-Teacher conferences, written and electronic communications, and orientation programs are all an important part of the educational process.

The Student/Parent Handbook outlines the standards and expectations held at Cornerstone, and *is also our Contract of Excellence* with parents and students. Before we can expect excellence of our students, we must expect excellence of our staff members, learning environment, and programs. We are committed to ensuring all aspects of Cornerstone Christian Academy contribute to the overall growth of the student as an individual child of God, who is well-prepared for future challenges.

ORGANIZATION

Cornerstone Christian Academy is a free-standing, nonprofit [501(c)(3)] organization. CCA is governed by an independent Board of Trustees, led by the Board Chairman. Cornerstone Christian Academy is not a church, a ministry of a church, or an entity governed by a church. Trustees are "guardians of trust," as embodied within CCA's Institutional Values, Statement of Faith, and Constitutional Bylaws.

CCA's Board perspective on organizational decisions, activities, and practices is spoken through enabling statutes and redesigned policy. The Head of School is charged with all the components of operational function and organizational performance. Board responsibility consists of resourcing the strategic plan, serving development, progress, and growth initiatives, assisting the Head of School and preserving the statues that guard the vision and mission of the school.

Cornerstone Christian Academy is fully state-chartered and accredited by the Ohio Department of Education to assist in providing quality education, benefits to families and students, and resources to staff members. CCA meets, and indeed exceeds, the State of Ohio standards.

NON-DISCRIMINATORY POLICY

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

INSTITUTIONAL VALUES

- **A Commitment to Biblical Truth**

We believe in the inerrant and inspired truth of the Bible, God's eternal Word. We acknowledge its supreme authority in our lives and strive to instill it in our students.

2 Timothy 3:16-17; James 1:22-23

- **A Commitment to Love**

We believe that the genuine mark of a true Christian is unconditional love for God and man. We seek to clearly and consistently demonstrate this to our students and encourage them to do likewise.

Matthew 22:37-40; John 15:12; Galatians 5:14

- **A Commitment to Integrity**

We believe Christians must live honestly and above reproach. We will be led by integrity, fairness, and consistency in everything we do and will expect the same from our students.

Psalms 51:6; Romans 12:17; I Peter 2:12

- **A Commitment to Biblical Families, Marriages, and Sexuality**

We believe God's Word defines marriage as a covenantal commitment between one man and one woman, designed to glorify God through the formation of Christian families. We affirm that Biblical precepts and lessons should be taught and supported by parents in the context of Christian homes. We affirm the Biblical account of God's creative sovereignty as it regards gender identity, sexual orientation, and healthy sexual morality, which takes place in the structure of marriage**.**

Genesis 1:28-29, Genesis 2:23-24; Matthew 19: 3-6; Mark 10: 6-9; Ephesians 5:28-32, Deuteronomy 6: 4-9

- **A Commitment to Life**

We believe God's Word delineates the sanctity of human life, including that of preborn babies, the elderly, and those who are handicapped or disabled.

Psalm 139:13-16; Exodus 20:13

- **A Commitment to Developing Respect**

We believe an attitude of respect is essential in a Christian's life. We teach our students to develop an attitude of respect for God's Word, for self, for others, for authority, and for the personal property of others.

Romans 12:10; I Corinthians 3:16-17; Ephesians 4:32; Hebrews 13:1-6; Revelation 22:18-19

- **A Commitment to Justice, Mercy and Humility**

We value righteousness in everything we do. We are led by Biblical examples of justice, mercy, and humility.

Deuteronomy 10:12; Micah 6:8

- **A Commitment to a Healthy Learning Environment**

We believe a proper school environment is important to promote successful learning experiences. We strive to produce an environment that is comfortable, disciplined, and conducive to achieving excellence in education.

I Corinthians 14:40; Colossians 3:23

- **A Commitment to Honest Scholarship**

We believe in the non-prejudicial pursuit of academic excellence and in the non-biased assessment of scholarship. We challenge our staff and students to attain high performance standards.

II Timothy 3:16-17; Colossians 3:23

- **A Commitment to Involvement**

We understand that a quality education requires commitment and involvement. We promote effective involvement of the school board, staff, student body, parents, and community in all appropriate activities.

Psalms 100:1-2; Ecclesiastes 4:9-10, 12

- **A Commitment to Accountability**

We believe that responsibility requires accountability. We accept ownership for our decisions and actions, and instill the same qualities in our students. The admonition of Scripture removes the victim mentality or excuse-making tendency promoted in our culture.

Psalms 51:1-9; Romans 14:12; Galatians 2: 11-21; James 5:16; I John 1:9

STATEMENT OF FAITH

- **The True God**

We believe that there is one and only one living and true God, an infinite Spirit, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible obedience, honor, confidence, and love; and that in the unity of the Godhead there are three persons: the Father, the Son, and the Holy Spirit, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

Exodus 20:1-3; Matthew 3:16-17, Matthew 28:19I Corinthians 8:6; Revelation 4:11

- **The Scriptures**

We believe that the original autographs of the Scriptures (composed of the Old and New Testaments) were verbally inspired by God, through the Holy Spirit, and were written by Spirit-led men. We believe that Scripture, having been given by divine inspiration, is infallible and without error. We believe the Bible is the true center of Christian unity and the supreme standard by which all human conduct, creeds, and opinions must be tried.

Isaiah 55:11; Matthew 24:35; I Thessalonians 2:13; II Timothy 3:16-17; II Peter 1:19-21

- **Jesus Christ**

We believe Jesus was the only begotten Son of God, conceived by the Holy Spirit, and born of the Virgin Mary. He freely took upon Himself the nature of man, yet without sin, and by His death made a full and vicarious sacrifice for the sins of all mankind.

Isaiah 7:14; Matthew 1:18-25; Luke 1:35; John 1:1-18

- **The Holy Spirit**

We believe that the Holy Spirit is a divine person, equal to God the Father and God the Son, and of the same nature; that He was active in the Creation; that in relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin and directs in righteousness; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; and that He seals, empowers, guides, teaches, witnesses, sanctifies, comforts, and helps the believer.

Matthew 28:19; Luke 1:35; John 14:16-17; John 14:26; Romans 8:14;
Romans 8:26-27; Ephesians 1:13-14; Hebrews 9:14

- **Man**

We believe that man came by the direct creation of God and was created in the image of God; that he sinned, thereby incurring not only physical, but spiritual death, which is separation from God; and that all human beings are born with a sinful nature.

Genesis 1 & 2, 3:1-6; 3:24; John 1:3; Romans 1:18 & 32
Romans 3:23, 5:10-19; Colossians 1:16-17

- **Civil Government**

We believe that civil government is divinely appointed to execute justice and for the interests and good order of human society; and that governmental leaders are to be prayed for and conscientiously honored and obeyed, except in things opposed to the will of our Lord Jesus Christ.

Acts 4:18-20; 5:29; Romans 13:1-7; I Timothy 2:1-2; I Peter 2:13-17

The Work of Christ

We believe that Jesus Christ died for our sins according to the Scriptures as a blameless representative and perfect substitutionary sacrifice, and that all who believe in Him and confess Him as Savior and Lord are justified on the basis of His shed blood. We believe in the resurrection of the crucified body of our Lord, His ascension into heaven, and His presence there as a High Priest and Advocate for all believers.

John 3:16-17; Romans 3:23-25, 10:9-10; I Corinthians 15:1-6; II Corinthians 5:21; Philippians 2:5-11; Hebrews 2:14-17, 4:15-16, 7:23-28,10:1-18

- **The New Birth**

We believe that all who receive the Lord Jesus Christ by faith are born again by the Holy Spirit, and become children of God and heirs of eternal life. We believe that justification is the great gospel blessing which Christ gives to those who believe in Him; that justification includes the forgiveness of sin, the gift of eternal life, and the imputation (accrediting) of Christ's righteousness to the believer; and that it is not in consideration of any works of righteousness which we have done, but solely through faith in the Lord Jesus Christ.

John 3:3, 10:27-30; Acts 16:31; Romans 5:1&9,6:23,8:1, 10:9-10,13; II Corinthians 5:17-19; Ephesians 2:1-10; Colossians 2:13; Titus 3:5-7; I Peter 1:18-19

- **The Destiny of the Righteous and the Wicked**

We believe in the bodily resurrection of the just and unjust; the everlasting joy of the saved in heaven; and the everlasting conscious suffering of the lost in hell.

Matthew 25:31-46; Romans 6:23; II Corinthians 5:8; Revelation 20:11-15; Revelation 21

- **The Return of Christ**

We believe in the blessed hope, which is the personal, visible, and imminent return of our Lord and Savior, Jesus Christ.

I Corinthians 15:50-58; I Thessalonians 4:13-18; Revelation 19:11-21

- **The Local Church**

We believe that a local church is composed of believers associated by the same faith and fellowship in the Gospel; observing ordinances of Christ; governed by His laws; and exercising the gifts, rights, and privileges invested in them by His Word. We believe that the mission of the church is to preach the gospel to all nations, teaching them to obey all things which Christ has commanded.

Matthew 18:18-20; Acts 2:38-42,15:13-18,20:17-28; I Corinthians 11:23-26; Ephesians 1:22-23,4:11-13,5:23-24; Colossians 1:18

- **The Devil**

We believe in the existence of a personal devil, who is still working in the world to destroy the souls of men, and that he, his angels, and all who do not receive Christ as their personal Lord and Savior will eternally perish in the lake of fire.

Genesis 3:1-6, 13-15; Isaiah 14:12-16; Matthew 4:1-11; II Corinthians 4:4; Ephesians 6:12; Revelation 20:10

Academic Life

DAILY BELL SCHEDULE

MIDDLE SCHOOL (MS) /JUNIOR HIGH SCHOOL (JHS) and HIGH SCHOOL (HS) BELL SCHEDULE

Period	Begin	End
Opening Devotions/ Class Advisory Meetings	8:00 AM	8:17 AM
1	8:20 AM	9:02 AM
2	9:05 AM	9:46 AM
3 (Wed. Chapel)	9:49 AM	10:42 AM
4	10:45 AM	11:26 AM
5 (MS/JHS lunch)	11:29 AM	MS/JHS: 12:04 PM HS: 12:10 PM
6 (HS lunch)	MS/JHS: 12:07 PM HS: 12:13 PM	12:48 PM
7	12:51 PM	1:32 PM
8	1:35 PM	2:16 PM
9	2:19 PM	3:00 PM

GRADING SYSTEM: Cornerstone Christian Academy uses the following letter-grade scale:

Letter Grade	Number Grade	Unweighted GPA	Standard GPA	Honors GPA	AP/CCP GPA
A+	100+	4.0	4.33	4.55	4.8
A	93-99.9	4.0	4.0	4.25	4.5
A-	90-92.99	3.67	3.67	3.92	4.17
B+	87-89.99	3.33	3.33	3.58	3.83
B	83-86.99	3.0	3.0	3.25	3.5
B-	80-82.99	2.67	2.67	2.92	3.17
C+	77-79.99	2.33	2.33	2.55	2.83
C	73-76.99	2	2.0	2.25	2.5
C-	70-72.99	1.67	1.67	1.92	2.17
D+	67-69.99	1.33	1.33	1.58	1.83
D	63-66.99	1	1.0	1.25	1.5
D-	60-62.99	0.67	0.67	0.92	1.17
F	0-59.99	0	0	0	0
I	0	Incomplete			

Exceptions: K4 & K5 grade students are evaluated on the basis of **I**mprovement needed, **P**rogressing, or having **M**astered the learning objective. In some non-core subjects, a grading scale of **S**atisfactory/**U**nsatisfactory may be used.

Evaluations: Because of the differences inherent in individual subject areas, teachers use different techniques for evaluating classroom work and translating a student's achievement into the above letter-grade scale. Any questions about the teacher's methods of grading should be directed to that teacher by appointment. Course summary sheets, syllabi, and class expectations are provided to assist parents in understanding both what their child is learning and what is expected of them.

Semester Grades: First Semester grades are determined by averaging the two nine-week quarter report card grades. Second Semester grades are determined by averaging the 3rd and 4th quarter grades (90%) and adding in the final exam grade (10%). This approach eliminates both the over-weighting of final exam grades and the disregard of such exams. Final examinations are comprehensive by design and are worth 10% of the semester grade. Courses on a block-schedule have a final exam at the end of each semester.

Semester grades are recorded on each student's permanent academic record which is kept on file in the school office. A student's academic record or transcript is used for admission to college and based on semester grades earned in high school courses.

RENWEB AND REPORT CARDS

The purpose of the RenWeb reporting system is to give parents and students continuous access to student progress in all subject areas. By means of the online student information system, parents have ongoing access to their student's academic status. Report cards are issued at the conclusion of each nine-week quarter. Parents may log in to their online account at their convenience to check their student's grades (Grades 1-12), attendance, and other important information.

COURSE OF STUDIES

To better prepare each student for the plan God calls them to, CCA presently offers two courses of studies at the high school level: College-prep and Honors. The College-prep program is the course track most students take at CCA. The Honors program is designed to challenge those students whom God has blessed with ability in certain academic areas. Honors classes are weighted and appear on the student's transcript as Honors courses. Admission to the Honors program is a privilege, based on the previous semester's grades (usually an *A average* is required), placement test scores, and teacher recommendations.

The following is a typical Course of Studies for a Cornerstone student:

K4-4th

Bible
Math
Reading/Spelling/Handwriting
English
History
Science
PE
Enrichment Classes:
- Library
- Spanish
- Music
- Computer
- LEGO Education

5th-6th

Bible
Math
Reading
English
History
Science
PE
Enrichment Classes:
- Music
- Art
- Spanish
- STEAM
- LEGO Education

7th

Bible
Reading
Math (Pre-Algebra)
World Geography
English
STEM/Science
Health/PE
Enrichment Classes:
- Music
- STEM Electives
- World Missions
- Academic Support
- Spanish
- Art
- Choir

8th

Bible
Reading
Algebra I (for high school credit) or Pre-Algebra II
US History
English
Physical Science
PE
Enrichment Classes:
- Music
- STEM Electives
- World Missions
- Academic Support
- Spanish
- Art
- Choir

9th

English (Ancient Lit.)	*1*
History (Ancient/Old Test.)	*1*
Algebra I or Algebra II	*1*
Biology	*1*
Foreign Language I	*1*
Bible	*.5*
Art Foundations or CAD	.5

10th

English (Medieval Lit.)	*1*
History (Medieval)	*1*
Algebra II or Geometry	*1*
Biology or Environmental Science	*1*
Foreign Language II	*1*
Bible	*.5*
Health	*.5*

11th

English (Pre-Modern Lit.)	*1*
History (US History)	*1*
Pre-Calculus or Business Math	*1*
Chemistry	*1*
Bible	*.5*
Personal Finance	*.5*
Spanish III	1

12th

English (Modern Lit.) or AP English Lit	*1*
Government/Economics	*1*
Anatomy or AP Biology	*1*
Bible	*1*
Senior Thesis	*.5*
Physical Education	*1*
Math: Intro to Statistics/AP Calculus	*1*

ACADEMIC INTEGRITY

Students involved in dishonest academic practices receive a zero on any test, quiz, or assignment involved as a **minimum** disciplinary action. Typically students are also suspended for a violation of the dishonesty policy. If a second offense takes place, a student may receive a failing grade in the pertinent subject. Denial by the student, or professed ignorance, does not exempt a student from punishment. As with all violations, CCA possesses all rights to discern whether or not a dishonest act has occurred.

