



**CHRISTIAN ACADEMY  
EST. 2018**

# **STUDENT HANDBOOK**

**2018-2019**

## School Contact Information

### Cornerstone Christian Academy

25 Beech Creek P.O. Box 1093  
Phelps, KY 41553

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**CCA Website:** [www.ccaphelps.org](http://www.ccaphelps.org)

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## School Hours

The school day at Cornerstone Christian Academy begins at 8:00 a.m. and dismissal is 4:00 p.m. Monday-Thursday and 8:00 a.m. with dismissal at noon on Friday. Please have your child/children arrive no earlier than 7:45 a.m. or remain no later than 4:15 p.m. unless previous arrangements are made with the staff of Cornerstone Christian Academy. For security purposes, after 8:00 a.m., please stop by the CCA office to check in with the receptionist who will admit you in the building.

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# CORNERSTONE CHRISTIAN ACADEMY

## Statement of Cooperation and Honor Code

*Parents: Please read the following statements carefully and sign below to indicate your agreement.*

**Cornerstone Christian Academy** believes that a positive and productive working relationship between the school and a student's parents or guardians and the student is essential to the success of the school's mission.

I hereby affirm that I have read the **Parent/Student Handbook** and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the **Parent/Student Handbook**.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Lord or the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind **Cornerstone Christian Academy** and is subject to change without notice by decision of **Cornerstone Christian Academy's** governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(both parents must sign)*

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(both parents must sign)*

**Student signature is required for sixth through ninth graders only. Please read the following statements carefully and sign below to indicate your agreement.**

Additionally, students are expected to commit to the Honor Code, which states:

“I pledge that all academic work that I submit at **CCA** represents my own ability and effort and has been completed honorably. I also understand that assisting other students by sharing academic information on graded coursework is dishonorable. I will do my best to act with honesty, integrity, and respect for the rights and property of others and to help others behave in a like manner. I will try to apply Philippians 4:8 to all of my actions while at **CCA**: *“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.”*

I hereby affirm that I have read the Parent/Student Handbook. I certify that I consent to and will submit to all policies and procedures of the school, including all pertinent policies in the Student Handbook.

I understand that this Handbook does not contractually bind **Cornerstone Christian Academy** and is subject to change without notice by decision of **Cornerstone Christian Academy’s** governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school’s standards could result in the loss of that privilege.

Student’s Name (Print): \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION 1—PHILOSOPHY & PRINCIPLES**



## **Mission Statement**

The mission of Cornerstone Christian Academy is to connect our community with Christ, provide an engaging, challenging curriculum, and produce college and career ready leaders who are conscientious, compassionate, and dedicated to the Cause of Christ.

## **Vision Statement**

The vision of Cornerstone Christian Academy is to equip students with educational excellence in a Christian environment.

## **Operational Principles**

While this handbook addresses a variety of situational guidelines and standards of conduct, it is not all all-encompassing. Cornerstone Christian Academy reserves the right to modify and adapt this handbook as considered appropriate by the administration and Cornerstone Christian Academy's governing body and to set forth further guiding principles not currently included. Cornerstone Christian Academy also reserves the right to address unforeseen situations not included in this handbook and to act in the best interest of the school, its staff, and students.

## **School Sponsorship and Affiliation**

Cornerstone Christian Academy is sponsored by Cornerstone Apostolic Church. Our curriculum is published by Abeka, a publisher affiliated with Pensacola Christian College, that produces K-12 grade curriculum materials used by Christian schools throughout the United States. Students in grades 1-9 will *primarily* use Abeka's Pro-Teach, a video streamed curriculum that contains lessons recorded in a master teacher's actual classroom at Pensacola Christian Academy. Kindergarten students will *primarily* use Abeka lessons provided by an on-site teacher.

As a private institution, Cornerstone Christian Academy reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

## **Statement of Faith**

1. We believe the Bible is the inspired, infallible Word of God.
2. We believe that there is but one God.
3. We believe in the deity of the Lord Jesus Christ, His virgin birth, death, burial and resurrection. We believe He is coming back one day.

4. We believe there is a plan of salvation that includes repentance, water baptism in the name of the Lord Jesus Christ for the remission of sins, and in the infilling of the Holy Spirit as evidenced by speaking in other tongues.
5. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **Statement of Purpose**

The purpose of Cornerstone Christian Academy is to teach students basic Christian principles that will lead them to a personal relationship with Jesus Christ and help them develop Christian character and leadership in an academically strong environment.

## Section 2—Admissions

### Admissions Policy

As a private institution, Cornerstone Christian Academy reserves the right and privilege of setting and maintaining its own standards of student conduct, dress, cleanliness and scholarship. The school maintains the right to refuse admittance to anyone and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school. A student is admitted to CCA to a specified grade level on the basis of former records and/or entrance and placement tests. Each student's record is reviewed by the school administration each year, and the student's readmission is based on specific criteria.

### Admission Procedure

1. Application forms must be filled out completely and returned to the school office **a minimum of 5 days before the student wishes to begin classes**. These forms are used to obtain basic information concerning the student and relating to educational experience and general background.
2. A non-refundable thirty-dollar (\$30.00) registration fee must accompany each application form. Forms returned to the school office without the registration fee will be considered incomplete and will not be processed until the appropriate fees have been paid.
3. Parents must sign the Statement of Cooperation and Honor Code as well as the Tuition Contract.
4. Applications must be updated yearly and/or as information changes. It is the responsibility of the parents/guardian to ensure that the school has the correct information.
5. An appointment for an interview by the administrator with the student and parents may be requested and include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. *(In the case of application for re-admission, the administrator may feel an interview with the returning student and the parents would be productive for the student and the school, and as such may require a meeting prior to approving the student's application for readmission).*
6. A testing program covering several areas will be administered to all applicants if warranted. If a child ranks at such a level that CCA administration feels the school is not equipped to deal with, or if the child needs special attention or help that the school cannot provide, the application for admission will be denied.
7. Final registration is complete only when the following items have been received by the school:
  - a. Completed Registration Form
  - b. Child's Health Record and up-to-date immunization records
  - c. Registration Fee
  - d. First Month's Tuition
  - e. Previous School Records
  - f. Signed Tuition Contract
  - g. Signed Statement of Cooperation and Honor Code
  - h. Failure to comply with any of the admission requirements will result in admission to CCA being denied.

