

**Secondary Handbook**  
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## **ACKNOWLEDGMENT AND AGREEMENT OF CCA HANDBOOK** [27]

### **MISSION STATEMENT**

The mission of Cornerstone Christian Academy is to provide for each student a comprehensive education, which is based on God’s truth, while building stronger relationships among parents, staff, and students.

### **VISION STATEMENT**

The vision of Cornerstone Christian Academy is to raise up effective leaders of godly character who will blend academic achievement and biblical truth to influence society for the glory of God.

### **STATEMENT OF FAITH**

There is only one God eternally existing in three persons – the Father, the Son, and the Holy Spirit. The Holy Scriptures are verbally inspired of God and are our only infallible rule of faith and practice. Jesus Christ died, shedding His blood for our sins, and was bodily raised from the dead for our justification. He will return visibly and bodily with power in accordance with prophetic Scripture. Man is by nature and practice a sinner separated from God and can become God’s child only by faith in Jesus Christ. Those who are thus born into God’s family have eternal life in the presence of God, and those who are not remain in eternal death. The Holy Spirit lives in the believer and enables him to walk in purity of life and submission to the will of God. All the believers are united in the body of Christ.

### **CORE VALUES**

#### ▪ **Absolute Truth**

The Creator of the universe is also the author of absolute truth, revealed through His handiwork, the Holy Spirit, and the inerrant Word of God. (Romans 1:20; 2Timothy 3:15-16; John 15:26, 17:17) All subjects, such as literature, history, mathematics, science, music, art, and philosophy are manifestations of God’s truth, goodness, and holiness. We desire that our students develop a strong Christian worldview that will allow them to possess the firm foundation of His wisdom and knowledge (John 8:32, 36; Proverbs 2:1-7; Colossians 2:2-3). This foundation can only be built on Jesus Christ and a personal relationship with Him (John 14:6, Colossians 1:13-15).

#### ▪ **Excellence**

As God’s creatures, we are admonished to work with all our heart, “working for the Lord, not for men” (Colossians 3:17, 23). CCA believes this should be the standard for our students in whatever they undertake, both in the classroom and in all areas of life. They are challenged by the faculty, staff, and curriculum to pursue their absolute best,

for God’s glory, in academics, in respect for authority, in relationships, and in their spiritual growth to find out what pleases the Lord (1Thessalonians 4:1). Also accountable to this godly standard of excellence is our leadership—board, administration, staff, and faculty—for the best use of our resources, our curriculums, and how we are meeting God’s purposes for CCA (Ephesians 5:1, Psalm 90:17).

- **Love and Service**

As members of one body, we desire to exemplify and teach Christ’s example to serve one another in love (Galatians 5:13, Philippians 2:3-4). Students are given ample opportunities to develop servant heartedness in the classroom and through CCA work days and work projects, fund raisers, community outreach, Christian service, missions trips, hosting sporting events, concerts, programs, summer camps, and more. Our ministries also convey that the greatest love and service is to share God’s truth with the lost (Romans 6:23, John 6:35, 1Peter 3:15). As administration, faculty, and staff, we humbly desire to model Christ’s compassionate, selfless love (Matthew 20:26-28, Ephesians 2:10, John 15:12-13).

- **Bearing Fruit**

CCA is committed to academic and spiritual excellence. Just as hard work will reflect on report cards, so will living faith in action bear good fruit (John 15:5, 8). Regular devotions, weekly chapels, and Christian teachers and staff help direct students to grow in grace, character, integrity, and uprightness (Titus 2:11-12, 2Corinthians 4:5-7, 1Thessalonians 4:7). Morning faculty devotions give our teachers and staff the opportunity to be united in prayer and focus for the spiritual health of our student body (Colossians 1:9-12, 3:16). Manageable class sizes allow teachers to personally know and shepherd their students. Parental involvement, monthly board meetings, and a weekly Parents for Cornerstone prayer group also assure that CCA and its students are constantly uplifted before the Lord (Colossians 4:2, 2Thessalonians 1:11-12). “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law” (Galatians 5:22-23).

- **Equipping to Send**

Our Vision Statement reflects our purpose at CCA: “To raise up effective leaders of godly character who will blend academic achievement and biblical truth to influence society for the glory of God.” We want to equip the next generation to merge their faith and knowledge into their daily lives in order to be leaders and ambassadors for Christ throughout the world. We seek to help them identify their God-given abilities and talents and to make them useful to the Master (Psalm 139:14). By graduation, each student has had many opportunities to discover and maximize these unique gifts for His glory (1Corinthians 12:7-11; Matthew 25:23, 29; 2Corinthians 9:8).