Dishonest acts may include, but are not limited to, the following:

1. Receiving answers before or during a quiz or test, either orally or by copying from another student or source that contains answers.
2. Giving answers during a quiz or test, either orally or by allowing another student to copy the answers.
3. Acquiring test or quiz questions or answers prior to a scheduled test or quiz through dishonest or unauthorized means.
4. Altering or filling-in of answers, either the student's own or another's, when grading tests or quizzes.
5. Any form of plagiarism, including the unacknowledged use of internet sources.
6. Copying another student's homework or assisting another student with take-home assignments intended by the teacher to be completed by individual students.
7. Turning in assignments for a current class that were originally completed for a previous class, without the current assigning teacher's consent.
8. Using Artificial Intelligence, in any way, to find answers, create responses, serve as a basis for writing assignments, or otherwise inform work that should be a student's original thought product.

ATTENDANCE

Good attendance demonstrates diligence and commitment on the part of a student and parent. Developing habits of punctuality and dependability are important for success in what God calls each of us to do. For students, school is God's calling in this season of life. The following attendance policy has been created to help students develop regular and punctual attendance, and to maintain academic standards for earning credit:

The school day begins promptly at 8:00 a.m. All students should be present and in their scheduled location by that time. Dismissal time for elementary students is 2:45 p.m.; dismissal time for MS/JHS/HS students is 3:00 pm.

Absence Procedure: When a student is absent from school, a parent is required to call 440-833-4026 or email (attendance@ccacornerstone.org) the office prior to 9:00 a.m. to convey the reason for the absence. The Ohio Administrative Code Rule 3301-69-02(B)(2) determines whether an absence is considered excused or unexcused.

Unverified Absences (Truancy): When a parent does not report an absence by 9:00 AM the morning of the absence, the school will attempt to reach the parents at home or work. Unverified absences are brought to the attention of the administration to determine whether disciplinary action is necessary. In such cases, students will receive no credit (recorded as 0's) for all class work they have missed.

Verified Absences: Verified absences occur when the school has been contacted by the parent/guardian regarding the absence, with or without documentation of any sort, within one day of the absence (preferably on the day of the absence). Verified absences may or may not count against a student's allowed days of absence per semester (see **Maximum Absences Allowed**). A verified absence is an absence due to illness, doctor's appointment, pervasive health issues, or the death of a family member. Any absence that is three days or more is considered an extended absence.

Planned Absences:

1. *Medical, Family, or Legal Absences:* A planned absence (not an absence due to illness, doctor's appointment, pervasive health issue, or the death of a family member) occurs when a parent/guardian takes the student out of school with the principal's prior knowledge. Students are required to complete assignments that are missed during their absence. Failure to follow this policy results in the absence being recorded as an unexcused absence. *These may or may not count toward a student's 10 allowed absences.*
2. *Extra-Curricular Activity Absences:* Learning takes place both inside and outside of the classroom, in contexts such as field trips, competitive events, college visits, class service projects, class mission trips, and other activities. In such cases, assignments will be due the day the student returns to school. These absences usually do not count toward maximum allowed absences.
3. *Family Events:* The school schedule permits ample vacation time for students and families. Please consult the school calendar when planning family events. Unnecessary interruptions to student learning are detrimental to academic progress. Students should notify the administration and teachers as far in advance as possible.

Any student planning an extended absence *for any reason* may have to forego participation in other programs that may cause additional absences.

Maximum Absences Allowed: The maximum number of days a student may be absent from school or a specific class is 10 days for a semester and 20 days for the school year. The only exception to this may be extended periods of serious illness that have been confirmed by a written physician's release and approved by Cornerstone. When a student has accumulated 7 days of absence, an absence notification letter will be sent home. This letter will indicate that the student may not receive credit for the semester after 10 days of absence. If a student exceeds 10 absences, the parent(s) is required to discuss the absences with the administration. The attendance requirement for each specific class is the same as for the school day: a maximum of 10 class sessions may be missed per semester. Occasionally, a MS/JHS/HS student can be in attendance long enough to be counted present for the day but miss a specific class or classes (attendance for specific classes is shown on RenWeb). In those cases, the student is not permitted to exceed 10 absences per semester for the specific class. A student must be present for at least half of the class to be counted as present for that class session. Any student who exceeds 10 absences for a specific class may not receive credit for the semester for that class. In such cases, the parent(s) is required to communicate with the administration to discuss the absences.

When a student exceeds the maximum 10 days per semester, the student may be dismissed from school and/or course credit may be withheld at the discretion of the administration. Tuition is not refunded.

Absences Due to Suspension: When serving suspensions, students are required to complete all assignments while serving the suspension and turn them in, but no credit is awarded for homework or classwork scheduled during their suspension. Tests, quizzes and projects may be completed for credit only on the day the student returns from the suspension.

Making Up Work and Assessments: The time limit for making up work assigned during an absence is one day for each day of absence, from the day of return. The time will not exceed two weeks after re-entry to school, unless an extension is granted by the administration. If a student misses only the day a test is given, or an assignment is due, the student is responsible to take the test or turn in the assignment **on the first day he/she returns**, at the discretion of the teacher. When an absence is anticipated, the student should make advance arrangements for making up assignments and tests. When a student is absent for 2 or more days, if possible, students should email their teachers or check their Google Classrooms to view assignments. When returning to school after an absence, **it is the student's responsibility to make arrangements with their teachers for completing missing work** and tests or quizzes (although elementary teachers will assist with this as needed). Athletes requiring an early dismissal or students missing a single class due to an appointment are fully responsible for any work they may miss as a result. They are expected to acquire assignments prior to dismissal and complete them as scheduled.

Tardiness: Personal self-discipline and punctuality are important qualities for students to develop. Therefore, the faculty and administration make every effort to encourage students' timely arrival to school and to classes.

- *To school:* Students are considered tardy to school when they are not present in their designated location at the start of the school day (8:00 a.m.) A student who arrives at school any time after the starting bell must sign in at Door B and get a pass to class. Tardy students who fail to sign in are subject to suspension. The sole and final right to determine whether a tardy is excused or unexcused rests with the administration. Six tardies per quarter (excused or unexcused) result in a one hour, $10 detention. Every three <u>unexcused</u> tardies per quarter results in a one hour $10 detention. Elementary students will be charged for the detention. Excused tardies are granted for medical or dental appointments or for emergencies.

To class: When a student is late to class without a valid pass, the teacher notes the tardy in his or her records. Three unexcused tardies to a class during one quarter (without a valid pass) result in a one-hour detention. The school office does not provide excused tardy passes for students unless the student was late due to being called to the office. Students should be prompt in their arrival to class and for other school events, always coming to class prepared with appropriate books and materials**.** If a student does not bring the appropriate materials to class, they earn an unprepared tardy for that class. These are factored into the unexcused tardy total.

Leaving School Early: For the protection of the student, the teacher, and the school, the following conditions must be met for a student to obtain an early dismissal:

- The student or parent must provide the school office with the following information, either by way of a phone call or a written note:
    - Student's name
    - Date and time of dismissal requested
    - Indication of whether the student is to be picked up or leave on his own (students with driving privileges) after signing out
    - Parent's authorization (signature, if sending a note)

The school office keeps the note but issues a pass permitting the student to leave class at the proper time. The student must report to the receptionist at Door B prior to dismissal. Students are released

only to a parent, unless the parent indicates in the note that the student is to be released to someone else. The adult picking up the student must sign the student out. Students driving themselves must sign out at Door B. Students are marked absent for half a day if they arrive after or leave before 11:30 a.m.

With the growing popularity of ridesharing services, such as Uber and Lyft, there is a potential liability that can arise if ridesharing goes awry. There is always the possibility that the passenger will not make it safely from point A to point B due to an accident or ill-intended driver. We are implementing a new policy to mitigate liability. If you want your child to have the option to use ridesharing services you must list such services as a pick-up contact in renweb.

Missing School on the Day of a School Event/Game: Students who are not present at school for at least a half-day (until 11:30 AM) without a viable excuse that has been approved by the administration are not eligible to participate in athletic or social events on that day.

PROMOTION TO THE NEXT GRADE (K4-8)

To ensure each student progresses academically and is prepared for the next grade level, students are promoted primarily based on the scores recorded throughout the year on the NWEA Markers of Academic Performance (MAP) scores. These assessments help identify major weaknesses in specific academic areas such as Language, Reading, or Mathematics which may result in a student being retained. Middle School and Junior High School students who earn a semester grade of a D average or below in core classes, or score below 50% in Math or Reading on MAP tests may be required to retest during the summer or participate in a summer remediation plan before promotion to the next grade. A Middle School or Junior High School student may only be retained once. If the student fails core classes for more than one year, they will not be able to continue their enrollment at CCA.

HIGH SCHOOL CREDITS

Required or core courses must be passed for credit in order to graduate with the required combination of credits. State of Ohio standards mandate that a student complete 21 credits to earn a high school diploma. Cornerstone Christian Academy requires that students successfully complete a more rigorous load of 26 credits (minimum), including core and elective classes, to graduate. No student may participate in graduation activities or ceremonies without meeting all graduation requirements, including the Biblical conduct standards CCA embraces.

Required CCA High School Core Credits:

English	4	Personal Finance	.5
History	3	Phys. Ed.	.5
Math	4	Health	.5
Science	4	Economics	.5
Foreign Language	2	Government	.5
Bible	3	Electives	2
Fine Arts	1		
Senior Thesis	.5	**TOTAL:**	**26 credits**

It is important that a student who wishes to plan a program of study carefully reviews the requirements for graduation before registering for the school year. It is the student's/parent's responsibility to see that requirements for graduation are met. The school will make available to parents upon request an up-to-date record of the student's progress toward completing the necessary coursework for graduation. For students transitioning or transferring to Cornerstone Christian Academy, CCA will make every effort to adapt their current credits to its subject studies and credit requirements.

High School Promotion: Promotion and student classification are determined on an individual basis, according to the number of required courses successfully completed for credit. A student must acquire a minimum of:

5 core credits for Sophomore classification
11 core credits for Junior classification
18 core credits for Senior classification

Graduation/Commencement Requirements:
In order to meet State of Ohio graduation standards, in addition to the CCA credit hour requirements noted above, students are required to meet two other standards. Students must show competency in two particular classes, Algebra I and English Language Arts II. Competency is recorded by getting a score of 684 or above on the End of Course (EOC) exams for each of these subject areas. Students are also required to take EOC exams in Biology, Geometry, American History, and Government. Each student must also earn at least two Ohio Diploma Seals.

Ohio has twelve Diploma Seal options. Nine of these seals are State Seals, where the requirements are set forth by the State of Ohio. Three seals are Local Seals, where the requirements are set by the school or district. One of the required diploma seals must be a State of Ohio Seal, while the other may be a Local Seal or State Seal. Students will go over the requirements for each of the diploma seals and graduation requirements at an annual meeting with the College Counselor. Documentation of completion of two seals is necessary for graduation. Students may earn more than the two required seals.

Seniors with no more than a half-credit deficiency *may* be permitted to participate in commencement ceremonies at the discretion of the administration. Seniors with more than a half-credit deficiency are not permitted to participate in the graduation ceremony.

Senior Thesis is part of the required senior curriculum. Students must develop an original thesis paper, incorporating the core academic disciplines and Biblical worldview taught at CCA. All work must be completed according to the deadlines given. Due to the nature of the project, final grades are not given until all the steps have been completed. However, progress reports for the Senior Thesis are recorded on RenWeb and carry the same eligibility considerations.

Participation in commencement ceremonies is a privilege and should be treated as such by all senior students. All seniors are **required** to attend all practice sessions and submit all speeches to the administration for approval two weeks prior to the ceremony. The administration reserves the right to edit the content of all speeches in keeping with CCA's Core Values.

All seniors are required to maintain CCA standards, including dress code, throughout the graduation festivities. Any senior demonstrating an unwillingness to maintain those standards may not be permitted to participate, at the discretion of the administration.

College Credit Plus (CCP): Cornerstone Christian Academy offers qualifying students in grades 7 - 12 dual credit for College Credit Plus coursework through a variety of Christian universities and select Cleveland area community colleges. CCP students have the opportunity to complete dual-credit coursework online on the CCA campus during their study halls and lunch periods. CCP credit meets the CCA graduation requirements, and also represents transferable college credit. CCA may choose not to grant direct dual-credit for coursework taken outside of the CCA-CCP program. English, History and Psychology classes will **only** be granted dual-credit status at CCA if they are taken through a Christian university that shares CCA's Biblical Worldview. Students who present transcripts for college coursework taken at other institutions may be given elective credit at the discretion of the administration. Funding for the College Credit Plus program is determined solely by the State of Ohio Department of Education, which makes no guarantee that funds will be available for students from year to year.

State of Ohio Diploma Seal Requirements: As noted above, in order to meet graduation standards, each student must earn two Diploma Seals from the CCA/Ohio Diploma Seal Checklist. Specific requirements for the seals are shared with families and students during meetings with the College Counselor, and students set Diploma Seal goals prior to graduation. Seals are dependent on a variety of specific Ohio End of Course test scores, as well as school and community service criteria. Seniors must submit the paperwork that documents the completion of Diploma Seal Requirements to the Registrar by April 1st of their graduation year.

Honors Diploma: Students may earn one of six State of Ohio Honors Diploma if they meet certain criteria. Details of Honors Diploma criteria are shared with students so they can craft schedules to meet their goals. Seniors who meet Honors Diploma criteria must turn documentation to the Registrar by May 1st.

Summer School & Online School: Because CCA offers a uniquely Biblical curriculum, courses taken at other schools in the summer must be approved in advance by the administration in order for credit to be given. CCA's course content is usually more demanding and comprehensive than similar courses taught at other schools. Consequently, since students are enrolled at CCA to receive a Christian education, students are generally not permitted to attend summer school or take online courses to advance in their class standing toward graduation. Students may not take summer courses in place of CCA coursework.

Students taking online BJU or IGNITIA courses to make up for a course they failed at CCA during the regular academic year receive a credit only score for successful completion of the course. This credit is noted but does not remove an "F" received in the course from the transcript. Any grades earned in courses taken without prior approval of the administration are solely for the student's personal enrichment. High school students may only take courses for credit recovery once while enrolled at CCA. If credit recovery is required twice, the student will not be able to continue their enrollment at CCA.

Middle School and Junior High School students who have a D average for a semester in Math or Reading or score below 50% on standardized testing will be required to complete remediation during the summer before advancing to the next grade.

Transfer Credits: When a High School student transfers to Cornerstone Christian Academy, they are required to take the present course offerings for their own grade level unless they have already successfully completed comparable courses at their former school. Because of the many differences in school curricula, CCA attempts to individualize schedules as much as possible to meet the needs of each student. Transfer students are required to undergo assessment testing.

Final Exams: Final exams are taken as scheduled for the upper grades, and the integrity of the exam week schedule is not compromised. Therefore, consideration for rescheduling exams is given only in an emergency situation, at the discretion of the administration.

CCA maintains an "open campus" policy for High School students during final semester exam days. This means students are expected to leave campus after finishing their exams for that day. Any students that must remain on campus are expected to spend their time in the study hall.

Seniors who receive an "A" or "A+" (93-100+) in all quarters (and are on pace to receive an "A" in the final quarter if applicable) in any subject are not required to take the final exam in that subject, provided they remain diligent in their work.

Dropping and Adding Courses: For grades 9-12, an elective course may be dropped or added during the first ten school days of the semester with written permission of the parent, teacher, and administration; no grade is recorded on the transcript. Drop/Add forms are available through the CCA Office. No course may be dropped after the first ten school days, unless recommended by the teacher and approved by the administration. A student with a failing mark who drops a course after the ten school day period has the grade recorded as withdrawn failing (WF), and it is calculated into the student's grade point average. There is a $15.00 charge for any class changes initiated after the tenth school day of the semester.