## Probation & Dismissal

A student may be suspended or dismissed from school at any time he/she is found out of harmony with the rules and policies of the school. In the case of suspension, the opportunity of makeup work will not be granted, and there must be a conference between student, parents, teacher, and administrator before the student will be allowed to return to classes.

Decisions in these matters are the full responsibility of the administration, and further reviews or appeals will not be considered. CCA expects full cooperation from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer.

Tuition fees still apply while a student is on suspension. In the case of dismissal from the school, the full month's tuition is due.

## Withdrawals

- All withdrawals must go through the school office. Students attending one day of any month will owe the full month's tuition.
- Tuition fees are neither **NON-REFUNDABLE** nor **TRANSFERABLE**, should the student cancel for any reason.
- Parents should notify the office in writing one week prior to a student's last day. An official withdrawal form will be issued to faculty.
- The student/parent will turn in all school owned books and materials to the teacher(s) This includes library books and any teacher-owned materials.
- The teacher will return any consumable material or student purchased supplies.
- The final report card and a copy of the withdrawal form will be mailed or released to the parents when all accounts are clear.
- Records are released to requesting schools when accounts are clear.

## Transfer of Records

Students withdrawing from CCA may request a copy of their school records. It is the responsibility of the students and their parents to provide information about the transfer school so that a copy of records can be given to the appropriate school. If an account is not current, no records will be given until the amount owed is paid in full. *Please consult the Tuition Contract for other details.*

## Tuition & Fees

Once a student is accepted, tuition and all fees become a contractual financial obligation.

- An annual non-refundable enrollment fee of thirty-dollars (\$30) is charged for each student.
- The annual book fee is due by July 10<sup>th</sup> each year. Pre-K and Kindergarten book fees are \$225. First through eighth grade book fees are \$345. Ninth grade book fees are \$365.
- Tuition is set up on a ten-month payment plan for convenience. The first payment is due by August 1<sup>st</sup>. Payments must be made monthly and are due on the first of each month, August

through May. After the tenth of the month, a twenty per cent (20%) late fee will be charged in addition to the tuition fee.

- There is a thirty-dollar (\$30.00) service charge for returned checks for processing and bank fees.
- Postdated checks cannot be accepted.
- Accounts from the previous school year must be paid in full or be current before anyone will be allowed to pre-register. In addition, accounts from the prior school year must be paid in full or be current before the start of the new school year.
- If an account becomes delinquent during the school year, the student will not be allowed to attend classes until the past due balance is paid. The school requires that any delinquent account be brought up to date or other arrangements be made in order for a student to remain in school. For any accounts that reach sixty (60) days past due, the student will become ineligible to attend classes at the beginning of the following month. Students who miss class work due to delinquent accounts will not be allowed to make up missed school assignments.
- Delinquent accounts will be turned over to credit agencies after the school makes reasonable collection attempts.
- If an account is not current, report cards are held each quarter, and all cumulative records at the end of the school year, until all fees and commitments are honored. *Please consult the tuition contract for other details.*

*Tuition does not include the cost of uniforms, school supplies, activity fees, class trips and other miscellaneous expenses.*

## **Financial Transactions**

All financial transactions will be conducted through the reception desk. Please do not send money to the teacher.

## Section 3—Academics

### Grading Scale

Grades are based on quizzes, tests, and other academic criteria. CCA follows the Pike County District grading scale. It is as follows:

A+ = 98-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 0-59
A = 94-97	B = 84-86	C = 74-76	D = 64-66	
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63	

### Honor Roll

When a student earns all A's, he/she will receive highest honors. If a student earns more A's than B's, he/she will receive high honors. If a student earns more B's than A's, he/she will receive honorable mention.

Perfect and regular attendance are also awarded at the end of the school year. To be eligible for a perfect attendance award, a student must have no absences for the year. To be eligible for regular attendance, a student must have no more than five absences for the year.

### Report Cards

The grade reporting system at CCA is designed to provide parents and students with an indication of the progress, or lack of progress, being made. Each child's ability, attitude and application are taken into account in the grading process. Grades are issued using a number grade. The grading system at CCA may or may not be the same as other schools and should not be used for comparison. Each school or school district sets its own standards of learning and achievement. A level of achievement reached at one school may earn one grade, while that same level of progress at another school may earn a different grade.

### Homework

Homework is an important part of education. Each teacher assigns homework to help students in the advancement of their studies; therefore, students are required to complete all homework assignments. Portions of each school day are fixed for students at each grade level to work on their homework assignments while having the opportunity for teacher assistance. Homework is assigned for practice, remedial activity, and extension of classroom instruction.

In the upper elementary through high school levels, book reports, compositions, technological applications, special research assignments and projects may be assigned. Parents are expected to cooperate and oversee the completion of their student's homework assignments. Delinquent or missing homework can result in a less than acceptable grade report.

## Curriculum/Textbook Selection and Purchases

CCA uses the Abeka Curriculum from the Pensacola Christian College in Pensacola, Florida. Lesson plans are prepared to include instruction, application and testing for comprehension and knowledge. The reading program uses the phonetic system.

## The Bible as Curriculum

Bible study is a fundamental requirement for all students at CCA. It supplements the subjects of English, history, social studies, science and health. Proverbs 1:7 says, “*The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction.*” The Bible is the best guide for life and the only hope for the life to come. No other book can improve and influence the minds and the hearts of children like the Bible.