## **PHILOSOPHY OF EDUCATION**

Cornerstone Christian Academy (CCA), serving students in preschool through 12<sup>th</sup> grade, is founded on the following principles:

1. God can be known properly only as He reveals Himself through the Word, His creation, and the Holy Spirit (Psalm 119:130, Romans 1:19-20, 1 Corinthians 2:10). Therefore, regular time is devoted to prayer (Colossians 4:2), worship (Psalm 95:6), and Bible study (2 Peter 3:18). Important goals of Christian education are designed

to help the student know Jesus Christ as Lord and Savior and develop Christian values and thought patterns.

2. Since all truth is God's truth (Isaiah 45:19), all subjects are taught in conformity to the Word of God (2 Timothy 3:16-17, Colossians 3:17).
3. Christian moral training is needed in order to build godly character in our students. Through discipline and counseling, the school helps the students see themselves as God sees them, submit to God-ordained authority, do God's will, and bring glory to Him.
4. Children are unique and loved by God. The value of each student is expressed in an atmosphere of loving concern. Children are also encouraged to show respect, kindness, and love in their relationships with others.
5. CCA is committed to an academic standard that necessitates the students' mastery of the skills and knowledge needed for life and work. Manageable class sizes allow teachers to give individual attention and to praise students, with the goal of helping them spiritually as well as intellectually and emotionally. Traditional teaching methods are utilized. CCA desires that the students receive the best of western tradition, learn it, and preserve it for future generations.
6. Teachers bring the educational philosophy of the school to life at CCA. Each one is personally committed to Jesus Christ as Lord and Savior, dedicated to the Christian view of life and education, and aware of his influence upon the students.
7. Parents and teachers form a team that educates the child in mind and heart. The Bible teaches that parents are ultimately held responsible for their child's education (Deuteronomy 6:20, Ephesians 6:1-4). CCA continues the biblical training that the parents already have begun. CCA's traditional approach, having our roots in the Midwest culture, supports and teaches respect for authority, family, and parental authority.

## **EXPECTED STUDENT OUTCOMES**

### ***Spiritual Formation***

#### **Students who graduate from CCA should:**

- ✓ Recognize that the Bible is the infallible word of God and the foundation for life.
- ✓ Understand Christ as their Lord and Savior, and that He is active in their lives today.
- ✓ Demonstrate knowledge of the history, people, places, and events in the Bible and understand how they fit into God's overarching plan of redemption.
- ✓ Be able to define and defend their beliefs from a biblical perspective.
- ✓ Take ownership of their walk with God and be self-motivated to grow.
- ✓ Know how to study the Bible in a meaningful way to enrich personal devotions and prayer time.
- ✓ Be able to identify the idols of our culture and be able to biblically address temptation.
- ✓ Be capable of sharing the Gospel in personal and meaningful ways.
- ✓ Receive discipling and develop the skills to disciple others.
- ✓ Learn to love their neighbor with compassion and demonstrate it regularly with acts of service.
- ✓ Know the value of being actively involved in a local church community.

- ✓ Understand and develop servant leadership skills in order to take initiative and influence others positively toward godly living.

### ***Academic Development***

#### **Students who graduate from CCA should:**

- ✓ Be well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- ✓ Be proficient in reading, writing, mathematics and science.
- ✓ Have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- ✓ Appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
- ✓ Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality.
- ✓ Know how to utilize resources – including technology – to find, analyze, and evaluate information.
- ✓ Have the skills to question, solve problems, and make wise decisions.
- ✓ Be committed to lifelong learning.

### ***Citizenship Skills Development***

#### **Students who graduate from CCA should:**

- ✓ Understand, value, and engage in appropriate social (community) and civic (political) activities.
- ✓ Practice justice, mercy, and peacemaking in family and society.
- ✓ Respect, and relate appropriately with integrity to the people with whom they work and live.
- ✓ Understand the principles of healthy, godly living.
- ✓ Are good stewards of their finances, time, and all other resources.
- ✓ Understand that work has value as an expression of the nature of God.
- ✓ Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- ✓ Exercise leadership traits that are developed through multiple opportunities at school and extracurricular activities.

### **STATEMENT OF PURPOSE**

The primary goal of Cornerstone Christian Academy is to provide a Bible-centered and academically sound education. Cornerstone, preschool through grade twelve, is governed by an independent board and is affiliated with the Association of Christian Schools International. CCA is registered with the State of Illinois and complies with more than adequate days and/or hours of instruction per year.