PARENT CONFERENCES WITH TEACHERS

Teachers are available to meet with parents. Conferences may be initiated by either parents or teachers and are encouraged whenever problems or concerns develop. **When initiated by parents, appointments must be made in advance through the school office or with the teacher via email. Please do not go directly to the classroom before or after school to meet with a teacher.** These times are important for teachers, who use them for duties, activities, and official functions. An appointment is the most courteous and appropriate way to discuss any concerns.

School-scheduled parent-teacher conferences are held twice a year; at the conclusion of the first quarter and midway through the third quarter. During these evenings, parents meet briefly with teachers and discuss their children's progress (see current school calendar for exact dates). Scheduling is done through the office for these 15 minute conferences. If more time is needed, parents should schedule additional time on another day with their student's teacher. When a problem develops, it is both a wise and Biblical practice for parents and teachers to refrain from making judgments until after a

conference, or other personal contact, has taken place. Attendance by at least one parent is strongly encouraged at the first of the two parent/teacher conferences.

HONORS AND AWARDS

Academic Honor Roll: The honor roll is compiled at the end of the first semester and at the close of the school year. It is based on grades earned in all subjects as follows:

1. Scholarship Roll: 4.0 cumulative GPA for the year
2. Honor Roll: at least a 3.5 cumulative GPA for the year
3. Merit Roll: at least a 3.0 cumulative GPA for the year

A grade of "F" or "U" (unsatisfactory) for any quarter or semester throughout the year disqualifies a student from achieving any of the end-of-year academic honors.

Class Ranking: Students in grades 9-12 are ranked individually for the purpose of determining the valedictorian and the salutatorian of the graduating class, and for college application purposes. The valedictorian and salutatorian are selected at the end of the Senior year, based on a student's GPA, numeric average and quality points (strength of schedule) in all subjects. Only graduating seniors who have been enrolled at CCA for at least two of their four high school years are eligible for the honor of valedictorian and salutatorian.

Christian Character Award: At the Elementary level, teachers select a male and female recipient as the award winners from their classroom. Members of Middle School, Junior High School and High School classes are asked for their input regarding the best choice for a male and female recipient of the Christian Character Award from their grade. Using Galatians 5: 22-23 as a model, students vote for classmates who best exemplify the fruit of the Spirit in their daily interactions. The Christian Character Award is presented at the Academic Awards Assembly at the end of the year.

Service Cords: CCA recognizes those students who have dedicated time to helping others as an act of service for Christ. Graduating seniors are awarded service cords based on the number of hours invested over their High School career. Service hours are defined by volunteer work in which no compensation of any type is received.

Service Scholarship: CCA recognizes students who demonstrate a servant's heart by awarding a $1,000 scholarship to one exemplary senior each year. An independent review board makes the determination from among students who have completed the application. The scholarship is traditionally announced at Senior Recognition Night.

National Honor Society: Junior and senior students are eligible for induction into the National Honor Society each fall. Eligible students must meet the academic requirements for admission, and demonstrate service, leadership, and character at home, school, and in the community at large. Students must apply for consideration. In addition to a completed application, two character reference letters are required as part of the application process.

National Technical Honor Society: Students that participate in pre-engineering and computer language/programming classes with appropriate GPA scores are eligible to be nominated for NTHS honors. To be eligible, students must complete (or be in process of completing) 4 total semesters of

either pre-engineering and/or computer programming coursework while maintaining a 3.0+ GPA both cumulatively and in the required coursework.

SENIOR PRIVILEGES PROGRAM

Seniors who meet academic and behavioral standards may qualify for CCA's Senior Privileges program. Qualified students are allowed to sign out of school after their classes are complete and leave the CCA campus, or study in the café area during the afternoon. In order to qualify, seniors must:

- Maintain a 2.7 GPA in the previous quarter academic status and show diligence in their studies.
- Uphold CCA's behavioral standards in all areas.
- Actively serve in the school (for example, help as a lunchroom set-up or clean-up assistant, serve as a teacher's aide, help with office errands, work as a peer tutor, etc.).
- Maintain a commendable student record. **Any student on Academic or Behavioral Probation at CCA is not eligible for Senior Privileges.**

When seniors sign out of CCA, they must leave the campus completely or stay in the designated area. Seniors may not sign out to the gym area. Seniors may eat lunch in the café, but they may not move back and forth between the café and the school cafeteria. CCA students who sign out must stay in the designated area if they are not leaving campus.

ACADEMIC PROBATION

Cornerstone Christian Academy provides an environment of caring discipleship. Therefore, the school does everything possible to ensure that a student with serious academic problems has the opportunity to succeed. At times, students must be placed on Academic Probation. Academic Probation is put in place through coordination between the student, teachers, and parents. The goal is to facilitate student success. The success of such a plan ultimately depends on the student.

Grades 5 - 8
Both subject grades and standardized test scores may be used to determine Academic Probation in Middle School and Junior High School. Students who fall below 40% in a particular subject on standardized tests will be placed on academic probation.

Grades 9 - 12
Academic Probation may be required for any student who fails two or more subjects in a nine-week grading period, does not complete their work in keeping with school policy, or as determined by the administration. The period of probation is at least three weeks or until the next report card is issued. The administration will make the final determination as to when the probation may be lifted. Academic Probation entails the following:

1. The loss of all extra-curricular privileges in which a student may be involved i.e., holding class office, participating in athletics, drama productions, etc.
2. If any student is placed on academic probation, parents are encouraged to hire a tutor until improvement can be realized. To assist, the school will help provide any names or information they may have regarding quality tutors.

3. The possibility of being required to complete online courses during the summer in order to be re-enrolled.
4. The possibility of expulsion, should the student display an apathetic attitude towards academic achievement and/or make no effort to improve.

STANDARDIZED TESTING

Students in grades K-8 participate in the NWEA testing in the fall and in the spring. Juniors participate in the PSAT (Preliminary Scholastic Aptitude Test), which is administered by the school each fall. Juniors are also given one ACT exam, which is paid for by the State of Ohio and administered by the school, each spring. CCA also prepares seniors and juniors to register for college entrance exams (SAT and/or ACT) administered elsewhere. Students in Ohio must complete six end-of-course assessments to be eligible to receive a State of Ohio diploma. These end-of-course assessments will be administered to students at CCA at the completion of the required courses.

COLLEGE AND CAREER COUNSELING

College and career counseling is provided to students at Cornerstone Christian Academy during scheduled meetings throughout the school year. College and Career FOCUS Night also takes place each fall. This event helps students and families understand the college search and application process, and introduces them to other career options to consider, such as those available in technology and the trades. Numerous resources for college and financial aid searches are also available through CCA's College Counselor.

HOMEWORK POLICY

Because CCA recognizes the growth process taking place within students requires both accountability and grace, late or missing assignments are closely monitored:

Elementary Students (Grades 3-4): Students who do not complete a regular homework assignment on time may complete it by the next school day for full credit. Students who have more than two late assignments per quarter may not receive full credit for further late assignments. Elementary students may be required to complete missing assignments during recess. See the classroom teacher for more specifics regarding their homework policy.

MS/JHS Students (Grades 5-8): Students will receive full credit for homework turned in within 24 hours of the due date, unless the assignment is corrected or reviewed in class. Assignments corrected or reviewed in class, or assignments more than one day late, will be recorded at 50% off the earned grade. After seven days have passed, the student will receive a zero.

High School Students (Grades 9-12): In general, students have one day to turn in late homework for some credit. However, for homework that is corrected or reviewed in class, students will be given an alternate assignment. Students who have more than two late assignments in a class, per quarter, may not receive credit for further late assignments. **PROJECTS MUST BE TURNED IN–LATE PROJECTS WILL**

RECEIVE AN INCOMPLETE UNTIL THEY ARE TURNED IN. See each teacher's classroom policies for specific requirements.

Each day before leaving school, instructors will record assignments that have been collected in RenWeb. Each assignment, whether homework or a major project, will be recorded in RenWeb as:

- A for student absence
- M for missing
- P for turned in and pending grading
- E for exempt

INDIVIDUALIZED EDUCATION PLANS Guidelines

Cornerstone Christian Academy is a college-preparatory school, and therefore does not service Individual Educational Plans (IEP), 504 Plans, or Personal Learning Plans (PLP) for students. These services require additional staffing, room use, and intervention certifications which CCA cannot provide.

Athletics, Arts & Activities

ATHLETICS

Sportsmanship: Students and parents attending sporting events should behave in a way that will reflect good sportsmanship towards opposing teams and their fans. Actions and remarks should always be within the boundaries of what is considered healthy competition. Anyone deemed outside those boundaries will be asked to leave. CCA students face disciplinary action in such instances.

Ohio High School Athletic Association & Academic Eligibility:
Grades 9-12: To be eligible, a student-athlete must be currently enrolled and have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period.

For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period. Therefore, Fall sports participation is determined by 4th quarter grades from the previous school year.

Ineligibility will begin the fifth day of the next quarter and will continue until the fifth day of the subsequent quarter. Ineligibility may also be invoked at the discretion of school Administration.

Equipment and Fees: CCA students desiring to play school sports must pay the necessary sports participation fee to participate. For grades 7 - 12, fees will be paid through **FINAL FORMS** and must be paid before practices begin. Students are responsible for all personal equipment required for practices and games. All athletic uniforms are the property of Cornerstone Christian Academy. They are to be washed and turned in at the end of each season. Uniforms should be laundered frequently. Damage or loss of a uniform will result in a replacement fee.

Documentation Prior to Participation: Students who participate in competitive sports in grades 7-12 must have the OHSAA Student Participation, Parental Approval form and Physical Examination form completed in **FINAL FORMS** prior to participation in any practice session. Information on signing up for sports will be emailed to all eligible students prior to the start of each season.

Practices and Games: The CCA Athletic Department employs a "closed practice" policy. No visitors are permitted to attend practices without the advance permission of the Athletic Director. Parents are asked to respect this policy when dropping off and picking up their students/athletes. This policy enables the coaches and teams to avoid distractions and focus totally on their pursuit of excellence.

Because of the importance of team integrity, athletes are expected to attend all practice sessions. More than two missed practices for any reason may result in removal from the team at the discretion of the Athletic Director. Athletes should communicate early with coaches if they know they may not be available for a practice session.

Video Recordings of CCA Events are not available for use by anyone other than our own staff, faculty, and coaches. Team recordings are not available to parents or outside sources.

PERFORMING ARTS

Rehearsals: CCA students who wish to participate in dramatic or musical events must commit to attend rehearsals. In the days and weeks prior to these events, the rehearsal schedule may be demanding, so students should count the cost before committing to these types of events.

Eligibility: In order to participate in CCA's Performing Arts Program, students must be in good academic and behavioral standing. If a student has been suspended in the months prior to any production, this behavioral record will be taken into consideration when roles are assigned. Students must be academically strong enough to keep up with their classes, even during the weeks just prior to a production when multiple rehearsals are required. Again, students and parents are encouraged to count the cost of participation in plays and musical productions before auditions are held, understanding that the responsibility to meet the deadlines and handle the academic challenges that arise during rehearsal season rests on the student.

Performances: Dramatic and musical performances at CCA are designed to give God glory while highlighting the gifts He has given to students. The performing arts provide students with opportunities to learn and grow, while exemplifying Christ-like character in the process. Elementary grades participate in a Christmas program and a spring program.

Video Recordings of Performances: Personal video recordings of CCA performances are not permitted.

STUDENT ACTIVITIES

Student Leadership: Students must attend CCA for one semester to be eligible for class office. Students elected by their peers or appointed to leadership positions are held to high standards and must sign a leadership commitment to be eligible for office. They should model excellence in academic

performance as well as display unquestionable character as they fulfill the responsibilities of their position. Class officers are expected to demonstrate their support for the school by participating in school functions such as dinners, formals, or special events. All CCA guidelines pertaining to academic and behavioral probation apply to student leaders. Any student placed on academic probation twice in one year will be removed from office and may not serve in any other position for the remainder of the school year. The Administration reserves the right to remove any student leader from a leadership position for violation of the Student Leadership Agreement or an egregious offense as determined by the Administration.

National Honor Society: CCA sponsors a local chapter of the National Honor Society for juniors and seniors. Applications are given in September to every Junior and Senior who qualifies based on their GPA. The application process will help the NHS Faculty Council evaluate each student's scholarship, leadership, service, and character. Below are the standards for membership in NHS at CCA:

A student has completed at least one full semester at CCA.

- A student has shown continued academic excellence, leadership, character and service to others at home, school, church and in the community.
    1. **Academic Excellence** —Maintain a 3.0 GPA throughout high school
    2. **Leadership**—Lead and be an example at school, church, community or work; lead in position directly responsible for direction or motivation of others (i.e.: lead a Bible study with peers or neighborhood children, help with VBS, be elected to student council, class or club officer, committee chairperson, team captain, newspaper editor, work area manager, community leader, or leader in the home); submit letter verifying leadership role from advisor, teacher, pastor, youth leader, etc.
    3. **Character**—Submit references from two adults, recommended to have one from student's pastor/youth leader
    4. **Service**—Participate in activities for the betterment of the community. Serve/volunteer/work at home, school, church, and in the community (eg.: participate in a service project, help a neighbor or individual in need, serve with church groups, clubs sponsored outside the school, Boy or Girl Scouts, volunteer groups, or community endeavors, and class service projects). Have documentation of service from the supervisor.
- Causes for Removal:
    - Without Warning:
        - Dishonesty in any form.
        - Suspension for any reason.
        - Flagrant violation of school rules or civil laws
    - With Warning: Two detentions in a year will result in a warning. Four detentions in a year will be cause for removal.

An annual induction ceremony in October celebrates those students who have been approved for membership that year.

Special Events:

- *Bible Conference:* CCA hosts an annual Bible conference, which features a week-long, intensive focus on spiritual issues that students confront on a daily basis. The conference features several

speakers from the Christian community who challenge students to think and act Biblically. During this week, students follow the standard dress code.

- *Clubs***:** Extracurricular activities at Cornerstone Christian Academy complement the curriculum by expanding interests outside of scholastic achievement. Their structure enables a student to develop social skills or hobbies or to increase physical capabilities. Students may not participate in any extracurricular activities when on academic or behavioral probation. Extracurricular activities may include the following:

Toastmasters Youth Leadership	Lunchtime Bible Study Groups
STEM Clubs	Mock Trial
Art Club	Chess Club
Music Club	Finance Club
Power of the Pen	

- *College and Career FOCUS Night:* College and Career FOCUS Night takes place each fall. This event helps students and families understand the college search and application process, and introduces them to other career options to consider, such as those available in technology and the trades.
- *Commencement:* Participation in the commencement ceremonies is a privilege and should be treated as such by all senior students. Seniors are required to attend all practice sessions and submit all speeches to the Administration for approval at least three weeks prior to the ceremony. The Administration reserves the right to edit the content of all speeches in keeping with the vision of CCA. All seniors are required to maintain CCA standards, including dress code and behavior throughout the graduation festivities. Any senior demonstrating unwillingness to maintain those standards will not participate at the discretion of the Administration.
- *Elementary Activity Day:* Near the end of the school year, students in grades K4-4 enjoy a fun-filled day in celebration of a blessed school year.
- *Grandparents' Day:* Each fall elementary students share their achievements and school life with special family members during Grandparents Day. The celebration includes breakfast and a unique performance designed with grandparents in mind. Grandparents Day is a half day for grades K4 - 4.
- *Homecoming Week/Spirit Week:* CCA sponsors Homecoming Week during the first quarter, to enhance school spirit and foster school unity. The week features events each day designed for those purposes and culminates in our homecoming soccer game and bonfire celebration on Friday night and the Homecoming Banquet on Saturday night. The High School bonfire is open only to current CCA students in grades 9-12 and their homecoming dates. A separate Middle School /Junior High School activity is held for grades 5 through 8, also for current CCA students only.
- *Homecoming Banquet:* The Homecoming Banquet is a semi-formal dinner event, marking the close of Homecoming Week, for students in grades 9-12. Tickets must be purchased in advance. Guest permission forms must be completed and approved before tickets are purchased for a non-CCA student to attend as a guest of a CCA student. Both CCA students and guests must be in grades 9-12 only. (See CCA's Homecoming Banquet Guest Permission Form for complete guidelines, and **Dress Code for Special Events** for additional dress code specifications.)
- *Junior-Senior Prom:* The Junior-Senior Prom is a formal dinner event sponsored by the junior class to honor the senior class. The juniors create a memorable evening with a theme, a formal dinner, and awards for the evening. The prom is held in the spring each year. Tickets must be purchased in advance. Guest Permission Forms must be completed and approved before tickets

are purchased for a non-CCA student to attend as a guest of a CCA student. Guests must be no older than 18 years of age. (See **Dress Code for Special Events** for additional dress code specifications.)