## Promotion Requirements

Students are expected to work as unto the Lord, not men (Colossians 3:23). Students are expected to show gains in all academic areas (not less than a **cumulative C** average 70%) for the year. Further, students are expected to have no **more than twenty (20) days of absences** for the school year. Students not showing academic progress at the end of the school year as reflected on report cards will be subject to retention.

Teachers are responsible for evaluating students’ efforts and progress. Non-promotion of a student to the next grade is the responsibility of the teacher with the concurrence of the administrator. When a teacher has determined that a student will not be promoted, the teacher will discuss the situation with the parents by the end of the third nine-weeks grading period. Parents will also be notified in writing that the student is not expected to be promoted to the next grade level. A meeting will be scheduled with the administrator and parents to discuss the situation. This meeting will be documented in writing.

## Academic Testing

Routine academic tests are given throughout the school year to measure the understanding and progress of all students. Regular class schedules may be suspended during testing periods. Students who fail to meet the minimum requirements for their current grade may be held back or denied promotion.

## Section 4—Attendance

### Attendance Policies & Guidelines

Attendance Requirements & Attendance Policy: A student enrolled in Cornerstone Christian Academy is expected to be present every day school is in session. Attendance is directly related to school success and is critical to mastery of content. All absences negatively affect education. When planning family trips, parents should consider utilizing the planned teacher in-service or workdays already on the school's Academic Calendar to avoid students missing critical instructional time. Parents have a responsibility to reduce the number of days their child misses school.

Out of respect to others, a child is to remain home if he/ she is sick, however, all other absences should be kept to a minimum.

Students who miss more than three and one-half hours of school (11:30 a.m.) will be counted absent for the day. Teachers will maintain attendance reports and will reflect both excused and unexcused absences on the report card. Attendance will be taken by periods in grades seven through nine. **Absences of over twenty (20) days** in any one subject (without a doctor's note to verify illness) will result in failure to pass that class and may jeopardize a student's future enrollment at Cornerstone Christian Academy. Medical documentation supplied by the student's doctor must be provided to the administrator.

Parents should e-mail or call the office the day of the absence. If this is not done, students should give absence notes to the receptionist upon their return. Teachers will check if absences are excused or unexcused and allow students to make up work accordingly. Tardies in grades seven through nine are counted by period; all tardy procedures apply to each class period. A tardy of 15 minutes or more per period will be counted as an absence for that period. Three tardies count as one absence. *See TARDIES policy.*

All dental and doctor appointments throughout the year are requested to be made for after school hours.

### Absences

When a student is absent, parents should e-mail or call the school by 8:00 a.m. For excused absences, students will have the same number of days absent when they return to make up all missed assignments, tests, or quizzes.

There are four categories of absences at Cornerstone Christian Academy:

#### Category 1—Excused Absences

- Verified doctor or dental appointment. Whenever possible, appointments should be arranged after school hours.



- Verified illness of a student whose attendance would endanger his/her health and the health of other students. *Please note, being tired or sleepy does not constitute an excused absence.*
- Extended Illness: (such as mono, strep, concussion, chronic health issues, etc.). Students must provide official documentation that they are unable to attend school.
- Bereavement: Three days are typically allowed for immediate family, but this may be altered at the discretion of the administrator.

## Category 2—School Approved Absences

- School sponsored events
- Planned Absences. Students may receive approval for up to **FIVE DAYS** of planned absences for family events and vacations and/or educational trips or church activities per year. Parents must seek approval for such events by completing a **Notice of Planned Absence Form** and submitting it to the office at least one week in advance of the first day the student will be absent from school.
- For upper elementary through high school students: Projects, papers, etc. assigned more than a week in advance of the absence are expected to be submitted on time (electronically) if due during the planned absence. Students should discuss their planned absence with their teachers prior to missing class and make arrangements to complete all missing assignments.

## Category 3—Excessive Absences

Absences (excused PLUS unexcused) totaling **more than ten (10) class periods in any subject per semester** are cause for concern and may jeopardize a student's ability to successfully complete the class. Cornerstone Christian Academy administration will work with the student and family, but since we do not offer any homebound services, there may be times when a student is not able to complete the work for a class because of their inability to physically be in the class. The nature of the absences, the circumstances involving the student, and the course itself all combine to determine the percentage of time that may be missed and still allow students to complete a subject.

The administration will take into consideration exceptional circumstances when considering the best solution for each student.

## Category 4—Unexcused Absences

- All other absences unless approved by the administration.
- See "TARDIES" for unexcused absences as a result of excessive tardies.
- Work missed due to an Unexcused Absence may result in a reduction in grade for all work completed and turned in as scheduled.
- Work not made up by the teacher's stated deadline will not be accepted and will receive a grade of zero (0).

## **Tardies**

Punctuality is important for successful student performance. Students will be marked tardy if they are not in their seats when the school day begins. General traffic tie-ups are not considered excused tardies.

Students depend on their parents to ensure that they arrive to school on time and ready for class. If excessive tardies occur, the student will be required to serve a detention. If the tardies continue, a meeting with parents will be required.

For upper elementary through high school students, the consequences for excessive tardies are as follows:

- Every third tardy in a particular class will count as an unexcused absence.
- At the twelfth tardy per quarter in all classes, the student will serve a one day in-school suspension.
- At the fifteenth tardy for the quarter, the student will serve a two or three day in-school suspension and a meeting will be required with parents.
- A tardy longer than 15 minutes in any class period will be determined an absence in that class.

## **Sickness Policy**

CCA does not employ medical personnel. If a student becomes ill, the parent/guardian will be notified that the student is too ill to remain in the classroom and must be taken home.

## **Early Dismissal**

Parents are strongly encouraged to refrain from picking up their children early or asking that their children be allowed to leave early. There may be times; however, when students need to leave before the regular dismissal time. Parents picking up their child early must consult the office staff who will relay the information to the teacher.