CCA is not sponsored by any particular church or denomination. The school believes the Bible is inspired by God. We are conservative and biblical in our outlook and standards. CCA is built upon a solid Christian foundation, with faith in Jesus Christ as the chief Cornerstone, the Bible as the only authority, and dedicated Christian teachers as “living curriculum.” CCA offers an atmosphere of loving concern, structured discipline, small classes with individual attention, and an excellent curriculum. Our goal is to help each

child lead a joyful Christian life, develop a healthy self-image, and acquire the academic skills fundamental to future success.

### **NONDISCRIMINATION STATEMENT**

Cornerstone Christian Academy of DeKalb County Inc. (CCA) admits students of any race, sex, national, and ethnic origin. Each student is given all possible rights, privileges, programs, and available activities. CCA does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and cocurricular and other school-administered programs.

### **REVISION POLICY**

CCA reserves the right to change any policy/procedure in the family handbook when it deems it necessary for the best interest of the school.

### **ORGANIZATION**

#### ***SCHOOL BOARD***

The CCA School Board is the chief policy-making body of the school, consisting of no fewer than five and no more than nine members. In the event that the number of members is fewer than five, the board shall continue to meet and carry out the business of the school. Board members are elected for a three-year term of office. The members of the school board are given the responsibility for the establishment, guidance, and spiritual headship in the operation of the school. They are the leaders responsible to seek God's will and direction for the school and for the preservation and restoration of right relations, primarily our relations with God. Board members are nominated on the basis of their prior interest and service to CCA. The board also includes a chaplain who serves for one year.

In order to effectively govern CCA, the board is organized into standing committees. Board members and parents outside of the board serve on these committees to provide leadership and direction for our school. Committees include: education, policy, finance, facilities, development, and volunteer.

Cornerstone Christian Academy School Board:

Mr. Brian Gavin, President/Director  
Mrs. Mary Johansen, Vice President/Director  
Mr. Mark Hilde, Treasurer/Director  
Mr. Dan Olson, Secretary/Director  
Mr. Kevin White, Director

#### ***ADMINISTRATION, FACULTY, AND STAFF***

The board appoints the administrators and teachers at CCA after careful consideration of their spiritual, academic, and physical qualifications. All full-time teachers and administrators possess the minimum of a bachelor's degree, but many hold a master's degree. The administrators and teachers are committed to serving our Lord and the families of CCA.

Cornerstone Christian Academy Administration:

Mr. Tom Olmstead, Administrator, K-6 Principal  
Mr. Drew Whitfield, Interim 7-12 Principal

Mrs. Debbie Dwyer, Preschool Director  
Mrs. Linda Wilkin, Office Manager  
Mrs. Danielle Perez, Marketing/Admissions Director  
Mr. John Matheson, Financial and Human Resources Manager  
Mrs. JoAnn Mathes, Development Director/Publicist  
Mrs. Heather Whitfield, Athletic Director

### ***PARENT-SCHOOL COMMUNICATION***

School information is available online via RenWeb, Cornerstone's website at [www.cornerstonechristianacademy.com](http://www.cornerstonechristianacademy.com), and the school Facebook page. The Lions Line, which is e-mailed home, is also available in the office and on the school website. Other specific information may be obtained by calling or e-mailing the school at [info@ccaroyals.com](mailto:info@ccaroyals.com).

When a parent has a concern related to the school, the following steps should be taken in resolving the issue:

1. Parents should either call the office and have the secretary set up an appointment with the teacher or set one up directly with the teacher.
2. If the problem is still unresolved, the parents should contact the head teacher, then the principal, and finally the administrator, if necessary.
3. As a final recourse, the board will mediate disputes (Matthew 18:15-20).

### ***PARENTAL INVOLVEMENT***

Academic education of children begins in the home (Deut. 6:4-9, Eph. 6:1-4). The curriculum we present is most beneficial when it is reinforced by parents who ensure the timely completion of homework, review the subject material of the students, and encourage them to always do their best. Most importantly, it has been our experience at CCA that the single greatest contribution a parent can make is to ensure that the children are present and on time every day of the school year. Not only is this vital from an academic standpoint, but it also teaches the students a very important life lesson that will put them in good stead for the rest of their lives.

We strongly believe that we cannot instill morality and other desirable character traits in our young people without parents taking the lead. We can reinforce, augment, and provide elucidation in these matters, but God has designed the family as the means of developing strong character in young people.

Additionally, we highly encourage parents to become involved in school activities. Many of our special events as well as daily operation of the school would not be possible without parents contributing their time and resources. Furthermore, Parents for Cornerstone is aggressively supporting the school with great ideas and fundraising projects to enhance the programs offered here.

### ***PARENTS FOR CORNERSTONE (PFC)***

Parents for Cornerstone is a parent volunteer organization that has several goals:

- To provide parents with an opportunity for fellowship with others who share their level of commitment to their children's education.
- To enhance communication efforts already in place among the variety of volunteer projects throughout the year.