- *Junior Retreat:* The Junior class participates in a retreat at Stony Glen Camp, usually the second Wednesday through Friday after Labor Day in September. The purpose of the retreat is both to enhance spiritual growth and to promote class unity and leadership. The Junior Class Advisors plan the trip and are responsible for arranging and determining parent chaperones. The Junior retreat is mandatory for all juniors; junior students should plan other commitments accordingly.
- *Senior Recognition Night:* Each May, CCA sets aside an evening to recognize seniors and their accomplishments in academics, service, and athletics. Parents, family, and friends are invited to attend to cheer on the soon-to-be-graduates.
- *Student Pictures:* CCA students have their photos taken each year, usually in mid-September. Prior to and following the picture date, parents receive information on options for purchasing various packages. Students should conform to the CCA uniform dress code. Athletic team and individual photos are taken during each sports season. Information regarding picture dates and packages will be conveyed by CCA's Athletic Director.
- *Varsity Sports Awards*: The CCA Athletics season culminates in a year-end evening to recognize CCAs varsity student athletes with various awards and recognitions including Athlete of the Year (male and female) and the Timothy Award for Christian character in athletics.

SENIOR MISSION TRIP

The senior class takes part in a mission trip during the Spring. Fundraising and preparation for the trip occurs throughout the school year.

Community Expectations

BACKPACKS

Backpacks are useful for carrying books and organization; however they can make hallways and classrooms difficult to navigate. Students are encouraged to bring their supplies and books to and from school in a backpack, but they may be required to keep their backpack in the locker area. Cell phones must be turned off and placed in Yondr pouches by 8 a.m. and remain off until school is dismissed, in accordance with CCA cell phone policy. Fifth grade students will not take backpacks to class. Students in grades 6 - 8 should remove all necessary materials from their backpack prior to the bell that starts each class period.

TEXTBOOKS

Physical Textbooks: Students should textbooks covered and protected at all times. If textbooks are damaged beyond what the administration considers to be normal wear, the following fees will be assessed: $35.00 damage fee, and current cost replacement fee.

School Calculators: Parents of High School students may approve the use of school-provided calculators (if available) for their student, or they may provide their own as needed for the class. Parents who approve the use of a school calculator for their student agree to pay the replacement fee of $125 if the calculator is lost, damaged, stolen, or misplaced for any reason.

CLOTHING FOR PHYSICAL EDUCATION CLASSES

K4-4th Grade students do not change their clothing for Physical Education classes, but must have athletic shoes to wear on those days. Girls must wear dress code appropriate pants on the days they have a PE class.

All Middle School, Junior High and High School students taking Physical Education classes must purchase CCA gym uniforms at orientation or at the first gym class. The gym uniform consists of a t-shirt and appropriate shorts for use during class periods. Each item costs $10. Students will not be counted as dressed unless they are in CCA gym attire. All students must wear athletic shoes in order to participate in PE.

BEFORE/AFTER SCHOOL CARE

Before-School Care (BSC): Elementary, MS, JHS & HS Before-School Care is available at no charge from 7:15-7:50 a.m. Students are not permitted to go to their lockers or classrooms prior to 7:50 a.m without the BSC monitor's permission.

After-School Care (ASC):

Elementary (K4-4): Students remaining at the school after 3:15 will be sent to the aftercare program. Elementary students staying for aftercare will be either in the lunchroom or on the playground if weather permits.

MS/JHS students(5-8)—room 280 or playground from 3:30-4:30 p.m. From 4:30-5:30 p.m. MS and JHS will be in the lunchroom. Students must remain in CCA dress code until picked up. Pick-up from aftercare being held in the lunchroom will be at door "**F**" (Around the back side of the school building).

High School (9-11): If high school students must remain on campus after 3:30, it is their responsibility to stay in the café area if not involved in school activities that require them to be elsewhere, behave appropriately, and not be a distraction to others. If they cannot do so, they may lose the privilege of remaining on campus, and must leave the campus by 3:30 each day. After 4:30, students in grades 9-11 will be required to either attend a CCA event or join the ASC in the lunchroom and be picked up by 5:30. Students must remain in CCA dress code until picked up. **High School ASC rates apply after 4:30**. CCA Seniors who have active Senior Privileges are extended the privilege of remaining in the café until 5:30 each day, should they need to do so.

Rates:

Elementary:	$2.50/15 minute segment or portion thereof between 3:15-5:30.
Grades 5-8:	$2.50/15 minute segment or portion thereof between 3:30-5:30.
Grades 9-11:	$2.50/15 minute segment or portion thereof **between 4:30-5:30 only**.
After 5:30:	**$1/minute per child.**

Pick Up Safety: Because your student's safety is a top concern, please do not be offended if you are asked to show a photo ID when picking up your child. In fact, be prepared to do so. Parents using ASC must provide the school with the names of anyone they permit to pick-up the children. CCA releases students only to individuals who have been approved by parents in advance.

EMERGENCY SCHOOL CLOSING/TEXT ALERT SYSTEM

In the event that school must be canceled or delayed due to severe weather or any other emergency conditions, CCA's text alert system relays this information to all members of the text alert group immediately. You will receive texts to your cell phone through the RENWEB portal. Please make sure your phone number in RENWEB is up to date. When school is canceled or any time-sensitive information needs to be shared, a text is automatically sent to cell phones.

School closing information is also listed on the websites of TV stations 3, 5, 8, 19 as well as on the ParentsWeb home page of RenWeb. Announcements are made as early as possible, so families may make appropriate revisions in their day. Please refrain from calling school staff or faculty members to inquire about closings or delays. It is not normal policy for CCA to dismiss school early because of bad weather. However, parents who live in areas with heavier snowfall may obtain early dismissal for their children by calling the office to give permission for a student driver's early dismissal.

VISITORS

Visitors other than special speakers and those who have appointments with a staff or faculty member are not permitted in the building.

FIELD TRIPS

Field trips are designed to be interesting and educationally beneficial. They are, however, a privilege for students and not a right. If a student has repeated behavior issues, the privilege of participating in a field trip may be suspended at the discretion of the administration.

The following procedures apply to field trips:

1. The transportation permission slips form signed by parents at the beginning of the year will apply to all school-related trips.
2. Students on field trips are expected to maintain behavior as specified in our standards of behavior and conduct.
3. School dress code will be observed as standard procedure unless express permission from the administration is given in advance to do otherwise. Shorts of modest length and capris may be worn at the discretion of the teacher depending on the nature of the event. If students are permitted by the teacher to wear casual footwear, they should only wear shoes or securely fitting sandals for safety purposes, no flip-flops. Any student dressed inappropriately for a field trip will not be permitted to go.
4. Except for overnight trips or other unusual circumstances, the cost of most field trips and similar activities is offset by the activity fee, and the remainder covered in tuition. Student attendance for field trips is not optional, because they are part of the educational program at CCA.
5. Students who are not permitted to participate in field trips due to behavior issues may be given assignments to make up for the educational material they are missing.

DIRECTORY

RenWeb publishes an online directory of Cornerstone families, which is available to all parents. The directory is NOT to be used for commercial or business solicitation of any kind.

TRANSPORTATION

Parking Permits: All students driving a vehicle to CCA must submit their vehicle make, model, color and license plate number to the CCA office.

"In Lieu of" Payments:

According to the Ohio Department of Transportation, it is a parent's responsibility to understand their district's policy and requirements for school transportation or Payment In Lieu of Transportation. The local school district in which a student resides may either provide transportation or reimburse transportation costs for students according to State of Ohio law. Parents are encouraged to call their local school district's transportation office for further information. CCA's Registrar handles the paperwork for "In Lieu of" payments, along with related inquiries.

Student Conduct (as Passengers) on CCA Vehicles
(the following rules apply to all CCA-owned vehicles, and any chartered buses)

- Students are expected to conduct themselves by the same set of rules and standards set forth during the school day, according to CCA's Student/Parent Handbook.
- For the safe operation of the school vehicle while driving, all noise shall be kept at a minimum with students speaking in reasonable conversational voices.
- While on the bus/van, students are not allowed to listen to personal electronic devices without the use of earphones. **MS/JHS STUDENTS MAY NOT USE PHONES OR ELECTRONIC DEVICES ON BUSES.**
- In keeping with the beliefs of CCA, music which students listen to must honor Jesus Christ.
- Transportation to events is a privilege and not a right. The bus/van driver is the sole authority on the bus/van while students are being transported and will file behavior reports as necessary.
- ***Problematic behavior on buses will be documented in student files and parents'/guardians' will be informed via email or phone call.***
- ***Inappropriate language, jokes or bullying will not be tolerated.***
- Consequences vary and may include suspension of transportation privileges. If suspended from school transportation, it will be the parents' responsibility to transport their athlete to and from practices and games.
- Damage by a student to school vehicles, personal property, or public property is the parent's responsibility.
- Teams will participate in regular vehicle cleaning. Food wrappers, drink bottles, etc. are all to be disposed of properly at the conclusion of each trip.

Student Drivers and Student Passengers:

The safe transport of students is CCA's first concern.

- CCA does not allow any student to transport passengers (outside of immediate family members) from the school to an event. CCA does not condone this type of student ride-sharing, and is not liable for students who practice it.
- Should a student need to transport themselves to an event, they must obtain parental approval and notify the coach or adult in charge so that their name may be removed from the transportation roster.
- Students are not permitted to carpool from the school to a school event or athletic activity.

School Year:

- Students will ride with their team to events in CCA-assigned vehicles.
- Athletes, coaches and support staff will be the only passengers permitted to ride the bus.
- Coaches are not permitted to transport students in their personal vehicles.
- Coaches are not permitted to ask a student to drive themselves or another student to an event.
- Coaches MUST remain at the athletic event site (including CCA) until all athletes/students have been picked up.
- CCA will provide transportation to games/events when possible. If CCA is not able to provide transportation, parents will be responsible to provide transportation for their child.
    - *If games/events are **more** than 30 miles away or more from CCA, the school will provide transportation to and from the event.*
    - *If games/events are **within** 30 miles of CCA, the school will provide transportation to the event, but parents must pick up their children from the game/eve*nt.
- Elementary Sports have very limited transportation resources available to them during the week (to practice sites only). It is the parent's responsibility to pick up their child.

Summer / Weekend:

- Summer/weekend transportation will depend on qualified, CCA-driver availability and will only be provided to events OVER 30 miles away. Events that are less than 30 miles from CCA will require parents to transport their athlete.

Late Pick Ups:

- Due to an increasing number of late pick-ups, there will now be a "late" fee imposed.
    - Each family will be permitted 2 late pick-ups (10 minutes max).
    - After that, parents will be charged a $15 late fee that will be billed through FACTS. After ½ hour, the charge will be $1 per minute.
- Athletes will be asked to call home when they leave an event to let parents know the time of arrival back to CCA. CCA's Athletic and Transportation Department posts transportation updates and ETA's using the GroupMe app.
- The drivers do their best to run according to schedule but may run a few minutes off from their anticipated return times. This can be for many unforeseeable reasons. We appreciate your understanding.

Parking Lot Safety

- ***Elementary/Middle School:***

- **Parents must use Door B** for Elementary drop off.
- Please pull up as far as you can along the sidewalk at Entrance B to drop off your students. Parents are not permitted to accompany their child into the school.
- Please do not **park** in the drop off lane. If you must park and get out of your car, do so in a sanctioned space and direct your student across the crosswalk where the crossing guard is stationed.
- Do not let your students out on the traffic side of the covered entrance, only along the sidewalk and in the drop off lane. The students should not be crossing in front of traffic as it is not safe.
- **Please watch your speed! The speed limit in the parking lot is 10 mph.**
- Follow the parking lot entrance and exit guidelines.

- Older students, who drive their siblings, must follow the rules of drop-off/pick-up and mind the speed limit. Elementary siblings must not be dropped off in the student parking area to navigate across the parking lot.
- **Elementary and MS dismissal is at Door A.**
  - ***Junior High School/High School:***
  - Pull up as far as you can along the sidewalk at **Door C** (along the rear of the building.) Do not allow your students out of the car where they must cross in front of other traffic.
  - Please do not park in the drop off lane. If you must park, do so in a sanctioned space and direct your student across the crosswalk.
  - **Please watch your speed! The speed limit in the parking lot is 10 mph.**
  - Follow the parking lot entrance and exit guidelines.
  - Student drivers must follow the rules of drop-off and pick-up, as well as the speed limit. Driving privileges will be revoked for safety violations such as speeding and unsafe driving. A student may not go to his car during school hours without permission.

Parents, please be sure to leave the sidewalks clear; do not park, or wait in your car, on the sidewalk next to the building. While everyone runs late sometimes, it is important for all drivers to follow the 10 mile an hour speed limit.

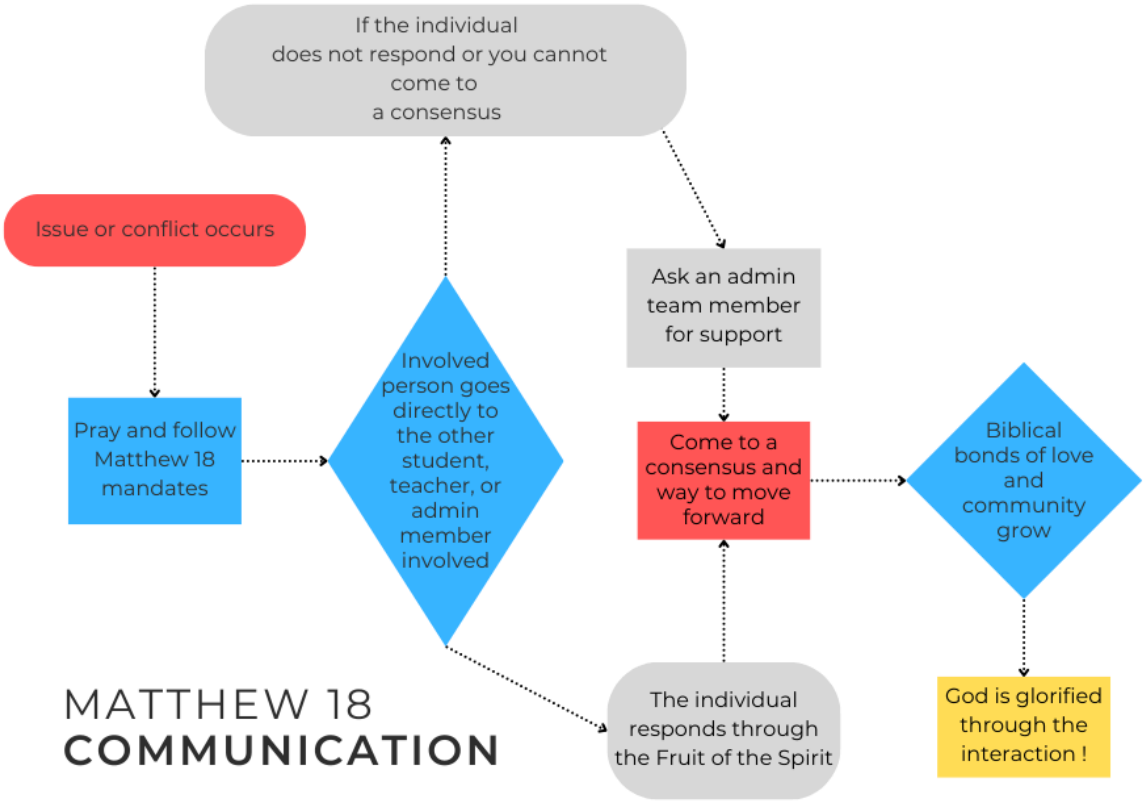
With this benefit of driving to school comes the privilege and responsibility of being a safe and courteous driver. Failure to uphold these values on school property may result in a loss of privileges. Any demonstration of hot-rodding or reckless behavior behind the wheel will be dealt with severely and may result in the permanent loss of driving privileges.