## **Make-Up Work**

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school, provided that the student was informed in advance of the absence of the test or assignment due date. If a test was announced during a student's absence and is given on the first day the student returns to class, the student will not be required to take the test on that day. If a student returns to school on a pre-announced test or quiz day after a short absence and the student was informed of the test or quiz prior to the absence, the student is expected to take the test or quiz on the day it is given.

## Section 5—Lifestyle Expectations

### Conduct

At Cornerstone Christian Academy, a student is expected to conduct himself/herself in a manner that is consistent with the Christian faith so that Christianity is seen as genuine and valid by the community. Discipline is administered in a loving, positive manner, and students are guided in changing attitudes and behavior and in becoming self-disciplined individuals. Students are held accountable for their actions. The classroom teacher will handle most discipline, but any serious or persistent problems will be referred to the respective administrator. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion.

Corporal punishment is not practiced.

Teachers are encouraged to listen to all parties involved, to ensure the discipline fits the seriousness of the offense and that the type of discipline does not vary too much for similar offenses. The goals of helping students conform to classroom and school requirements and of guiding them in the development of self-discipline are always kept in mind.

In the event of serious or persistent problems, parents will be notified, and the parents, teacher, and administrator will have a conference. The student may also be required to be present. Appropriate action will then be administered.

### Spiritual Lifestyle

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, CCA has adopted the following standards for students while they are in attendance at CCA.

- Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).
- We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug, and a doctor's note must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. We adhere to this rule for the safety of our students.
- Maintain high standards of courtesy, kindness, morality, and honesty.
- Be dressed appropriately and modestly.
- Be kind and helpful to young children and always respect those in authority. In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character.

Students found to be out of harmony with the CCA ideals of work and life may be requested to withdraw whenever the general welfare demands this.

## **Discipline**

The following behaviors are examples of the types that will cause discipline consequences to be given to the student(s):

1. Running in the school building.
2. Defacing or vandalizing the building or school property.
3. Getting into, taking, or destroying another person's property.
4. Using vulgar, unkind, or unacceptable language.
5. Fighting or hitting another person.
6. Throwing snowballs or other objects in or outside the building that could cause harm to another person.
7. Continual violation of class rules.
8. Disrespect to another student, teacher, or adult.
9. Unruly behavior in the classroom, chapel, or on the school grounds.
10. Not completing assigned work.
11. Not following school rules.
12. Displaying unacceptable or non-Christ-like attitudes.
13. Displaying any action or attitude that puts another person down.
14. Students are to eat only in the lunchroom unless given permission by a staff member to eat in another location.
15. Because Public Display of Affection (PDA) is not in keeping with the image CCA wishes to project, it is expected that students will discipline themselves in a Biblical manner and refrain from being a public spectacle, thereby respecting the wishes of the administration and other members of the student body and the morals of the community. Therefore, the following list of behaviors will not be permitted during school hours, on the school campus, at school social activities or events: romantic or intimate actions/reactions such as kissing, inappropriate touching, overlapping of legs or other body parts, head on shoulders, arms around waist and petting.
16. Personal electronic devices such as cellular phones, laser devices and other Internet connecting devices or toys are not allowed to be used during school hours except by request of a staff member. These are to be turned off and secured in the student's storage area. The first violation of this policy will result in the item being confiscated and held in the school office until claimed at the end of the school day and taken home. A second offense will result in the loss of this item until a parent conference can be held and the item reclaimed by the parent.
17. Students are to respect and maintain a quiet environment outside classrooms while classes are in progress.

## Discipline Procedures

The following discipline procedures may be used:

1. Verbal warning or reprimand.
2. Time out or loss of privileges, for example, isolation at Lunch and Break, or not permitted to attend school functions.
3. Possible writing assignments.
4. A note to or a conference with the parent(s).
5. After school detention.
6. Parental visit and supervision during the day.
7. In school suspension.
8. Out of school suspension. Any student, who is suspended from school, may not participate and/or attend any school function or extracurricular activities for the duration of the suspension.
9. Expulsion or request to withdraw from the school. Any student that is expelled from Cornerstone Christian Academy shall not be permitted to attend any school function for the duration of the present semester and the following semester.

## Continual Misbehavior

If a student is having discipline problems at the school, the student's parents may be asked to come in and spend the day with the student in his/her classes at the school. After the day, the parents and student will have a conference with the administrator to talk about the experience and future expectations. The above list of behaviors and policies are not meant to be exhaustive, but to give an overview of what and how our discipline policy will work. Needless to say, the learning atmosphere of Cornerstone Christian Academy will be at its best when students, teachers, parents, and administrators are praying for each other, respecting and supporting each other and are communicating effectively with each other. If we show the love of Christ to each other daily, there should be little need for discipline procedures to be implemented.

## Severe Discipline Concerns/Probation

When a student is demonstrating unacceptable behavior or attitudes as characterized by two or more in-school or out-of-school suspensions in a semester, that student shall immediately be placed on disciplinary probation. A conference with the student and parents shall be held to discuss the possible actions that could result from being put on probation. Also, the administrator will call a meeting of the school faculty to determine if there are any mitigating factors in the school environment that are contributing to the student's problems or if there are concerns in the student's academic or personal realms that need to be studied or considered that can and should be addressed to possibly help resolve some of the problems with which the student is dealing.

If further discipline problems develop that would result in any type of suspension, the administrator will expel the student from Cornerstone Christian Academy or request the parent to immediately withdraw the student from the school. Once a student is placed on disciplinary probation, the student will automatically start the next semester on this status. However, the administrator is not required to expel the student, but all of the intervention procedures will be

implemented as mentioned above. If there is a second suspension during probation, then the administrator will expel the student from school.

## Specific Conditions

- The use and/or possession of any illegal substance including tobacco, alcohol, snuff, marijuana, or other banned chemical substance or a facsimile thereof at any time are grounds for immediate suspension and /or expulsion from **Cornerstone Christian Academy**.
- The possession of a weapon: knife, gun, etc. or a facsimile thereof on school property is grounds for immediate suspension and/or expulsion from **Cornerstone Christian Academy**.
- Threats, veiled threats, or even “joking” about killing or harming another student, teacher, or staff member will be dealt with as an extremely serious matter. Suspension and/or expulsion are likely consequences. At this time in our society, this is absolutely unacceptable in any setting, especially in a Christian school. Please use wisdom and only edifying words. Any of the above actions may result in both the school’s notification of civil authorities and possible prosecution.