- To ensure adequate leadership for those volunteer efforts.
- To sponsor activities and programs for students and provide additional equipment and materials for classrooms and athletics.
- To assist in efforts to increase the building fund.

Parent involvement provides a greater understanding of the blessings received at our school each day and the chance to directly impact the quality of their children's education. Please prayerfully consider where your God-given talents might best be utilized to enhance our school's environment and future opportunities.

## **ACADEMIC INFORMATION**

### ***ACADEMIC PROBATION***

Students who fail to maintain a grade of C- or higher in any subject will be placed on academic probation as a means of encouraging them to improve. Failure to raise the grade to a C- or higher will result in extended academic probation and possible suspension from cocurricular activities. Long-term failure to make necessary improvements may result in expulsion.

### ***ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)***

Cornerstone is accredited with ACSI and registered with the Illinois Board of Education.

### ***BIBLE***

Cornerstone holds the Bible to be the inspired Word of God. Biblical principles guide every aspect of the operation of Cornerstone, as well as the academic program presented here. This combines to form a Christ-centered worldview, which is the basis of a meaningful and happy life. All students are expected to show proper respect to the Scriptures and the principles delineated therein.

Bible is a core subject, and participation is required of all CCA students. All 7<sup>th</sup> and 8<sup>th</sup> grade students will continue to use the New International Version (NIV); all high school students must possess a copy of the English Standard Version (ESV) Study Bible. Any of the Bible doctrines and principles included in the school's Statement of Faith (primary doctrine) may be the topic of discussion anytime a teacher sees them as appropriate to the classroom situation. However, because we recognize that well-meaning scholars hold to different interpretations of the Bible's more technical aspects, those secondary principles and doctrines of the Word not delineated in the Statement of Faith are reserved for classes specifically intended for a more in-depth examination of Scriptures and will not be discussed during regular classroom sessions.

### ***COCURRICULAR ACTIVITIES***

CCA offers a number of clubs, activities, and athletic teams that are intended to improve our students' school experience and the general environment of Cornerstone. Students interested in participating or starting new activities should contact the office.

CCA will require that students involved in school-sponsored field trips will need to be in chapel shirts unless permission is granted by the principal for a specific reason.

NOTE: Students participating in CCA sponsored events are expected to remain on school property. CCA is absolved of any liability if students leave school property prior to the end of the scheduled event.

### ***CREDITS***

Credits are earned by successfully completing a course semester, which is worth one-half of the credit assessed for a yearlong course. Credits are assessed based on the number of class sessions per week, with a one-credit course typically consisting of five class sessions per week. All students must be enrolled in a minimum of 6 credit courses per school year while at CCA and must earn at least 27 credits to graduate (see *GRADUATION REQUIREMENTS*). Cornerstone academic credits are fully transferable to any public school in Illinois and other states. Colleges view Cornerstone credits the same as public school credits.

Dual Credit Courses are those courses for which the student receives CCA credit and credit at an accredited college or university. There is an additional fee for taking a dual credit course.

### ***ELIGIBILITY***

Academic eligibility to participate in any cocurricular activities (athletics, field trips, dramas, concerts, clubs, etc.) is determined by an examination of the student's grades and behavior.

**Ineligibility:** Any student with more than one D grade (60-69%) or a course failure during any week will be ineligible the following week. Eligibility runs from Monday to Friday as a cumulative week average. Eligibility tracking begins after three weeks of each quarter and when there are at least five grades in the grade book for the class.

**NOTE:** If a student is ineligible when a school break is on (Fall, Thanksgiving, Christmas, or Easter breaks), the student may attend practice/meetings and games/events but will not participate.

**Conduct and Eligibility:** Eligibility for any cocurricular activity will be terminated because of:

1. Use of illegal drugs, tobacco, or alcohol.
2. Behavior that poorly represents CCA.
3. Disrespectful or disruptive behavior in school.

Reinstatement to eligible status will be based upon the determination of the administration. Students must be at school by lunch in order to participate in a co-curricular event. Students serving a detention or suspensions are not eligible to participate in cocurricular activities that day.

### ***GRADUATION HONORS***

Students who attain the following overall GPAs will be recognized during the commencement exercises.

- Summa cum laude: 95% (3.80)
- Magna cum laude: 92.5% (3.70)
- Cum laude: 90% (3.60)

## **GRADUATION REQUIREMENTS\***

In order to receive a CCA diploma, students must be enrolled in at least six credits per year while at CCA and accumulate a total of at least 27 credits. All students must take the ACT prior to graduation. Requirements for a CCA college preparatory diploma exceed those of the State of Illinois.