CAMPUS APPEARANCE

Clean, neat, wholesome surroundings contribute to the educational environment. Students should respect CCA's campus by keeping it neat and clean, and avoid destroying or defacing school property in any way. This includes defacing or damaging lockers, tables, or any other school-owned resource. Intentionally defacing tables and other school property may result in suspension or expulsion. In addition, the student responsible will be required to repair or replace the damaged property at the discretion of the administration. Damage resulting from horseplay may result in a detention and the offending student(s) will be required to repair or replace the damaged items.

COMMUNICATION GUIDELINES

While the administration and staff may not hear or see every inappropriate word or action, we do not ignore ungodly behavior, words, or actions that we do see or hear on campus. CCA and its staff are committed to following the Biblical approach to communication, which is outlined in Matthew 18. This approach is as follows:



CUSTODY ISSUES

CCA is legally bound to comply fully with all court orders regarding child custody issues.

FOOD AND CAFETERIA

CCA policy prohibits any loose peanuts/tree nuts in student lunches or snacks for the safety of all students who may have severe allergies.

Students are expected to keep the lunchroom clean and in order. Students not doing so will be issued a detention and required to clean up their mess. Students must treat the lunchroom facilities and supervising adults with respect. No throwing of food or any other object is allowed in the lunchroom. Students are expected to eat their own lunch and not take or touch another student's food.

Students may not take food, candy, or beverages outside the lunchroom without a supervisor's or teacher's permission. Students who leave food, drink, or trash in the locker areas or café common area will receive a detention and must neatly dispose of them immediately. Failure to neatly maintain the locker or cafe areas may result in a student losing the privilege of using those areas and being subject to further disciplinary action.

Students may NOT receive orders from DoorDash or other food delivery services.

Students may use CLEAR water bottles only, in the classroom, during the school day. These must only contain water. If a student is found with a beverage that is not water in a container, they will receive a detention. Elementary students are not permitted to chew gum in the building or on school premises.

PARENT DELIVERIES

If a parent needs to deliver an item to a student during the school day, they may bring it to Door B and a member of CCA's staff will collect it. Parents are not permitted to accompany their child into the school. Students may be called down to Door B to pick up dropped off items during the next class break.

DEBTS AND FINES

Students will be assessed fines for damage to, or loss of, school property. Just as with unpaid tuition and fees, no grades or transcripts are released until all debts and fines are paid.

Fees are charged to a student for serving detention at a rate of $10 for a one hour detention, and $20 for a full detention. Parents should stress to students that this is a financial burden *the student* should bear. The cost should not be borne by the parent. Fines for detention are binding financial responsibilities in the same way that tuition and all other expenses are for a family at CCA. In the case of financial hardships, fines for detention can be worked off by students in other ways by contacting the student's principal.

ELECTRONIC DEVICES

Chromebook User Information and Fees:

Students in grades 7 - 12 are issued Chromebooks at the beginning of each year and are trained on how to properly handle and care for their Chromebooks. Every student is responsible for purchasing their own case to transport their Chromebook in from class to class.

If and when an issue arises with a Chromebook, it should immediately be brought to the attention of the Director of Technology. Students and families are responsible to cover the cost of any damage to Chromebooks. Common types of damage and fees are listed below:

- Chromebook loss or damage beyond repair $250
- Cord loss or damage $25

Proper Use of Chromebooks/iPads/Internet: Students may use Chromebooks only for school-related work. Consequences will be given to students who are not using Chromebooks for schoolwork and who, instead, use them for their own purposes. CCA has a monitoring system in place while the students are at school to help keep students on task. **Playing games or watching shows/movies, being on social media, TikTok, or in any other way accessing inappropriate content during school hours on Chromebooks will result in an automatic detention.** Students in Grades 9-12 are permitted to take their Chromebooks home.

Use of the internet and social media sites is ingrained in modern culture. Children have the potential to connect with a multitude of social networks and gain access to all kinds of information when they use the internet. Children are our most valuable treasures, and they are particularly vulnerable to the flood of accessible data and have the potential to be exposed to ungodly content, images, and/or persons.

The rapidly developing nature of technology requires vigilance, diligence, and wisdom on the part of parents and those entrusted to provide guidance for children.

God holds parents primarily responsible for the oversight of this area of their children's lives. Parents should take the duty of guiding their children in Christian principles seriously, teaching them to walk in the Spirit, display integrity and righteousness, and live for God's glory. Many resources exist to help parents in this challenge. Ongoing communication and awareness are vital to teach children about potential dangers. We recommend the use of parental controls, accessing and checking student internet use on all devices, and setting guidelines and limits.

CCA's technology team has put many safeguards in place to protect our students. The goal is to ensure the highest level of security, so technology enhances the learning experience. Obviously, there are many social media websites that contain inappropriate content. These sites have been filtered out, and the school's current system aligns with CCA's Christian mission. Chromebooks have been equipped to use many apps that will enhance learning, but students will not be able to add apps that have not been approved by CCA faculty and administration. The CCA team has done its best to filter searches and apps in order to provide CCA students with appropriate, school-related content.

The safeguard settings installed on CCA Chromebooks are active both at home and in school. However, the nature of technology is such that safety measures can often be circumvented. We hope CCA's Chromebooks will always be used appropriately, but parent monitoring at home is critical. As with any technology, it is wise practice to have students use their Chromebooks in family areas, not alone in a room on their own. CCA's safeguards are state of the art, yet parent collaboration and involvement is vital to ensure the safe use of technology. Students need a WIFI connection at home in order to access online resources through their Chromebooks.

If an occasion arises where a CCA student or parent has a concern regarding another CCA student's internet use because it is harmful or in violation of Christian principles, Matthew 18 instructs us to directly approach the individual for correction, guidance, and restoration to Spirit-filled living (see diagram on page 40 for more information).

Students and parents are called to be willing to address concerns *directly* to fellow students and their parents, with loving encouragement toward righteousness.

The use of CCA Chromebooks is a privilege. Their use must support academic standards that are consistent with the educational objectives and values of Cornerstone Christian Academy.

Internet activities that are permitted and encouraged:

- Investigation of specific topics being studied in school or as assigned as part of a computer class.
- Investigation of opportunities outside of school related to community service, employment, or further education.
- Specific investigations permitted by CCA staff or faculty for a specific purpose.

Internet activities that are not permitted:

- Searching, viewing or retrieving materials that are not related to schoolwork, community service, employment, or further education (thus searching for or viewing sexually explicit,

profane, violence-promoting or illegal materials is not permitted). This includes, but is not limited to, music, movies, blogs, etc.
- Playing games or using interactive or social networking sites such as Facebook, Twitter, Instagram, etc. is prohibited.
- Copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted).
- Sharing work that results in plagiarized assignments.
- Subscribing to any services or ordering of any goods or services.
- Sharing of student's home address, phone number or other personal information.
- Any activity that violates a school rule or a local, state, or federal law. If a student has a question about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally clicks on inappropriate material, he or she should back out of that information at once and notify a supervising adult so that they can take steps to ensure it is inaccessible in the future.

Parents should be aware of and monitor their student's social networking sites for unbiblical content. Although CCA does not actively seek to monitor such sites, students are responsible for the content they post on such semi-public venues. God has called us to be holy in all of life, with no exception made for electronic media. Because CCA partners with parents to train students to walk in integrity in all areas of life, students will likely face disciplinary consequences at Cornerstone for unbiblical posts, speech, content, or other media issues that are brought to our attention.

Cell Phone Policy/Yondr Pouches: Cell phones are the only electronic devices permitted in the student's possession during the school day other than school-issued calculators and Chromebooks. **In order to minimize distractions due to cell phone usage during the school day, CCA will be using the Yondr system.**

The Yondr system uses a simple, secure pouch that stores a student's phone. Each student shuts off and secures their phone in a Yondr pouch when arriving at school. **Students maintain possession of their phones, but are not able to use them until their pouches are opened at the close of the school day.**

All 5th-12th grade students with a phone are required to use their Yondr pouch. This is required all school day. **Students who forget their Yondr pouch must leave their phones in the school office for the school day.**

All communication to students during school hours will be facilitated through the office. As always, should you need to contact your student, please call the CCA Office at 440-943-9260. Students may use the office phone to contact a parent, or after receiving permission to use their cell phone from an instructor or staff member, their pouch will be temporarily unlocked.

Students damaging or breaking their Yondr pouch will be required to pay for a replacement pouch.

Middle School and Junior High School students may use cell phones **solely for parent contact and only after receiving permission.** They are not permitted to use them for any other reason, at any time

before or after school, including during Before School Care, After School Care, or on any school transportation vehicle.

High School students must have their cell phones turned off, in their Yondr pouches, and earbuds removed prior to entering the Worship Center for the start of the school day.

All students must ask permission to use a cell phone at all times, including lunch.

Failure to follow this cell phone policy will incur the following consequences:

1. First Offense: The phone will be confiscated and sent to the office.
   A detention will be issued.
   The student will pick up his/her phone from the office at the end of the day.
2. Second offense: All the same as the first offense.
   The student will not be permitted to have a cell phone in his/her possession during school for the remainder of the school year.
3. Third offense: Suspension.

Given the CCA cell phone policy, students and parents will not be able to communicate via phone or text from 8:00 a.m. – 3:00 p.m. Parents, please contact the school office if you need a message to be communicated to your child during the school day. Students who need to contact parents should report to the school office to call home.

Earbuds: Earbuds should be removed prior to entering the Worship Center for the start of the school day. Throughout the day, only **wired** earbuds or headphones should be used at appropriate times to watch curriculum-related material on school devices (see **Proper use of Chromebooks/iPads/Internet**). **All earbuds/headphones must be wired to devices to be used during the school day.**

Other Electronic Devices:
Elementary and Middle School/Junior High School students are not permitted to bring electronic devices to school including Smart watches.

High School students, while allowed to bring other electronic devices to school at their own risk, should not have any other digital device (other than their Chromebook) turned on during the school day without the permission of a teacher or administrator. Smart watches and cell phones must be placed in a YONDR pouch before 8 AM each school day.

Students will be responsible for the loss of any electronic device they bring to school. Games that are consistent with generally accepted Christian standards are permitted on campus but may not be used in class or study halls. Video games of a violent or otherwise unbiblical nature are not permitted to be played on campus, before, during, or after school. Any use of media that is profane, of questionable content, or clearly expresses anti-Biblical standards or morals is not permitted at Cornerstone and will be confiscated by the supervising adult.

LOST & FOUND

The Lost & Found is located on the stage in the lunchroom where items such as books, lunch boxes, clothing and miscellaneous items are kept for a brief time. If a student is missing an item, please look for it as soon as possible. Unclaimed items are displayed during Parent/Teacher conferences. Any remaining items are donated to charity. Students should not help themselves to items in the Lost & Found that do not belong to them.

HEALTH AND SAFETY

Health and Safety Standards: At the beginning of each school year, parents must complete all Webforms, including medical permissions and the Waiver of Liability and Health Screening Agreement. If a student becomes ill, parents are contacted to arrange to pick up the child. It is the responsibility of parents to ascertain the child's physical condition before leaving home and not to allow an ill child to come to school. For the safety of all students, teachers, and families, please do not send ill students to school.

According to Ohio State Law, the school (and all affiliated personnel and volunteers) is not permitted to give out medication (including aspirin) without a parent or doctor's note. Students are not permitted to carry their own medication unless they have parent, school, and/or physician's permission. Students are strictly prohibited from giving OTC pain medications to other students. The school nurse administers medications upon proper notification. (See **Medication** below.)

All buildings are maintained to achieve the maximum level of safety and health standards. CCA's campus meets and conforms to all the requirements of the Ohio Building Code, the State Fire Marshal's Office, and the Ohio Department of Health. Classrooms, corridors and stairways are kept free from stored equipment to assure safety and freedom of movement. A fire and disaster alarm system is in operation at all times, and periodic fire, tornado, and lock down drills are held in accordance with Ohio Law. Students are taught the correct procedures to follow and up-to-date records are maintained.

Accidents: All students are required to have complete, up-to-date medical information and authorizations on file, which will be used in case of an accident or medical emergency. This is accomplished through the Webforms page on RenWeb, which must be completed by a parent or guardian. In the case of serious injury or illness, the student's parents or guardians will be notified. If the parents cannot be contacted, the school will refer to the medical form, and proper attention will be given to the child.

Safety Plan

- All doors to the facility are locked to the outside during school hours. Students and parents who need admittance during the school day (between the hours of 8:00 am and 4:30 pm) must use the call button at Door B.
- In the event of an emergency, students should report the incident to a CCA employee immediately.
- CCA has (in all faculty handbooks and in the main office) a copy of employee procedures in the event of an emergency.
- Emergency procedures have been implemented for fire, tornado, and life-threatening violence.
- Evacuation procedures are posted in all classrooms, and teachers have the responsibility to

familiarize students with the plan to exit the building in the event of an emergency.
- Be assured all CCA staff and faculty members care for your children as if they were our own.

Health and Medical Records: A complete school health examination record is kept for each student. This record shows the health history of the child, their physician's name, dentist's name, and the emergency telephone number where parents or relatives can be reached. It also lists diseases and other serious illnesses, injuries, or health conditions the student has experienced.

Immunizations: The Ohio Department of Education and the Ohio Department of Health require each child to have proof of immunizations or appropriate exemption forms on file.

Students who have not submitted the required documentation to CCA within 14 days from the first day of school will not be able to attend classes and will be sent home. Please note the excerpt from the Ohio Revised Code below:

Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year to an elementary, middle school, or high school or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code.

A pupil whose parents/guardian presents a written statement and files the school exemption form declining to have the pupil immunized for reasons of conscience, including religious convictions, or medically contraindicated is not required to be immunized.

Medications: Students needing medication are encouraged to receive the medication at home if possible. If this is not possible and the medication is necessary for the student's attendance; administration of any medication will be done in compliance with the following guidelines:

Prior to dispensing any type of medication (including natural/herbal & over-the-counter preparations), written permission must be received from the parent(s) and physician of the student. This shall include:

1. Medication Administration form filled out & signed by the physician indicating the exact dispensing instructions. The dispensing instructions cannot exceed the recommended dosage on the manufacturer's labeled package.
2. **Medication Administration forms must be completed for each school year regardless of lifelong medication usage.**
3. New Medication Administration forms must be completed & signed when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
4. Each medication must have a separate Medication Administration form. Medication cannot be combined on the same Medication Administration form.
5. The medication must be received from an adult (students cannot carry in medication) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe medication. The label on the prescription container must state the child's name and dispensing instructions. All medication tablets that must be split, need to be done prior to the school receiving the medication.

6. The nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions.

The Possession or use of drugs, alcohol, tobacco, vaping instruments, or weapons on campus is expressly forbidden. CCA practices merciful discernment in discipline situations, but when it comes to weapons or verbal threats, the administration acts swiftly and justly, with no tolerance for such behavior.