## Sexual Harassment Policy

Cornerstone Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment. **CCA** is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

## Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress
- Submission to, or rejection of, the conduct of the individual is used as the basis for academic decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment
- Submission to, or rejection of, the conduct by the individual regarding benefits and services, honors, programs, or activities available at or through this school.

## Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors

- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and/or jokes
- Verbal abuse of sexual nature, graphic verbal commentaries about the individual's body, sexually degrading words used to describe an individual, a suggestive or obscene letter, note, or invitation
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

## **Bullying Policy**

*“Wherefore receive ye one another, as Christ also received us to the glory of God.” Romans 15:7*

It is the intent of Cornerstone Christian Academy to provide all students with a positive learning environment. To that end, CCA has a significant interest in providing a safe, orderly and respectful school atmosphere that is conducive to teaching and learning. Bullying is detrimental to student learning and achievement. Bullying affects not only students who are targets but also those who participate and witness such behavior. CCA recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, CCA seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention. CCA does not condone and will take action in response to conduct that interferes with students' opportunity to learn.

Bullying, as defined in this policy, is not acceptable conduct at Cornerstone Christian Academy and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

## **Bullying Defined**

Bullying is the intentional written, verbal or physical act that a student has exhibited toward another particular student more than once, the behavior causes either mental anguish or physical harm to the other student and is of a sufficiently severe, persistent or pervasive nature that it creates an intimidating, threatening, or abusive educational environment.

*“And the second is like, namely this, Thou shalt love thy neighbour as thyself. There is none other commandment greater than these.” Mark 12:31*

## **Application of Policy**

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place (including social media sites) that substantially disrupts the instructional program, operations of the school, or welfare of students. Examples of conduct that may constitute bullying include, but are not limited to:

- Physical contact or injury to another person or his/her property;
- Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- Stalking;
- Blocking access to school property or facilities;
- Stealing or hiding books, backpacks, or other possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, ancestry, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

Ephesians 4:2: "With all lowliness and meekness, with longsuffering, forbearing one another in love:" *The Living Bible* translates it this way: "*Be humble and gentle. Be patient with each other, making allowance for each other's faults because of your love.*"

## **Social Media – Acceptable Use Policy**

Students are responsible for using common sense, moral standards, and good manners when online or texting. "Online" includes e-mail, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Never assume anything sent through these methods is private communications. Be aware that Social Networking marked as private is not always private. Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook including probation, suspension, or expulsion. Unacceptable communication is forbidden at all times and includes:

- Alcohol or drug related pictures and or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures
- Statements to or about another student that may be interpreted as:
  - Involving the usage of drugs or alcohol
  - Harassing (persistently acting in a manner that distresses or annoys another person)
  - Sexually provocative
  - Threatening or disrespectful
  - Knowingly post false or defamatory information about a person or organization.

If you are told by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent, teacher, or administrator immediately.

## **Purpose for Social Media Guidelines:**



Cornerstone Christian Academy realizes that part of 21st century learning is adapting to the everchanging methods of communication. The importance of teachers, students and parents engaging, collaborating, learning and sharing in these constantly changing digital environments is a part of 21st century learning. To this aim, CCA has adopted the following guidelines to provide direction for instructional employees, students and the CCA community when participating in certain online social media activities:

1. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. The responsible use of social media by CCA employees can be a beneficial and effective way to communicate with the CCA community. While the First Amendment to the United States Constitution (Free Speech) protects individuals who want to participate in the use of social media, the law states, and courts have ruled, that private schools can address the speech of students, employees, and parents if that speech, including personal online postings, substantially disrupts school operations. See *U.S. Supreme Court Rendell-Baker v. Kohn, 457 U.S. 830 (1982)*.
2. It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced and/or posted online by CCA employees, CCA students, and CCA families is a reflection on the entire School and may be subject to the School's Acceptable Use Policy and/or Code(s) of Conduct.
  - a. Personal postings, even if marked private, may also be subject to relevant CCA policies and procedures, in addition to relevant local, state and federal laws.
  - b. Accessing, creating or contributing to any online content, such as blogs, wikis, podcasts or other social media that is in violation of CCA's Policies, or disparages or is disrespectful to CCA employees, students, or parents can result in consequences outlined in the School's Acceptable Use Policy and/or Code(s) of Conduct. Please read applicable CCA Policies carefully before participating in any social media application.

## What is Social Media?

User-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other. Social Media sites may include, but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking sites (Facebook, YouTube, LinkedIn, Snapchat, Instagram, Topix, etc.)
- Photo and Video Sharing sites (YouTube, Flickr, etc.)
- Social Bookmarking (Diigo, Delicious, Pinterest)
- Podcasting and Vodcasting

## Personal Responsibility

Cornerstone Christian Academy encourages school employees, students, and parents with a personal online presence, to be mindful of the information they post. Your online behavior should reflect the same morals, professional and personal standards of honesty, respect and consideration that you use face-to-face and in work related settings. Please note, that even if you delete personal information, it still may be stored on the website's server for a longer period. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy in Social Media, or on the World Wide Web.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a CCA employee, student, or parent online, you are now connected to colleagues, students, parents and the school community. Use these connections wisely and well. It is your duty and responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to "tag" or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

It is inappropriate to substantially disrupt CCA operations through the use of e-mail, text messaging, instant messaging or social networking sites to disparagingly or disrespectfully discuss school-related activities. Teachers, students, and parents are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be disrupting and derogatory to the school or the school community, or threaten, demean, or bully students or faculty, or parents is prohibited.