	<b>CREDITS REQUIRED</b>
<b>BIBLE<sup>1</sup></b>	<b>4</b>
<b>ENGLISH</b>	<b>4</b>
<b>SOCIAL STUDIES</b>	<b>4</b>
<b>MATHEMATICS<sup>2</sup></b>	<b>3</b>
<b>SCIENCE</b>	<b>4</b>
<b>FOREIGN LANGUAGE<sup>3</sup></b>	<b>2</b>
<b>PHYSICAL EDUCATION<sup>4</sup></b>	<b>2</b>
<b>TECHNOLOGY</b>	<b>1</b>
<b>HEALTH/WELLNESS</b>	<b>½</b>
<b>SPEECH</b>	<b>½</b>
<b>FINE ARTS</b>	<b>1</b>
<b>LIFE CALLING</b>	<b>½</b>
<b>LOGIC</b>	<b>½</b>
<b>TOTAL</b>	<b>27</b>

\* In general, requirements are those in force during the student's freshman year, provided the student attends CCA continuously until graduation.

<sup>1</sup> Waivers for transfer students will be considered.

<sup>2</sup> Algebra I, Geometry, and Algebra II are required mathematics course work.

<sup>3</sup> The two credits must be in one foreign language.

<sup>4</sup> All students must complete at least two credits of P.E.

## ***HOMework***

Homework must be turned in when it is due. Teachers will determine procedures related to late assignments and make-up work because of excused absences or other extenuating circumstances.

## ***HONESTY/HONOR CODE (PLAGIARISM)***

Cornerstone's honor code is intended to help foster good character by reminding students of the importance of personal integrity. Students are expected to be honest and forthright at all times concerning all matters. Cheating, lying, duplicitous behavior, or deception is viewed as a serious violation of the honor code.

Students are expected to submit their own work for all assignments and class activities; cheating and plagiarism are serious offenses that will result in disciplinary action. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and essays, and unauthorized assistance on tests or quizzes. Plagiarize is defined by Merriam Webster's dictionary as "to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source."

Lying, or deceiving, is defined as deliberately misrepresenting the truth, especially in an attempt to absolve oneself from the consequences of a failure or misdeed; but it also includes telling an untruth to protect someone else. Duplicity is the attempt to mislead either by not telling something that is pertinent, or by obscuring the truth with misleading statements, innuendoes, or suggestions.

The honor code also requires that Cornerstone students let a teacher or principal know when another student has committed a serious breach of ethics. This is necessary because an important aspect of maturity is recognizing that a failure to let those in charge know about aberrant behavior is, in effect, approval of that behavior. For this reason, our students are required to tell someone in charge if they witness cheating, theft, bullying, vandalism, lying, foul language, or any other type of serious misbehavior they know to be wrong. These communications will be held in confidence unless circumstances require otherwise. Failure in this regard may result in disciplinary action. Disciplinary action may include but is not limited to 0 on the assignment and suspension.

***HONOR ROLL***

Students who maintain a grade point average of at least 3.40 at the end of a semester will be named to the Honor Roll. Those maintaining a grade point average of at least 3.60 at the end of a semester will be placed on the High Honor Roll. Any student receiving all As will be named to the Principal’s Honor Roll.

***HONORS, DUAL CREDIT, AND ADVANCED PLACEMENT (AP) COURSE GRADE AND GPA***

Cornerstone Christian Academy offers honors, dual credit, and AP courses in several different academic studies.

The grading scale for honors, dual credit, and AP classes is the same as for a regular class. The difference lies in the **grade point average (GPA)** scale, which credits honors, dual credit, and AP classes **one point more** than regular classes. For example, a student receiving a B grade in English will receive a GPA of 3. A student receiving a B grade in honors, dual credit, or AP English will receive a GPA of 4. See below.

	<b>Grade</b>	<b>GPA</b>
English	B	3
Honors, Dual Credit, or Honors English	B	4

The higher GPA will then be reflected in the overall GPA of a student’s high school career. Success in honors, dual credit, and AP classes can have a significant impact on the student’s GPA.

***PROGRESS REPORTS***

Parents may access their child’s progress report through RenWeb (see *RENWEB*). A notice will be sent via e-mail each week for any student with an average below a C- in any subject or if there has been an unacceptable drop in a student’s grade.

***RENWEB***

Grades, as well as other student information, will be available to parents on the Internet through RenWeb. RenWeb can be accessed directly or through the school’s website. Each family must submit a current e-mail address in order to access their child’s academic progress. Grades are updated regularly. The school strongly encourages parents to monitor their child’s progress regularly to ensure a successful year. In the event of an outstanding tuition balance, parents will be denied access to this system until their account is made current.