Metered Dose Inhalers & Epi-pens: (Grades 3-12 are allowed to self-carry)

1. Students have the right to possess and use a metered-dose inhaler or dry-powder inhaler to prevent or alleviate asthmatic symptoms. Students have the right to possess and use only in an emergency an epinephrine auto injector to prevent the anaphylactic response to a severe allergy.
2. The right applies at school or at any activity, event or program sponsored by or in which a student's school is a participant.
3. The Authorization for Student Possession form must be on file with the CCA nurse in order for a student to possess an inhaler or epi-pen. This is a state law from the Ohio Revised Code.
4. Any student that has an inhaler or EpiPen at school must have an Emergency Care Plan on file with the CCA nurse.
5. A second EpiPen for each student that requires one must be stored in a secure location that is easily accessible.
6. *Students who require an EpiPen must have the Emergency Care Plan and EpiPen on file by the first day of school.*

Communicable Disease Policy: Any student suspected of or reported to have a communicable disease is to be examined by CCA's nurse. Upon the recommendation of the school nurse, the student may be sent home from school. CCA reserves the right to require a doctor's note for re-admission.

CCA follows the most up to date information regarding the handling of communicable diseases as set by the Ohio Department of Health and the CDC.

Readmission to school is dependent on a decision by a physician in certain cases. Students must present written correspondence from their physician stating a return date. The following criteria apply to particular communicable diseases.

1. *Chickenpox***:** A physician's note is required. Students are excluded from school until the 6th day of rash appearing or until sores are dry.
2. *Common cold:* Student feels well and has not had a fever for **24 hours**
3. *Conjunctivitis (Pink Eye):* A Physician's note required. Return 24 hours from the start of treatment.
4. *Cough***:** A student's cough is not severe or persistent; other symptoms of illness have stopped. Persistent coughs that hinder the student's ability to focus or disrupt the educational process may require the student to be picked up.
5. COVID - CCA will follow the current guidelines given by the Lake County General Health district.
6. *Fever***:** A student may return if they have not had a fever greater than 100°F for **24 hours** without taking fever medication.
7. *Diarrhea*: A student may return 24 hours after the last occurrence without taking diarrhea medication.

8. *Fifth Disease***:** A physician's note is required. A student is only excluded from school if they currently have a fever; they may still have a rash.
9. *Hand/Foot/Mouth:* A physician's note required. A student is only excluded from school if sores are present in their mouth, they are drooling or present weeping blisters on their hands.
10. *Head Lice:* A student is excluded from school until treatment is applied and no live lice are present. (See **Lice Policy** below).
11. *Impetigo***:** A physician's note is required. A student is excluded from school until 24 hours after treatment has begun and all sores are dry.
12. *Pinworms***:** A physician's note is required. A student is excluded from school until after treatment is given.
13. *Rash***:** A physician's note is required. A student is excluded from school until after 24 hours of treatment for scalp & skin lesions; affected areas must be kept covered upon return. Students are excluded from contact sports until lesions are gone.
14. *Ringworm***:** A physician's note is required. A student is excluded from school until after 24 hours of treatment for scalp and skin lesions; affected areas must be kept covered upon return; students are excluded from contact sports until lesions are gone.
15. *Scabies***:** A physician's note required. A student is excluded from school until 24 hours after application of scabicide.
16. *Strep Throat/Scarlet fever:* Student is excluded from school until they have been on antibiotics for 24 hours and no fever has been present for 24hrs.
17. *Vomiting***:** a student is excluded from school until 24 hours have passed since the last occurrence, without taking medication.

Lice Policy: Students who have been found with live lice will immediately be removed from classes and their parents (or emergency contacts) will be required to pick them up. They must immediately receive suitable treatment at home or through a professional treatment center and provide documentation pertaining to the treatment (i.e. which brand of treatment was used and details of treatment course) before returning to school. CCA's Treatment Guidelines will be sent home with the student.

The student may return to school after 24 hours, if the following conditions are met:

1. The family has read, followed and signed the CCA Treatment Guidelines.
2. The student is free from live lice.
3. The parent has made an obvious attempt to remove the majority of nits. A small amount of detectable nits is acceptable, but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
4. *All students that have lice will be checked 7-10 days from their initial treatment.*
5. *A second treatment is required 10 days from the initial treatment, and checks will continue.*
6. Parents will be required to sign the CCA's Treatment Guidelines a second time stating that a second treatment has been given.
7. The student may be re-checked as often as deemed necessary per the discretion of CCA's nurse or Administration.

SUICIDE PROTOCOL

Families should seek professional Christian counseling for a student who struggles with ongoing depression or anxiety. In the case of suicidal thoughts, Cornerstone requires direct and immediate action. In such a case, the student involved should immediately be taken to an emergency department for a psychiatric evaluation. **Students who have expressed any type of suicidal thoughts will not be allowed to return to school until a psychiatric evaluation has been completed and documentation of that evaluation has been given to the school, along with a signed release allowing the school to contact the psychiatrist who conducted the evaluation. The evaluation documentation must state that the psychiatrist does not feel the student poses a threat to themselves or others in order for the student to return to school.**

HALLWAY BEHAVIOR

Noise and unusual activity often cause distraction. Students should walk quietly, in an orderly manner, between locations in the building. A safe and secure environment is crucial for students, faculty, and guests. Because roughhousing can result in unintentional harm, students should refrain from physical interactions including but not limited to poking, tripping, and hitting and all horseplay. Any damage that occurs to others or the facility due to such behavior will be the responsibility of the instigating student(s), as determined by the administration.

Passes: A student who is not in their assigned classroom, chapel, cafeteria, or other location at the correct time must have a pass which includes the date, time, destination, and signature of a teacher/staff member. Students arriving late to a class must have a pass or they will be marked tardy (see **Tardiness**). If a student leaves an assigned classroom during class, they must sign out with the teacher and take a classroom pass. During lunch a lunchroom pass will be issued.

Students are NOT to be in the hall during class without a valid hall pass. A student must report to their assigned class first to receive a pass to visit another teacher or use the restroom. If a teacher detains a student after class, he/she must give the student a tardy pass. Students in the hall between classes without valid passes usually receive a detention.

Students should always remain in “authorized only” areas of the building and avoid exploring other areas without a staff member present. Students must obtain permission from their teacher before leaving class. Students must obtain parental *and* administrative consent prior to leaving school property. Once proper permission has been received, students must sign out before leaving school property and sign in when they return to school, during the same school day. Elementary, Middle School and Junior High School students must be signed out by parents.

Elevators: Students are not to use the elevators in the building unless they have permission from their principal due to a specific physical limitation. This requires a request from a parent or physician to the office.

Lockers: Lockers are assigned by the office. Students are strongly encouraged to use a lock for the protection of personal belongings. Tampering with another student’s locker is forbidden and will result

in disciplinary consequences. Lockers may be inspected periodically throughout the school year. Lockers should be organized and kept clean. No open coffee and drink cups are permitted to be kept in lockers, including lids with holes. Lunch drinks must be kept in closed containers.

Only clear water bottles filled with plain water are allowed throughout the school day.

CCA retains possession of all locker space, and any locker, bag, coat, etc. may be searched at the discretion of the Administration at any time. All property/belongings brought on campus is/are subject to search. Students may not switch lockers without permission from their principal.

Belongings should not be kept on the floors of the hallways or anywhere other than designated locker, coat, or equipment areas.

Students wishing to decorate their lockers should do so only with adhesives that leave no residue. Students in grades 5 - 8 may decorate the INSIDE of their lockers only. All lockers must be free of sticky residue when checked on the last day of school.

STUDY HALLS

To maintain a structured learning environment and respect fellow students, study halls are silent. Students may at times be permitted to talk in a quiet fashion about their studies when permission has been given. They should avoid distracting other students during study hall. Standards for conduct in study hall are the same as in a regular classroom. No student will be permitted to have more than two study halls per day. Students should bring all of their appropriate materials to the study hall to avoid unnecessary trips to their lockers during study halls. If a student needs to meet with a teacher during a period scheduled as a study hall, the student must first obtain a pass from that teacher, then present that pass to the study hall monitor at the beginning of the study hall. The monitor may then grant permission for the student to visit the teacher.

PARENT TEACHER FELLOWSHIP

CCA's Parent Teacher Fellowship supports the school through a variety of events and fundraisers. Parents of students of all ages are encouraged to join the PTF each year and take part in the valuable contribution the group makes to the Cornerstone family.

PHOTOGRAPHING STUDENTS

Every academic year, parents are asked to sign a photo/image release. The **Consent to Release Photo/Image/Work**, found on the reverse of the **Handbook Receipt and Agreement Form**, sets the guidelines needed for CCA to feature a child in a variety of areas, such as on the website, in marketing materials, and in educational projects. This form must be signed and returned to the school office.

CHAPEL/ASSEMBLIES

Students should be attentive in class and Chapel Services and be willing participants during teaching and instructional periods. They should also show respect for those asked to speak at assemblies or performances, demonstrating courtesy and attentiveness once the program begins. Failure to do so will result in disciplinary action and possible removal from the class, chapel, assembly, or performance.

DRESS CODE

A Special Note to Parents: Cornerstone Christian Academy students are a reflection of both the Lord Jesus Christ and the Academy. "So whether you eat or drink, or whatever you do, do it all for the glory of God.'' (1 Cor. 10:31) The objective of this policy is to promote an atmosphere for academic success free from distractions due to clothing choices while recognizing significant freedom of student expression. With our dress code, we do not wish to impose an atmosphere of legalism, yet we recognize that clothing can impact the learning environment, and to maintain a positive academic work atmosphere, parents and students must take responsibility to honor the expectations of appropriate dress while at Cornerstone.

Because no dress code could possibly cover every possible attire, any student attire deemed inappropriate by a supervising adult is subject to dress code violation. Students who are in violation of the dress code may be sent home. Cornerstone reserves the right to require students to conform to the dress code before entering class. Students are expected to maintain CCA dress code expectations throughout the school day, and during After Care, if the student is staying on campus.

Please read the entire uniform dress code section **very carefully.** Parents of girls need to support CCA in seeing that young ladies make appropriate and modest dress selections. While it may be difficult to find clothing that reflects Biblical standards for modesty, these standards are an important part of CCA's dress code. These standards must be met at all times, including special occasions and all school functions.

General Notes:

- All articles of clothing are expected to be maintained or replaced if they are damaged beyond repair.
- K4 and K5 students are <u>not</u> required to be in uniform. Modest dress is left to parents' discretion.
- The plaid skirts or jumpers for girls must be purchased from Schoolbelles only, other dress code items can be purchased elsewhere.
- Sweaters and socks must be SOLID colors only, with no neon colors .
- No writing or henna tattoos of any kind on a student's person is acceptable. To ensure both academic integrity and a clean appearance, writing on skin or any type of temporary tattoo constitutes a dress code violation.
- On **FRIDAYS**, CCA shirts, CCA hoodies, or CCA team shirts may be worn with dress code appropriate bottoms.

Academic Day Dress Code

(Applicable from arrival until the end of the school day, and during AfterCare if the student remains on campus

- Bottoms:
  - *Pants*: Casual/dress slacks are required. Denim, inappropriately oversized, tight, or sagging pants are prohibited. Colors for all will be limited to black, navy, khaki, or **gray.** Students are encouraged to wear belts in order to maintain a neat appearance. Black, navy, or brown belts

are acceptable. Pants are to be worn at the waist. Pants must not be tight, but should fit appropriately and loosely for normal movement.

- *Shorts*: Uniform shorts are acceptable for Grades 1-6, worn only from May 1 to September 30. The shorts should resemble dress code pants in style and color. Acceptable colors are black, navy, khaki, or **gray**.
- *Skirts*: Two-kick pleat, pleat kilt and split skirt styles are approved in solid khaki, black, navy, and the Schoolbelles approved skirts. Please see Schoolbelles website for more details– SCHOOLBELLES. CCA's school code is **S1661**. The plaid codes that are acceptable are **121 Navy/Green Plaid and 4201 Navy Herringbone**. Skirts will not be tight or inappropriately oversized. The length of the skirt may be no shorter than two inches above the crease of the back of the knee. When purchasing, make appropriate provisions for student growth through the school year. Girls who are not wearing the appropriate length skirt may be sent home to change or not permitted to attend class until in dress code. A skirt which is rolled up to be out-of-code length will be considered out of dress code and dealt with accordingly. **Girls must wear shorts under their skirts if they are not wearing tights or leggings.**
- *Jumpers*: Girls in grades 1 – 6 may wear navy or khaki jumpers in any style with the same length requirements as for skirts. They may also wear the Schoolbelles navy/green plaid jumpers. Girls are required to wear camisoles or the equivalent under blouses when not wearing a jumper.

- Tops:
    - *Shirts*: Collared, button-down dress shirts are permitted in white, solid blue, or pinstripe. Boys may wear solid, black dress shirts on chapel days. Only the top button may be left unbuttoned. All other buttons, including those on the collar should be kept buttoned. Solid colored polo shirts or turtlenecks may be worn in light blue, royal blue, navy blue, white, maroon, red, dark green, gray, and black. **Button-down dress shirts must be tucked into pants all day**. If the shirt is not long enough to be kept tucked in, it cannot be worn.
    - *Polos*: Long-sleeved and short sleeved polos are permitted in white, light blue, royal blue, navy blue, red, maroon, hunter (dark) green, gray and black. Polos must be plain or have a CCA logo.
    - *Under shirts*: Students are not permitted to wear long sleeve shirts underneath short sleeve shirts, creating a "layered" look. **Solid colored t-shirts in dress code colors are permitted under school shirts.**
    - *Crew neck, v-neck knit (not fleece) or quarter-zip sweaters* are permitted in the following SOLID COLORS: light blue, royal blue, navy blue, white, maroon, red, dark hunter green, gray, and black. No striped, patterned, or hooded sweaters are acceptable. **Solid colored t-shirts in dress code colors are required under school sweaters.**
    - *Cardigan sweaters* are permitted in the following SOLID COLORS: light blue, royal blue, navy blue, white, maroon, red, dark hunter green, gray, and black. No striped, patterned, or hooded sweaters are acceptable. ***A polo shirt or dress shirt with a color must be worn under a cardigan.***
    - *CCA Logo Sweatshirts*—crew neck only, no hooded sweatshirts (with the exception of Fridays). **Crew-neck sweatshirts without a CCA logo are not permitted.**
    - *Sports Warm-Up Jackets*: CCA warm-up jackets are permitted on Friday but they **must be worn** over a t-shirt or polo shirt.

- *CCA Gear* - visit TIMMY DEE'S TEES to view CCA Spirit Wear. The website will indicate which apparel is dress- code approved for normal school days. Long sleeved t-shirts with a CCA logo are approved. **Full zip jackets MUST have the CCA logo to be dress code approved.**
- **SHIRTS FROM CCA EVENTS AND SPORTS TEAMS MAY BE WORK ONLY ON FRIDAYS. NO JERSEYS OR TEAM SHIRTS MONDAY - THURSDAY.**
- *Ties*: On Chapel days, boys must wear ties that are either solid in navy red, or black, or striped in dress code colors, with an approved button-down shirt. The ties must be worn traditionally, with all shirt buttons buttoned and the tie knotted no lower than the base of the neck throughout the day. Bow ties are permissible in colors listed above.