### Matthew 18:15 Principle

If any issues occur, Cornerstone Christian Academy encourages the use of the Matthew 18:15 principle: *"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother."* In other words, if a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend. Utilizing these guidelines and not using social media to express your concerns will always provide a way for God's grace and forgiveness to be applied.

## Social Networking Sites

Many students have access to social networking sites outside of school. Any text, photographs or videos that students post on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited. It is best that a student does not share anything through these Social Networking avenues that he/she would not be comfortable having his/her family or CCA see.

## **Website Postings**

Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God.

## **Church Attendance**

All students and their families are welcome and encouraged to attend services at Cornerstone Apostolic Church. Students of **CCA** are not required to attend Cornerstone Apostolic Church; however, students are encouraged to attend a Bible believing church that teaches the principles of God. *Students are required to attend chapel services that occur during regular school hours.*

## Section 6—Uniforms/Dress Code Policy

### Uniforms & Dress Expectations

#### Uniform Policy

1. All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.
2. Students must wear clothing that fits appropriately: no oversized or excessively tight clothing.
3. No identifying logos, brand names, emblems, or any other type of embellishments are allowed on clothing EXCEPT approved school logos and emblems.
4. Uniform clothing pieces may be purchased at any retail store that sells school uniforms and on-line (Educational Outfitters, French Toast, Sears, Land's End, JCPenney, Wal-Mart, Target, etc.).
5. General colors are navy, khaki/tan, white, light blue, yellow, gray, and blue-gold plaid.
6. Male students must keep their shirts tucked inside their pants at all times.
7. Male students will maintain their hair in a neatly cut manner above the ears and collar.
8. Facial hair, including sideburns below the ear lobes, mustaches, etc., are not permitted.
9. All visible undershirts, tank tops, t-shirts, and camisoles worn under shirts and blouses must be solid white and without embellishment.
10. The wearing of earrings, bracelets, necklaces and other excessive jewelry are not permitted.
11. Excessive makeup, including colored nail polish on fingernails or toenails, are not permitted.
12. **Approved T-shirts and sweatshirts** with school name and/or logos may be worn to school *except on Fridays*.
13. Extreme fads are not permitted.
14. Modesty is the Bible's rule for dress. *Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.*

#### Boys' Attire

1. Traditional Uniform Pants
  - a. Colors—solid navy, khaki/tan
  - b. Material—cotton, cotton twill, cotton poly, chino, etc., **NO DENIM**
  - c. No sports pants or jogging pants
  - d. Hems must be sewn, intact, and may not touch the ground.
2. Shirts-Classic Polo Style Shirts
  - a. Colors—solid navy, white, light blue, yellow, tan, and gray (*our general school colors*)
  - b. Sleeves—short or long sleeves
  - c. Shirt will have fold down collar and the standard 2-3 buttons.
3. Dress Shirts
  - a. Colors— solid, general school colors and blue-gold plaid designs
  - a. Sleeves—short or long sleeved
  - b. If a dress shirt has a button-down collar, it should be buttoned.

4. Turtlenecks
  - a. Colors—solid, general school colors
  - b. May be worn underneath another uniform garment (shirt, polo, sweater, vest, sweatshirt, or fleece)
  - c. May not be worn alone
5. Sweaters, Cardigans, Sweater Vests
  - b. Colors—solid, general school colors
  - c. Should be worn with a collared shirt or turtleneck
6. T-shirts, Sweatshirts, or Fleece Jackets/Vests Worn Inside the Building
  - a. Colors—solid, general school colors
  - b. Fleece must be embroidered with an approved **CCA** logo/emblem
  - c. T-shirts or sweatshirts must have approved **CCA** logos or embroidered emblems
  - d. Fleece jackets/vests should be worn with a collared shirt or turtleneck
7. Casual Shoes, Boots and Athletic Shoes
  - a. All shoes must be closed toe and closed heel (*for safety and hygiene reasons*).
  - b. No patterns or designs
  - c. Casual Shoe Colors—black, navy, brown, tan, and white
  - d. Boots—same colors as casual shoes with no cowboy styles, fur-trimmed, work boots or rain boots
  - e. Athletic Shoes—no specific color requirements or restrictions
8. Socks
  - a. All male students must wear socks.
  - b. Colors—solid general school colors
  - c. Must cover the ankles
9. Belts
  - a. Colors—solid black, brown, tan, navy
  - b. Must be made of leather or cloth
  - c. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments.

## Girls' Attire

1. Jumpers & Uniform Dresses
  - a. Colors—solid navy, khaki/tan, blue-gold plaid
  - b. Material—cotton, cotton twill, polyester, cotton poly, chino, etc., **NO DENIM**
  - c. Length—must be long enough to cover the knees completely (even when the student is sitting)
  - d. No painter or cargo style jumpers
  - e. Hems must be sewn and intact.
2. Traditional Uniform Skirts
  - a. Colors—solid navy, khaki/tan, blue-gold plaid