### ***RESOURCE TEACHER***

CCA has a resource teacher available for students in need. A teacher will recommend the resource teacher for any student needing assistance. After a free initial evaluation, a fee will be assessed for these services; please review fee schedule.

### ***ROYAL PRIDE HONOR SOCIETY***

The Royal Pride Honor Society exists for the purpose of supporting Cornerstone Christian Academy's goal of pursuing excellence in all realms of a student's experience. This honor is bestowed on that group (like a pride of lions) of worthy students to promote scholarship (overall GPA of at least 92.5%), to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character among all students. Further, the society is intended to present a positive image of the school to the community and to motivate all students to excellence in all things.

### ***TESTING***

In order to evaluate our academic performance on an ongoing basis, Cornerstone administers nationally **standardized tests** to the students. The testing dates are normally established before the beginning of the school year. Grades 7-10 take the TerraNova tests.

As a graduation requirement, students must take the ACT test. Studies have shown that ACT test preparation can make a significant difference in a student's test score. We recommend two testings since a higher grade is usually the result the second time. All sophomores take the PLAN test. This is a pre-ACT standardized test. Sophomores and juniors may choose to take the PSAT/NMSQT test. This is a pre-SAT and scholarship standardized test.

### ***VALEDICTORIAN/SALUTATORIAN***

The students with the highest and second-highest grade points earned (GPE) for the first seven semesters of ninth through twelfth grades are eligible to be named valedictorian and salutatorian upon approval by the principal. This system rewards students who maintain a full schedule of classes by totaling all grade points earned for each class taken during their high school career. Only students who meet or exceed both the credit and class requirements are eligible for these honors. Students eligible for these graduation honors must have been at CCA for at least five semesters prior to graduation, which means the students must be enrolled and attending CCA classes by the middle of their sophomore year.

### **CITIZENSHIP**

#### ***BEHAVIOR/PAWS***

PAWS (Practice safety, Act responsibly, Work for success, Show respect) is our K-12 behavioral system. See end of handbook for PAWS Chart.

#### ***BULLYING***

Bullying is defined as the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of persons. Any improper use of power in order to intimidate, threaten, distress, or hurt others is bullying. Such conduct includes, but is not limited to, direct behaviors (e.g. teasing, taunting, intimidating, threatening, name calling, ridiculing, belittling, extorting, hitting, physical attacks, and/or violence) and indirect

behaviors (e.g. spreading rumors, causing social or psychological isolation, and/or cyberbullying by use of, but not limited to, Internet or texting with cell phones).

Disciplinary action will result in the event of this behavior.

### ***ETIQUETTE***

#### **Quick Reference of Expected Behavior**

- Show respect to the Bible.
- Show respect to the American flag.
- Show respect to all others.
- Do not destroy or deface school property.
- Do not destroy or deface other people's property.
- Do not steal.
- Inappropriate physical contact is not allowed.
- Drugs, alcohol, or weapons are not permitted.
- Do not cheat, lie, or deceive.
- Vulgarity, obscenity, or profanity is not allowed.
- Visible "body art," including tattoos, is not permitted.
- Loud or boisterous behavior is not allowed in academic areas.
- MP3 players, iPods, radios, CD players, TVs, movies, and games are not allowed during school hours.
- Cell phone usage is not permitted during school hours, except during lunch. Other than during lunch, cell phones must be turned off and should not be seen.
- No animals are allowed without special permission.
- Do not eat food outside of designated areas.
- Students must be in their desks and ready when class begins.
- Running is not permitted in non-P.E. areas.
- Hats may not be worn in the school.
- Clothes may not be sloppy or tattered.
- Jewelry may not be gaudy or garish.
- Pierced jewelry is limited to girls' earrings.
- Bracelets and necklaces on boys are not to be gaudy or distracting, based on the opinion of the administration.

### ***EXPULSION***

If a student continues to demonstrate behavior problems without obvious signs of improvement or reasons to hope for positive change, expulsion will be the final measure. The administration reserves the right to expel any student for any egregious violation of the behavioral standards and expectations of our school.

### ***LANGUAGE***

Obscenity, vulgarity, profanity, name-calling, teasing, or any other sort of disrespectful language is not allowed at school or at any Cornerstone event. The guideline to be followed is that language is to be an edifying communication between people. Students are expected to address staff members in formal terms ("Mr. Smith" or "Miss Jones") and reply to questions respectfully.

### ***PUBLIC DISPLAYS OF AFFECTION***

No physical contact of any sort between opposite sexes is allowed on school property unless it is in conjunction with a teacher's supervised activity.