- Footwear:
  - *Socks*:
    - Girls: Socks/tights must be worn at all times. Socks are acceptable in low-cut, ankle-length, or knee-high socks styles. Nylons or tights without patterns or designs are permitted. Acceptable colors are SOLID ONLY light or navy blue, cream, gray, white, dark green, black, maroon, or khaki. Solid leggings under skirts are permitted in black, navy, gray or white. No patterned leggings (including lace) are acceptable. No neon colors.
    - Boys: Boys must wear solid colored socks at all times. Acceptable colors are SOLID ONLY light or navy blue, cream, gray, white, dark green, black, maroon, or khaki.
  - *Shoes*: In addition to black, brown, navy, or gray **dress shoes** or topsider (sperry) style shoes in suede, leather, or canvas, athletic tennis shoes will be acceptable attire for all students with these stipulations:
    - Closed toe and covered heel
    - Solid colors - no patterns
    - Clean and in good repair
    - SHOES MUST MATCH

    Crocs and boots/booties on FRIDAYS ONLY.

    No sandals, Birkenstocks, UGG slippers, mules, clogs, five-fingered or vented water shoes.
  - Students taking Physical Education must have a separate pair of shoes to wear in the gym.

Grooming & Accessories(applies to all school activities)

- Boys:
  - *Hair*: Hair must be kept **well-groomed and neat**, styled so that eyes are NOT covered; ears should be mostly visible, no longer than collar length. Braided hair for boys is permitted provided it is kept neat. Extreme hairstyles are not permitted. Ribbons and colored bands or ornaments are not permitted. No hair coloring that is unnatural is permitted, determined at the discretion of the Administration.
  - *Facial hair:* All boys through 11th grade must be clean-shaven unless excused by a doctor in writing. Senior boys are permitted to wear well-trimmed facial hair, according to the discretion of the Administration.
  - *Hats*: No hats, caps, or head scarves of any kind are allowed in school.

- *Jewelry*: Boys are not permitted to wear any earrings or heavy chains while in attendance at school or at any CCA related event. Bracelets, thin chains and rings may be worn discreetly, as long as they are not a distraction, determined at the discretion of the Administration.
- *Tattoos/body piercing:* No body piercing or tattoos may be visible. Temporary or "ink/pen" tattoos are not permitted.

- Girls:
- *Hair*: Hair must be neat in appearance with natural hair color. Natural highlights are acceptable. Unnatural hair coloring is not permitted, determined at the discretion of the Administration. Extreme hairstyles are not permitted.
- *Make Up:* Cosmetics will be used in a modest manner.
- *Jewelry*: Jewelry worn to school must be moderate in style. Earrings of any kind will be limited to two per ear – no gauges. No heavy metal chains.
- *Tattoos/body piercing*: No body piercing or tattoos may be visible, with this exception: girls in grades 9-12 may have a clear or invisible stud in their nose. Temporary or "ink/pen" tattoos are not permitted.

Gym Class

K4-4th grade students will not change their clothing for Physical Education classes, but must have athletic shoes to wear on those days. Girls must wear dress code appropriate pants on the days they have a PE special class.

All CCA Middle School, Junior High School, and High School students taking Physical Education classes must purchase CCA gym uniform clothing before class begins. This clothing includes a t-shirt and appropriate shorts for use during class periods. Students will not be counted as dressed unless they are in CCA gym attire.

Chapel Dress

On Chapel days, boys must wear ties that are either solid navy blue, or solid red, or red-white-and-blue striped, or black with an approved button-down shirt, and their uniform pants. Bow ties are permissible in the colors listed above. Ties must be worn traditionally, with all shirt buttons buttoned and the tie knotted no lower than the base of the neck throughout the day. Girls are to wear their school uniforms. **No dress down passes can be used on Chapel days.**

Dress Down Days

Fridays: Students may wear any Patriot gear tops (shirt, sports jersey, sweatshirt, t-shirt) with normal dress code pants or skirt. Any shoes are acceptable, with the exception of sandals or flip flops.

Patriot Dress Days: Students may wear modest casual clothing provided they wear at least one article of Patriot gear (shirt, sports jersey, sweatshirt, etc. *excluding hats and shorts*) on those days specifically announced as Patriot Dress Days. These occur from time to time throughout the school year.

Dress Down Days: On these days students may wear modest casual clothing in keeping with the philosophy of Cornerstone's dress code. Jeans, uniform pants, or loose warm-up pants, joggers or sweatpants only are permitted. Leggings cannot be worn as pants on dress down days. No ripped jeans

may be worn unless a solid-colored pair of leggings is worn underneath. No shorts, yoga pants, pajama pants, flip-flops, sandals or hats may be worn at any time in school without prior consent of the Administration. Any restrictions concerning jewelry, hair, makeup, pants, extreme attire, etc. remain unaffected . These occur throughout the year primarily as fundraisers for student sponsored events.

Formal Extracurricular Activities
CCA's Junior-Senior Banquet is more formal than Homecoming or the Varsity Sports Awards Dinner (both semi-formal). For formal events, gender appropriate attire is allowed. For boys, dress suits are appropriate, or a tuxedo may be rented for formal occasions. For girls, dresses or other apparel approved the administration is appropriate **(modesty is a very significant consideration in selection)**. Parental discretion is needed. Keep in mind that the same dress may fit each girl differently. There will be NO ADMITTANCE for the following dresses:

- "slip" dresses (clinging material; styled like a slip)
- low-cut dresses
- back more than half uncovered
- hemline or slit more than two inches higher than the top of kneecap
- inappropriately tight dresses

Cornerstone Christian Academy students are responsible to communicate these guidelines to any friend they are bringing who does not attend Cornerstone Christian Academy. Anyone in violation of these guidelines will not be admitted to the event and no refund will be given (if applicable). If in doubt, please seek prior approval from the administration.

Swimsuits
For CCA events that include swimming, female students of all ages may wear one-piece or tankini swimsuits only. Parents should exercise discretion to ensure modesty.

STUDENT CODE OF CONDUCT

General Student and Family Expectations
Cornerstone's overall approach is best summarized by this statement:

"We believe we cannot always focus on what is wrong with our students but must attempt to tap into that which is good in them, i.e. the person of Christ who now lives in them. To expect that students can, and will, pursue the good urges of Christ who lives within them, is to empower them to pursue righteousness instead of the sinful urges which still plague them." (Dr. Donovan Graham, Covenant College)

From a Biblical perspective, all of us, including students, are fallen individuals who will sometimes make poor choices. All people occasionally live in ways that do not honor God, and actively hurt others. God has placed the school, the faculty, and the administration in a unique position to present and model the love of Christ and the truth of His Word to them. CCA is committed to treating students as individuals with honor and dignity. We desire to nurture, love, and discipline students in a way that molds their God-given potential.

God's Word teaches that words and actions have meaning, for "out of the mouth comes the overflow of the heart" (Luke 6:45) and "you can know a tree by its fruit" (Matthew 7:16). For this reason, Cornerstone's discipline policy is redemptive in nature, with heart change as its ultimate goal.

CCA's Standards of Student Conduct are designed to influence students through their hearts

- to make wise decisions,
- to recognize and confess sin, and
- to experience forgiveness, as opposed to outward behavior that conforms to a prescribed code.

CCA seeks behavior that comes from a heart that loves God and submits to Him. As students are convicted of their wrongdoing, adults seek to extend forgiveness that demonstrates the grace of God in dealing with fallen sinners.

Conversations with students include encouragement. Discipline at Cornerstone is redemptive, and given out of a heart of love, just as the Lord disciplines those He loves. It is out of love that authority figures alert students to the potential danger they bring themselves and others who may be led astray.

At Cornerstone Christian Academy a balance of grace and truth informs each decision. Instead of looking at school guidelines as restrictive, students should view these boundaries as guardrails that promote an environment where they can flourish both academically and spiritually.

In keeping with the biblical call for unity, any family that does not support CCA's philosophy or objectives or that the administration is convinced will not support CCA's philosophy or objectives, will be asked to withdraw their student(s) from the school and encouraged to find a school more compatible with their family views. CCA reserves the right to dismiss any student or family who does not respect its standards and policies or cooperate in the educational endeavor as determined by the administration.

Desired Characteristics of a CCA Student

- *Integrity vs. Deception:* Integrity is a critical aspect of the Christian walk. God's Word says that Christians should live honestly and above reproach. As ambassadors of Christ, students should walk in a manner that is worthy of their calling and be "salt and light" to the world. Fidelity to truth in all its forms is a way of honoring God, who is the Truth. Truth is also at the core of all meaningful human interactions. For that reason, students should exhibit honesty in all their dealings with staff and students, in school and all activities. One area which often requires courage for students to act biblically is when they know of a fellow student who is not acting biblically. "Am I my brother's keeper?" The biblical answer is an emphatic, "Yes!" Christians are called to speak the truth in love to one another (Eph. 4:15) and to follow Christ's example in serving one another (Jn. 13:1-16; Phil. 2:1-8). If a person knows to do good and does not do it, that inactivity is sin (James 4:17). Not speaking up falls short of the biblical example (Lev. 5:1). Truth-telling requires courage to walk by faith. But if sin brings death, true love and friendship sacrifices its own comfort to speak the truth in love and assist a brother or sister in need.
- *Humility vs. Pride:* Love for God and man is the genuine mark of a true Christian. Although fallen in nature, CCA faculty and staff make every effort to clearly and consistently demonstrate Christian love to students and exhort them to do likewise. CCA desires a climate of humility and mutual respect in word and deed. We strive to encourage students to avoid insults or unkindness toward one another. Students are expected to express courtesy by saying "Please," Thank you," "You're

welcome," or "Excuse me." Appreciation and respect for authority as granted by God is a fundamental principle at Cornerstone Christian Academy. Our goal is to nurture and develop in students an attitude of humility, gratitude, and appreciation of God, His Word, for those He has placed in authority over them, and for their fellow classmates.

- *Obedience vs. Willfulness*: Having an appropriate response to authority is critical to the shaping of a child's life. Students should understand their responsibility to the principle embodied in Ephesians 6:1. They must obey instructions from CCA's staff and its supporting adults promptly and willingly, avoiding any negative attitude, and exhibiting respect toward teachers and authority.
- *Orderliness vs. Confusion:* Learning to live and work joyfully and productively together involves exhibiting mutual respect for one another and their rights. Students must raise their hands for permission to contribute to class. They must conduct themselves in a manner that does not distract or detract from the learning of others or themselves.
- *Generosity vs. Selfishness:* Each student should show a high level of maturity and responsibility in managing their personal property. They should also protect the property rights of others and refrain from handling the property of others.
- *Punctuality vs. Procrastination:* Students should respect the time of their teachers, peers, and coaches by being prompt to classes, practices, and other commitments, as a courtesy to the hard work and preparation of their leaders. Throughout their education, staff members help students grow in their time management skills, hoping they will make the most of every moment for the kingdom of Christ.
- *Diligence vs. Laziness:* Students at Cornerstone are expected to learn and appreciate the value of hard work that is vital for success in God's world. According to Scripture, diligence will prosper while laziness will lead only to poverty and difficulty. Consider these biblical principles: "Whatever you do, whether in word or in deed, do it all in the name of the Lord Jesus" (Col. 3:17).For that reason, all classes and study halls are used to accomplish work, study, or learn through productive reading.
- *Attentiveness vs. Distraction:* Attentiveness to teachers, special speakers, Chapel presenters, and peers, shows respect, unselfishness, and humility, all Christ-like character traits. As Christians, respect for others and respect for authority is rooted in a deep respect for the Lord.
- *Patience vs. Frustration:* Students should exhibit self-control, a fruit of the Spirit, even in the face of circumstances they do not like. Outbursts of anger, whether physical or verbal, are subject to discipline, and the student is held responsible for the consequences of the words or actions.
- *Resourcefulness vs. Wastefulness:* Christ calls his followers to be wise in the stewardship of time and material resources.
- *Thoroughness vs. Carelessness: S*tudents at Cornerstone are expected to complete assigned work on time and in accordance with the teacher's instructions.

Guiding Principles & Biblical Truth

Galatians 5:16-26 guides CCA's responses to students:
"But I say, walk by the Spirit, and you will not gratify the desires of the flesh. For the desires of the flesh are against the Spirit, and the desires of the Spirit are against the flesh, for these are opposed to each other, to keep you from doing the things you want to do. But if you are led by the Spirit, you are not under the law. Now the works of the flesh are evident: sexual immorality, impurity, sensuality, idolatry, sorcery, enmity, strife, jealousy, fits of anger, rivalries, dissensions, divisions, envy,] drunkenness, orgies, and things like these. I warn you, as I warned you before, that those who do such things will not inherit the kingdom of God. But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness,

faithfulness, gentleness, self-control; against such things there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires. If we live by the Spirit, let us also keep in step with the Spirit."

The Bible establishes basic principles for Christian character and behavior. These include the following:

- The Lordship of Christ over all. This comprehensive lordship involves a life of faith in wholehearted obedience to the moral teaching of the Bible and careful stewardship in all of life on or off campus.
- The responsibility to love God with our whole being and to love our neighbor as ourselves. Unselfish love should be the motive in all decisions, actions, and relationships.
- The call to pursue righteousness and practice justice and mercy to everyone.
- The need to exercise freedom responsibly within the framework of God's Word, with loving regard for sensitivities of others.

With these biblical truths as the foundation, CCA has developed standards of conduct based upon a practical mixture of:

- ethical and moral imperatives derived from Scripture and
- institutional values which are intended to foster a climate of mutual respect and to allow students to derive maximum benefits from their educational studies.

Church Attendance: Because the school's mission of discipleship is to assist both the home and church, students and parents are expected to regularly attend a Bible-teaching local church. The school is not working in harmony with the home if the family is not active in regular church attendance. **For these reasons, a history of regular and continued church attendance is required for continued attendance at CCA.**

Off-Campus Misconduct: Cornerstone Christian Academy expects that students' character, conduct, and behavior off campus would be consistent with the standards set forth in the Statement of Faith and Institutional Values. Cornerstone partners with Christian parents who desire to have their children responsible to their parents and to their school for their behavior regardless of location or time, on and off school campuses, twenty-four hours a day, seven days a week, 365 days a year. Being a disciple of Christ is not a part-time endeavor. Therefore, for any student who is found to engage in any activity that would generally be considered incompatible with Scripture, and thus with CCA, (including conduct on social media sites, at extracurricular activities, in attendance at parties, etc.) the following guidelines would apply:

- If CCA is informed of a student's off-campus misconduct from another CCA family, the school will ask the reporting family to personally address the matter with the parents of the student(s) involved (Matthew 18:15-17). CCA may require communication with the school through the process.
- At the discretion of school administration, the student may be suspended from school until proper discipline/correction has taken place.
- In discussion with parents, or in a written letter from the pastor of the student's church, affirmation of Biblical repentance will be sought. If no repentance is made, and/or if appropriate discipline has not taken place at home, the student may be expelled from Cornerstone Christian Academy.

Respectful Language: Words have God-given integrity; therefore, God expects man to be stewards of thoughts and expressions. For that reason, CCA students realize and refrain from language which is vulgar or inappropriate, or language which demeans either God or mankind including cursing of all types, euphemisms**,** using God's name in a casual way, or making light of sinful behavior (Proverbs 14:9). Students should evidence that respect by addressing all adults by "Miss," "Mrs.," "Mr.," or "Coach," as applicable, followed by the full last name of the person addressed.

Physical Affection: Mutual respect also includes refraining from physical displays of affection (such as hugging) or dislike towards others. In short, students should respect each other's physical space, especially in relationships between males and females. Pairing off or establishing cliques can also cause an otherwise strong spirit of unity to deteriorate.

Wholesome male/female relationships are encouraged at CCA. Healthy relationships between young men and women should demonstrate common courtesy, openness, and friendliness. The Bible is clear that proper relationships between boys and girls should resemble the relationship between brothers and sisters in Christ with each one looking out for the edification of others.

Scripture teaches that intimate physical contact outside of marriage (homosexuality and fornication) is forbidden. Public or private display of affection such as holding hands, hugging, and kissing at any CCA related event or activity is inappropriate and is a punishable offense. Sexual impropriety for male and female students alike, both in or out of school, is considered extremely serious and may result in expulsion.