- b. Material—cotton, cotton twill, polyester, cotton poly, chino, etc., NO DENIM
  - c. Length—must be long enough to cover the knees completely (even when the student is seated)
  - d. No painter or cargo style skirts
  - e. Hems must be sewn and intact.
  - f. Splits may not extend above the knee.
3. Classic Polo Style Shirts
    - a. Colors—solid navy, white, light blue, yellow, tan, and gray (*our general school colors*)
    - b. Sleeves—short or long sleeved: no cap sleeves/underarms must be covered
    - c. Standard 2-3 buttons
    - d. Collar—turn down collar
4. Dress Shirts, Collared Blouses
    - e. Colors—solid general school colors, or blue-gold plaid
    - a. Sleeves—short or long sleeved: no cap sleeves/underarms must be covered.
    - b. If a dress shirt has a button-down collar, it must be buttoned
5. Turtlenecks
    - a. Colors—solid general school colors
    - b. May be worn underneath another uniform garment (jumper, polo, oxford, sweater, vest, sweatshirt, or fleece)
    - c. May not be worn alone
6. Sweaters, Cardigans, Sweater Vests
    - a. Colors—solid general school colors
    - b. Should be worn with a collared shirt or turtleneck
7. T-shirts, Sweatshirts or Fleece Jackets/Vests Worn Inside the Building
    - a. Colors—solid, general school colors
    - b. Fleece must be embroidered with approved CCA logo/emblem
    - c. T-shirts and sweatshirts must have approved CCA logos or embroidered emblems
    - d. Fleece jackets/vests should be worn with a collared shirt or turtleneck
8. Casual Shoes, Boots and Athletic Shoes
    - a. All shoes must be closed toe and closed heel (*for safety and hygiene reasons*)
    - b. No patterns or designs
    - c. Casual Shoe Colors—black, navy, brown, tan, and white
    - d. Boots—same colors as casual shoes with no cowboy styles, fur-trimmed, work boots or rain boots
    - e. Athletic Shoes—no specific color requirements or restrictions
9. Girls' Uniform Accessories (*These should match the uniform.*)
    - a. Hair Bows/Head Bands—solid, general school colors or blue-gold plaid
    - b. Ties & Cross Ties—solid, general school colors or blue-gold plaid
    - c. Scarf—solid, general school colors or blue-gold plaid
    - d. Socks/Tights—solid, general school colors

- e. Leggings are not allowed.
- f. Broaches, pins, flowers, beads, etc. are not allowed.

## **BUZZ Student Chapel Attire**

### **Boys' Friday Attire**

1. Uniform pants-- solid navy or khaki/tan
2. Dress shirt—solid white, light blue, or yellow (no polo-style shirts)
3. Dress shoes should be solid black, solid brown, solid tan
4. **NO ATHLETIC SHOES OR WHITE SOCKS**
5. Ties are not required, but encouraged—solid navy, white, light blue, yellow, tan, gray, or stiped in any CCA color combinations.
6. A sweater, sweater vest, cardigan or blazer is optional but highly encouraged. (See Boys Section for colors. Blazers should be solid navy or solid khaki/tan)
7. T-shirts and sweatshirts may not be worn on Fridays.

### **Girls' Friday Attire**

1. Uniform skirts, jumpers & uniform dresses
2. Dress shirts, collared blouses (no polo-style shirts)
3. Dress shoes should be black, brown, navy, or tan. Dress boots are allowed. (**NO ATHLETIC SHOES**)
4. One of the following should be worn:
  - a. Tie/crosstie – solid navy, white, light blue, yellow, tan, gray, or stiped in any CCA color combinations
  - b. Scarf— (solid & no print) solid navy, white, light blue, yellow, tan, or gray
  - c. Sweater/cardigan/sweater vest- solid navy, white, light blue, yellow, tan, or gray
  - d. Blazer—solid navy, solid khaki
5. T-shirts and sweatshirts may not be worn on Fridays.

## **School Function Attire**

School functions include, but are not limited to, events at or away from **CCA**, Spring Program, field trips, Open House, etc. We ask that each student adhere to the following dress code when attending these events.

### **Boys' School Function Attire**

Boys are asked to wear long pants, shirts with sleeves. Pants should be worn at the appropriate height, not baggy or falling below the waistline. The wearing of excessive jewelry is not permitted. You will be notified of events that will require business or semi-formal attire.

### **Girls' School Function Attire**

Girls are asked to wear knee-length dresses or skirts. No pants or shorts are permitted. Dresses and shirts must have sleeves. Excessive makeup and jewelry is not permitted. You will be notified of events that will require business or semi-formal attire.



## Section 7—Health & Safety

### Physical Exam and Immunization

All students upon enrollment for the first time are required to have a physical and bring a doctor's certificate of the same for the school file. A complete up-to-date immunization record is required of every student in order to be enrolled. This is a state law.

### Medication

If a student is to take either over-the-counter or prescription medication, the parent must complete a **Request for Medication Administration** form. All forms are found on the **Cornerstone Christian Academy** website.

- All medications and forms must be submitted to the office by the parent or guardian. Over-the-counter medication must be in its original bottle and clearly marked with the student's name.
- Prescription medication must be in its original bottle and clearly labeled with the name of the student, name of the medication, dosage, duration of treatment, and physician's name.
- Medication is not to be kept with the student, in the storage area or in the classroom.
- Students with life-threatening illnesses or allergies should have an emergency plan on file in the school office as well as a current dosage of emergency medication. This plan may be provided by the student's physician or the health department.

### Allergies

Parents of children with allergies are expected to provide **Cornerstone Christian Academy** with complete information regarding their child's condition and what steps should be followed in the event of an allergic reaction. Forms for reporting this information are provided at the beginning of each school year.

### Accident/Injury Policy

If a student has a minor injury, a teacher or class aid will administer first aid. An Incident Report will be completed for more serious accidents and injuries. It is the responsibility of the witnessing teacher or staff member to file an incident report on any injury or accident he/she witnesses. If a staff member does not witness the accident or injury, it is the responsibility of the student to immediately inform a teacher or the school office if he/she is involved in an accident or receives an injury. It is the responsibility of the parents to inform the school if a student receives an injury or is involved in an accident at the school but fails to inform the staff.

Parents will be contacted immediately for more serious injuries. If on-the-spot emergency treatment is needed, parents and emergency crews will be called immediately.

## **Communicable Diseases**

While perfect attendance is to be commended, students who are sick with communicable diseases are encouraged to stay home until they have recovered. Students who arrive at school with communicable diseases will be sent home.

## **Emergency Preparedness**

Cornerstone Christian Academy will conduct Fire, Lock Down and other emergency drills regularly during the school year. Instructions will be given at the beginning of the school year, and instructions will also be posted in each room. Students should recognize the seriousness of the drills and refrain from disorderly behavior.