### ***SAFETY***

Students may not run on school property, unless involved in a physical education/athletic activity. School equipment, such as railings, exercise equipment, lockers, doors, windows, stairways, chairs, desks, etc., may be used only in the manner for which they are intended.

No weapons of any sort, e.g. firearms, knives, razor blades, martial arts tools, cayenne pepper, or mace, are allowed on school property at any time.

### ***SEXUAL BEHAVIOR***

CCA holds to the biblical position that sexual activity is a gift from God intended to be enjoyed **ONLY** within the confines of the divinely mandated institution of marriage, which is a union between one man and one woman. Any and all sexual activity outside of the protective confines of marriage is dangerous and damaging and a violation of school protocol. Likewise, subscription to, or promotion of any lifestyle involving anything other than this biblical view, is defined as sinful behavior and must be subject to correction. As with any other sinful behavior, failure to work toward correction is a serious violation of school protocol.

Reasonable suspicion of any sexual activity by a student(s), including pregnancy (for both male and female), will result in immediate suspension while the issue is further investigated. Verification of the alleged behavior will result in an administrative review of the student(s) to determine whether continued enrollment is possible.

Teasing, suggestive comments about another person's body or suggestive comments of a sexual nature are classified as sexual harassment and are a serious breach of school protocol to be dealt with by disciplinary procedures. Sexual harassment includes, but is not limited to, suggestive remarks or gestures, unwelcome comments, inappropriate apparel, and written material, including notes. The definition of sexual harassment includes any of these done even "in fun" or "in a friendly way."

### ***SUSPENSION***

Flagrant, deliberate or repeated behavioral offenses may result in an in-school or out-of-school suspension. Offenses such as deliberate disobedience, flagrant disrespect, or inappropriate sexual talk or conduct will result in immediate administrative involvement and a probable suspension.

All work due during the time of a suspension may result in a reduced grade up to 0% of what is earned. Any work assigned during the suspension is due at its normal time. Both in-school and out-of-school suspensions are considered unexcused absences.

### **DRESS CODE**

*The purpose for the Cornerstone Christian Academy Dress code is to support the creation of an environment free from distractions and conducive to learning while helping students learn to present themselves with modesty and professionalism. We believe that God can be*

*honored by our dress, and, as such, we seek to help students learn to honor Him by their day-to-day apparel at school.*

### **General Appearance:**

All students should maintain a general appearance of neatness. Hair must not be worn over the eyes; boys' hair also must not be worn longer than the nape of the neck. Extreme hairstyles such as Mohawks and spikes are not acceptable. Bandanas, hats, scarves, etc. are not allowed. Jewelry in modest amounts will be allowed. If it becomes a distraction in class, students will be asked to remove it. Cosmetics should be modest and natural in appearance.

### **Fit and Modesty Guidelines:**

- All shirts should extend below the waist of the student and the waistband of the slacks or skirt. If a student's midsection can be seen at any time, the shirt should not be worn to school. Here are two good tests:
  - If midsection can be seen when raising one hand above the head, the shirt is too short.
  - If midsection or chest is visible when bending or sitting, the shirt should not be worn for school.
- No bra straps, cleavage, shoulders, or midriff should show at any time. These must be covered by other layers.
- Necklines should be at or above 2" below the collarbone. (This also means buttons cannot be unbuttoned below this.) Tops may be layered. If layered, one shirt must be at or above 2" below the collarbone.
- Shorts, skirts, and dresses must be a modest length, longer than 3" above the knee.
- Clothing should not be too tight or too loose (pants must stay up at the waist).

### **Inappropriate Dress:**

If an item a student is wearing is questionable or inappropriate and not explicitly covered in the dress code, the students will be asked by a member of the administrative staff not to wear it again. If the student wears the questionable item again, the student's parents will be called to bring a suitable change of clothes. The student will either be held from class until proper clothing arrives or will be dismissed for the day. Repeated offenses will warrant further action as determined by the administrator. On uniform days, a dress code violation may require a student to be held from class until a parent is called and brings proper clothing. If modesty guidelines are violated, immediate disciplinary action will take place.

### **Daily Dress Code:**

**No uniforms.** General Appearance and Fit and Modesty Guidelines are in effect.

- Cap sleeves, short sleeves, or longer. No tank tops during normal school hours.
- T-shirts and crew neck shirts may be worn.
- Athletic pants and sweatpants may not be worn **except** on jean days.
- Hoodies, sweatshirts, sweaters, and cardigans are allowed.