On occasion, the atmosphere or conduct within a particular home may be counter to, or in opposition to the biblical lifestyle CCA teaches. This includes, but is not limited to, the inability or unwillingness to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Social Media: Cornerstone students are called to honor Christ in all they say and do, and their use of social media is no exception. CCA students must use wisdom, common sense, and biblical precepts when making use of online resources of any type. Students who post or send immoral or inappropriate materials are subject to CCA discipline, including detentions, suspensions, and/or expulsion.
In keeping with Matthew 18, any parent that finds inappropriate material on another student's social media should contact that student's parents directly as fellow members of the body of Christ.

Inappropriate communication includes, but is not limited to:

- Any reference to, or pictures alluding to, alcohol or drug use
- Obscene, vulgar, lewd, or rude language and gestures
- Sharing or reposting any type of vulgar song, video, or post
- Cyber bullying of any type
- Sexually provocative pictures, expressions, or gestures
- Threatening messages of any type
- False or inflammatory information about a person, organization, or group
- Persistent messaging after a request to stop has been made
- Any photograph, video or message that is derogatory toward CCA, or its teachers, administrators, or students.

CCA reserves the right to confiscate and examine any cell phone, Chromebook, laptop or other electronic device that is in use on the CCA campus.

Pranks/Hazing: CCA does not condone pranks or hazing in any form. Students should not participate in activities that are harmful or destructive to an individual's person or property, or CCA property. Pranks are not permitted by a specific class or group or individuals; hazing is unacceptable among players on any team and will not be tolerated as a form of initiation by teammates. Special events are also not an occasion for pranks.

Student Conflict: Following the precepts set forward in Matthew 18, CCA encourages students and their parents to work toward reconciliation through a process of direct communication and prayerful engagement. If a student has an issue with another student, they should humbly approach that student. If students are not able to resolve their conflict, they should engage the teacher of the class in which the incident occurred, or the appropriate authority figure/adult, who will assist them in working through the problem. If conflict continues, the adult will take the matter to the grade level principal who may facilitate a meeting with parents if necessary. Unless there is an immediate threat of physical violence, a parent should not directly confront a student who is not their own child.

Prayer and humility are necessary for Christian brothers and sisters to live in peace. When resolving conflicts, CCA encourages parents to model the interpersonal guidelines provided in Scripture and exemplified by Christ Himself. These principles include (adapted from *Relational Wisdom 360, www.rw360.org):*

- Glorifying God in the interaction by depending on the Lord's wisdom, power, and love and maintaining a loving, merciful, and forgiving attitude during the conversation (Ps. 37:1-6).
- Getting the log out of your own eye. Begin by taking responsibility for your contribution to the situation instead of blaming others (Matt.7:3-5).
- Gently restoring one another as you go directly to the person involved and talk. Do not pretend conflict does not exist or talk behind another person's back. If a conflict cannot be resolved directly, ask others in the body of Christ to help settle the matter in a Biblical way (Matt. 18: 15-20, James 5:9).
- Go and be reconciled by actively forgiving others as God has forgiven you (Matt. 6:14).

DISCIPLINE

Philosophy of Discipline

The following system has been devised to encourage students to take responsibility for their actions and decisions on and off campus as well as to keep parents/sponsors informed of relevant progress. This system is also intended to provide the faculty a pattern for reasonable consistency in disciplinary responses to infractions.

"The good man brings good things out of the good stored up in his heart. The evil man brings evil things out of the evil stored up in his heart. For out of the overflow of the heart the mouth speaks." (Luke 6:45)

The Bible teaches that behavior is not the basic issue, for what a person says or does is ultimately a reflection of what is in his heart. So, when a student acts in a way not consistent with Biblical principles or the standards of conduct, the immediate response will always be to link his behavior to issues of the heart and encourage him to righteous behavior.

When a student's behavior is contrary with the stated objectives of the school CCA's first response is to encourage him to righteousness:

> As young adults, the internalization of the Gospel is our primary goal. It is our desire to see them embrace the things of God as their own living faith. The reason for shepherding their hearts, appealing to the we conscience, getting under the skin in correction and discipline, addressing the heart as the spring of life, and refusing to give them a keepable standard that would eliminate their need of Christ, is to see them come to know God. The supreme goal of our approach to student behavior is to see them come to maturity as persons who know and worship God**.** (Dr. Tedd Tripp, *Shepherding a Child's Heart*)

CCA desires to see students humble themselves before the Lord, the staff, and their fellow students as needed and sincerely repent of their offense. Should similar offenses continue or if the student's response is not one of humble repentance, the parent will be contacted to enlist their support in our continuing partnership. Any single egregious violation of the school discipline code may result in that student being immediately suspended or expelled.

Students who find themselves in violation of any of the disciplinary policies described in this handbook should, on their own initiative, confess the situation to their parents and then seek out a teacher, counselor, or administrator to tell them about the situation. If other students are involved, the student should encourage them to speak to their own parents and then to school authorities. The disciplinary consequences will be less for students who seek out their parents and school authorities about an issue because one of the Biblical purposes of discipline is to lead to repentance.

ELEMENTARY DISCIPLINE POLICIES

K4 & Kindergarten:

In K4 & K5, students are redirected and given age appropriate consequences for minor infractions. The following is the plan if misbehavior persists:

Each class uses a red, yellow, green system as a visual reminder to students that they are:

- Green: on task
- Yellow: off track
- Red: off track and parents will be notified

- Children who misbehave in the morning get a verbal warning. Then, they lose minutes of recess time. After recess, children who misbehave get a verbal warning. Then, they lose minutes of free play time at the end of the day (they sit at their seats instead). **Teachers will communicate loss of minutes to parents daily.**
- If a student goes to red three times, they lose a special. During the time of the special they will sit in the office.

- Continued behavior which leads to additional reds could potentially result in losing a field trip or party event.**This choice is communicated to the parents in advance and is at the discretion of the principal.**
- Parents will be communicated with throughout this process.
- Repeated movement to red will result in a meeting with the principal to discuss the student's behavior.
- **Verbal or physical threats or harm to a teacher or student will result in a more immediate severe consequence.**

Grades 1-3
Each class will use a red, yellow, green system as a visual reminder to students that they are:

- Green: on task
- Yellow: off track
- Red: off track and parents will be notified

- When there is misbehavior, the student's color is changed from green to yellow and they lose minutes of recess. If behavior continues, the color changes to red and the student may miss the next full recess. **Movement to red is communicated to parents.**
- Movement to yellow or red is simply a consequence for choices made.
- If a student goes to red three times, they lose a special. During the time of the special they will sit in the office.
- Continued behavior which leads to additional reds could potentially result in losing a field trip or party event.**This choice is communicated to the parents in advance and is at the discretion of the principal.**
- Certain incidents may result in an automatic move to red and/or detention at the discretion of the teacher.
- Repeated movement to red will result in a meeting with the principal to discuss the student's behavior.
- **Verbal or physical threats or harm to a teacher or student will result in a more immediate severe consequence.**

Grade 4
- In fourth grade a red, yellow, green system as a visual reminder is no longer used but the same principles apply.
- Students who are off track will receive a verbal or non- verbal warning. If the student continues to be off track they may receive a consequence. This may include a loss of recess time.
- Continued misbehavior may result in further consequences including loss of recess, writing assignments, lunch detention, or full detention. This will be communicated to parents.
- Students could also potentially miss specials, special days, or trips due to continued misbehavior. This choice is communicated to the parents in advance and is at the discretion of the principal. Continued misbehavior will also result in a meeting with the principal to discuss the student's behavior.
- Certain incidents may result in an automatic detention or more escalated consequences.
- **Verbal or physical threats or harm to a teacher or student will result in a more immediate severe consequence.**

Discipline Procedures for Grades 5-8:
Teachers will interact with students and give appropriate consequences. The teacher may verbally or nonverbally redirect the student one time. If a student does not correct their behavior, students may also receive writing assignments, lunch detentions or detentions. Major or repeated infractions may result in a suspension. Teachers will address the situation and assign the appropriate consequence. Additional cumulative consequences are detailed below.

Discipline Procedures for Grades 9-12:
Teachers will interact with students and give appropriate consequences. For lesser offenses, teachers may talk to the student after class or give them a writing assignment. Major offenses will result in a two-hour detention or a suspension, depending on the severity of the infraction. Teachers will address the situation and assign the appropriate consequence. If they need assistance deciding on an appropriate consequence, they can discuss the situation with the Principal. Parent meetings may be scheduled for any infraction but are always necessary for suspension level offenses. At any point, a teacher may call or email the parents if behavioral issues persist. If issues continue to persist, the Principal will call home.

Respect Statement:
The Bible states in Mark 12:30-31(ESV) "And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these."
In Hebrews 13:17 (ESV), the question of authority is addressed; "Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you." As reflected by Scripture, Cornerstone places a high priority on respect. Students are expected to show respect to their fellow classmates, teachers, custodians, office staff, and members of CCA's Administrative Team. If a student disrespects any other member of the CCA family, they will receive a consequence determined by their principal.

DISCIPLINARY CONSEQUENCES

Detentions: If a student's behavior warrants detention, a copy of the written record is given to the student to be given to his parents, and a phone call is made or an email is sent to the parents. The parents should keep one copy of the notice then sign and return the remaining copy to the office the following day. The student's failure to return the signed copy the following day results in another detention being issued.

Detentions are usually served after-school on Tuesdays. One-hour detentions run from 3:15 to 4:15, while full detentions run from 3:15-5:15 p.m. One-hour detentions are assigned for tardy issues and for some MS/JHS students. Behavior issues of any other sort result in a full detention. A student's parents are billed $10 for a one- hour detention and $20 for a full detention on their next school statement for each one served. Three full (2 hour) detentions per quarter earn a one-day out-of-school suspension, and behavioral probation is invoked through the following quarter. **Detention days are not changed to accommodate other activities or work schedules. Permission to change a detention must**

be granted by a principal at least 24 hours before the detention is served to avoid an additional detention

Examples of offenses that may merit a detention (depending upon the severity of the offense, some may warrant suspension/expulsion):

- Minor violations of standard expectations, including dress code
- Horseplay/pushing/shoving on the playground or in the halls and classrooms
- Violations of routine classroom rules and protocol
- Repeated violations of expectations including, but not limited to, dress code or tardiness
- Truancy, cutting of a class, unexcused absence
- Display or expression of disrespect for an adult on campus, during school-related activities, or via electronic media such as social networking sites
- Violation of the property rights of others, i.e., lockers, desks, etc.
- Unsafe driving on campus
- Unauthorized internet use on campus
- Viewing movies or television shows, and playing games on the Chromebook

Cumulative Consequences Suspension: A student will receive a one day out-of-school suspension if he or she receives six hours of detentions in one quarter. Any additional detentions that quarter will result in an additional suspension. Detentions issued for tardies do not count towards the detention limit. After a suspension, a student may be placed on behavioral probation at the discretion of CCA Administration.

Signed Consequence Form Statement: Detentions and other consequence forms must be signed and returned **the next day** the student attends school. If these forms are not returned, the student will receive a two-hour detention. Parents will be notified when a form is coming home.

Behavioral Probation: Cornerstone Christian Academy places a student on behavioral probation if a student receives multiple disciplinary actions or commits a single, more egregious offense. Behavioral probation lasts as long as the Administration deems appropriate. Failure of the student to respond positively may result in expulsion. Students on behavioral probation may not participate in any extra-curricular activities at the discretion of the Administration. Three full detentions in one quarter will usually result in a suspension and behavioral probation being invoked through the following quarter.

Suspension: Parents are notified of a suspension in writing and by telephone, and they are served out-of-school. The Administration reserves the right to determine the duration of suspensions, as well as when immediate expulsion is warranted. Suspensions are final as determined by the Administration.

Expulsion: The above process does not preclude a decision by the Administration of the Academy that dismissal would be in the best interest of all concerned. Expulsions may be appealed, first to the Head of School and finally to the Board. In such cases, the decision of the School Board is binding and final. Cornerstone Christian Academy reserves the right to sever partnership with any student who openly expresses a desire to no longer attend or be a part of CCA, or who no longer agrees to abide by the Student-Parent Handbook. This determination will be made at the discretion of the Administration.

Examples of offenses that may merit immediate suspension or expulsion:

- Direct disobedience; repeated and persistent violation of routine rules
- Possession or use of drugs (illegal or deemed inappropriate by the Administration), alcohol, vaping instruments, or tobacco **on or off campus**
- Possession or use of a weapon on campus
- Conduct with the deliberate intention to harm others
- Verbal threats of harm to others
- Vulgarity of language or conduct, profanity, pornography
- Inappropriate behavior in a male/female relationship; sexual activity
- Suggestive or blatant homosexual behavior, relationship, or activity
- Blatant or continued display or expression of disrespect for an adult on campus, during school-related activities, or via electronic media such as social networking sites
- Dishonesty in any form, including forgery
- Defacing or destroying of property (restitution required)
- Theft in any form, including plagiarism (restitution required)
- Severe or repeated loss of temper
- Cheating in any form
- Bringing to school, or possession of, caustic or corrosive materials or chemicals
- Severe violations of CCA's Chromebook Use Policy.

TACIT CONSENT

Any action on the part of a student that would allow another student to be in violation of the school discipline code may result in that student being suspended or expelled.

CORNERSTONE CHRISTIAN ACADEMY | 2026-2027

HANDBOOK RECEIPT AND AGREEMENT FORM

I have received and read the entire Cornerstone Christian Academy 2026-2027 Handbook, and affirm the following:

1. Personal biblical acceptance of and **relationship with the Lord Jesus Christ**.
2. Regular attendance at a **Bible-believing church** as a family.
3. Agreement with the ***Statement of Faith*** and the practice of CCA's ***Institutional Values***.
4. Adherence to all that is set forth in **the Student/Parent Handbook**, including but not limited to dress code, homework assignments, and behavior.
5. Support of the **Cornerstone Administration**, as they seek to further the institution's Biblical philosophy and objectives.

_____	_____
Parent/Guardian	*Date*
_____	_____
Parent/Guardian	*Date*
_____	_____
Student	*Date*
_____	_____
Student	*Date*
_____	_____
Student	*Date*

Please detach and return to your student's class advisor (Middle School/Junior High School/High School) or classroom teacher (Elementary School).

CONSENT TO RELEASE PHOTO/IMAGE/WORK

Dear Parent/Guardian:

During this academic year, your child's image, photograph, or work may be included in a classroom or school project that could be:

- Used as a demonstration project/activity in education workshops/classes/conferences.
- Used as a sample project/activity on recordings created by CCA for use in educational workshops and student classrooms.
- Posted on the school web page on the Internet.
- Submitted as a sample to program publishers or as a contest entry to sponsors.
- Included in a video recording made during a student presentation of their project, or in broadcasts or video recordings demonstrating computer multimedia in general.
- Video recorded to appear in a school related program, or to be used by a local television station or school/county project.
- Used in a printed publication such as a newspaper or magazine.

While your child's name may accompany the photo, no last name or address would be included with your child's picture if published on the Web. There is no monetary compensation for the use of student work.

Please sign the release form below and return this sheet to CCA. Your permission grants us approval to publicize our programming without prior notification. It remains in effect until revoked. Thank you!

Release Form

_____I/We **DO** give permission for _____'s
(Child's full name)
image/photograph or work to be used as described above. It may be released into the public domain

and we understand that no monetary compensation will be given for its use.

_____I/We **DO NOT** give permission for _____'s
(Child's full name)
image/photograph or work to be used as described above.

Parent/Guardian Name: _____
(Please print clearly)
Parent/Guardian Signature: _____

Address_____
(City, State, Zip Code)
Phone Number_____ Date_____