In case a disaster occurs during a regular school day, students will be released only to their parents or those listed under Emergency Contact Information. Photo identification will be required if someone is not known to school personnel. It is impossible in a time of disaster to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed under Emergency Contact Information. Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

## **Weapons and Firearms Prohibition**

Students are forbidden to bring weapons of any kind onto school grounds including, but not limited to, guns, knives, explosive devices (including fireworks) or any other weapon that may cause bodily harm.

## Section 8—General Information

### Cell Phone / Electronics Policy

In the interest of minimizing classroom distractions, cell phones, iPods, smart watches, and other electronic devices should remain out of sight in an approved storage location and turned off during school hours, unless specifically approved by the classroom teacher or administration. Devices will be confiscated and sent to the office if used for noninstructional purposes or heard during school hours.

During tests, quizzes and other assessment activities, the use of electronic devices will not be permitted. Technology and social media may be incorporated into classroom instruction. Teachers will monitor appropriate use of the media throughout the assignment.

### Change of Address or Telephone Number

Any change of address or telephone number should be reported to the school office immediately. It is very important for the school to have current information at all times.

### Child Abuse

CCA personnel are mandated by Kentucky law to report any observed or suspected instances of child abuse to the appropriate public authorities within 36 hours.

### Child Custody

If legal custody stipulations apply to your child, it is required that copies of this information be provided to the school office in order to be enrolled and in attendance at CCA. Additionally, we will need copies of any custody changes.

### Classroom Observations and Visits

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, CORNERSTONE CHRISTIAN ACADEMY is sensitive to the issue of security and supervision of classes. We do welcome parents and other interested persons to observe a classroom, but the observation must be done **by appointment only**. Those who wish to formally observe a classroom should call or e-mail the school office to make an appointment at least one day in advance of the visit. Observations are limited to 30 minutes. Please keep in mind that the classroom observation should in no way interfere with teaching time, and questions for the teacher should be deferred to a more appropriate time. Appointments to talk with the teacher and/or administrators may be scheduled through the school office.

**Parents and visitors should sign in at the office and are not permitted to go directly to a classroom** to deliver lunches, messages, a forgotten assignment, an article of clothing, any item or reason. This includes parents who come to pick up their child early or bring their child late. Parents and visitors are required to drop off any deliveries at the school office, and the office will make all

deliveries to students. This is to ensure that classroom disruptions are kept to a minimum. The office will announce visitors and/or issue admission slips if a visit is scheduled. Parents and visitors at school are required to obtain and wear a Visitor's Badge during their stay. The badges are available in the school office.

Potential students wishing to visit must receive prior approval at least one day in advance of the visit and must obey all CCA discipline guidelines. They must sign in at the office and remain with a designated student/class until signing out to leave. They must wear a visitor badge at all times. If a parent needs to talk with a teacher, a private conference may be arranged by contacting the teacher via e-mail.

Parents are requested to be considerate of the teacher and his/her schedule. If a parent needs to talk with a teacher, a private conference may be arranged by contacting the teacher via e-mail or by contacting the school office. We request parents not talk with teachers during school hours or at dismissal; this detains them from their responsibilities with the students.

## **Damage to School Property**

Parents are responsible for the cost of replacing or repairing school property, including computer equipment, damaged by their child(ren). This includes classroom and library items, furniture, textbooks, playground equipment, P.E. equipment, and school buildings. Report cards will be held until all fees are paid. Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, furnishings etc. of CCA, as well as the property of faculty, staff and other students.

In a case when another students' property is taken, vandalized, or destroyed, it will be considered a major offense and severe disciplinary action such as in-school suspension, out-of-school suspension, or expulsion may be administered, in addition to making restitution. Vandalism or theft is a criminal offense and may result in prosecution through the legal system. We must take care of God's kingdom and He will take care of us.

*Matthew 7:12 reminds us to, "Do unto others (and their property) as you would have them do unto you (and your property)."*

## **Field Trips**

Field trips are a vital part of the educational program. They are considered part of the regular school day. Only parents authorized, in advance, may attend a school sponsored field trip. Students may be required to wear special uniforms or dress for the field trip. Parents will be notified in advance by the teacher of an upcoming field trip; students are not permitted to attend field trips without parent permission.

## **Inclement Weather**

In the event of inclement weather, Cornerstone Christian Academy will notify local TV stations WYMT and WSAZ and local radio stations affiliated with EKB. You may also check our school website at [www.ccaphelps.org](http://www.ccaphelps.org) as well as our Facebook page.

## **Library**

Students should care for all borrowed materials. If a book is lost or damaged, the student and/or parent is required to replace the book or reimburse the library for the cost of the book or the cost of repairs. Tears can be mended with special book tape; please do not attempt to make the repairs at home.

## **Lunch Program**

Unfortunately, Cornerstone Christian Academy will not be able to provide an on-site lunch program for the current school year.

- Parents are requested to send nutritious snacks and lunches with their children.
- Students should bring all utensils from home.
- Glass containers should not be brought to school.
- Only closed drink containers should be brought for lunch and kept in the assigned area.
- Food should be eaten during specific lunch/break times in areas designated by teachers.
- No food or drinks are allowed upstairs.

## **Release of Students**

For the safety and security of our students the following procedures have been adopted:

- Teachers are instructed not to release a student to anyone until the office calls for the student.
- The teachers and administrator have the responsibility and custody of all students while they are in school.
- Parents must sign students out in the office before they are released from the classroom.
- Parents must e-mail or call the school if a student will be leaving early or will have a change in carpool, and the reason should be stated therein.
- A child will not be released to anyone other than the individuals authorized by the legal parent or guardian. Custodial parents must submit a copy of the current custody document, which will be kept on file with the student record.

## **Toys**

It is the policy of Cornerstone Christian Academy that elementary students not bring toys to school except at a teacher's specific direction. Teachers will inform parents regarding these occasions. Toys must be in keeping with a Christian school atmosphere. Should a student bring a toy without the teacher's direction, the teacher will take the toy and it will be returned at the end of the day.