- Logos must be appropriate in nature and should not draw attention to body parts (no words on buttocks, etc.).
- **Chapel day dress code:** Students will wear the CCA chapel shirt. A solid color top (black, gray, white) may be worn underneath the chapel shirt. A CCA apparel hoodie or sweat shirt may be worn over the chapel shirt.
- **P.E. Attire for Grades 7-12:**
  - Any CCA T-shirt: black, gray, green, or white
  - Shorts and/or sweatpants (*no bicycle shorts or yoga pants*)
  - Athletic shoes and socks

#### **Footwear:**

Secondary: Students may wear shoes and socks of their preference.

#### **Jean Days:**

For primary students, casual days (known as “Jean Days”) are scheduled on half days of school, the last Friday of the month, and special occasions. Students may wear clean blue jeans (no holes, tears, or writing), athletic pants, or shorts. Fit and Modesty Guidelines as well as General Appearance Guidelines should be followed on casual days. Athletic shirts from college and professional sports teams are allowed. School clothing from and representing other local schools is not permitted; only CCA approved school clothing will be permitted in order to encourage school spirit.

#### ***FACIAL HAIR***

Male Cornerstone students must keep facial hair conservatively well-groomed. The evaluation of the appearance of facial hair will be at the discretion of the administration.

#### ***JEWELRY***

Jewelry in modest amounts will be allowed. If it becomes a distraction in class, students will be asked to remove it. No “pierced” jewelry except girls’ earrings is permitted. If a family permits a student more than this, the piercing and healing period must be scheduled so that any pierced jewelry or piercing devices used in the process can be removed during school hours.

#### ***TATTOOS***

Visible body painting, tattoos (temporary or permanent), and drawings on the body are not allowed. Those students transferring into CCA with these alterations will need to have them covered at all times, no exceptions.

### **GENERAL INFORMATION AND OFFICE PROCEDURES**

#### ***ABSENCES***

**Excused** absences include a student’s illness or injury, a student’s doctor or dental appointment, or death in the student’s immediate family or the immediate family of one of the student’s parents. Parents must notify the office on the first day of the absence before school begins to get a note that will excuse them from class at the appropriate time. Their parent/guardian must also sign them out of the office when they leave campus. Please keep doctor appointments to a minimum during school days. Students will be expected to make-up and hand in work early since these are scheduled absences.

Approved school activities such as field trips, athletic events, academic competitions, etc., are excused absences. College campus visits by upperclassmen up to four days in a year are not counted as absences.

Families should plan vacations so as not to conflict with school, but prearranged family absences may be excused if the student is maintaining a 2.5 GPA for the current school year. Arrangements must be made with the office **AT LEAST A WEEK IN ADVANCE**. The student is required to make arrangements with each teacher concerning schoolwork and tests that will be missed.

In the event of a prolonged illness, debilitating accident, or other serious circumstances, the principal may allow for summer school as a means of making up missed time.

Absences not included in these categories are unexcused. Suspensions, both in school and out of school are considered unexcused absences. A student must be present a minimum of five periods out of eight to be counted present for the day. In addition, three unexcused school tardies will be counted as one unexcused absence.

Homework and tests missed because of an unexcused absence may be assigned a grade of zero. A reasonable effort will be made to assign suspensions around significant exams or projects. Upon returning to school after an absence, secondary students must report to the office with a note from their parents/and or their doctor as required.

### ***ANIMALS***

No animals may be brought onto CCA's campus without the express permission of a teacher and/or administrator. Do not make contact with any stray animals observed anywhere on the campus. If there is any question about the safety of students, notify an adult immediately.

### ***ATHLETICS***

*Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. (1 Corinthians 9:24)*

Athletic examples are used several times in the letters to the Church, calling on Christians to run the race with endurance, to fight the good fight, and to finish the race. We believe that an athletics program affords young people an opportunity to learn essential lessons that are not easily taught in non-athletic venues. Cornerstone holds a strong commitment to a wide-ranging athletic program, which, when kept in perspective as a part of an academic program, plays an essential role in a student's complete education. By developing integrity and character and instilling a true, humility-based self-esteem, athletics serves as a means of preparing young people for success in life. Cornerstone athletes will abide by the following code:

1. As an athlete, I am a leader. I will use this leadership role to honor God on the field of play, in the classroom, in my home, and in the community.
2. I will seek to put others first and to build them up, whether teammates or competitors.
3. I will use my God-given gifts to the fullest at all times, doing my best in all endeavors, whether athletic, academic, or otherwise.

4. In my thoughts, my speech, and my actions, I will strive to be an example and a witness to others.
5. I will respect coaches, opponents, and fans. I will respect the integrity and judgment of game officials.
6. I will fulfill my obligation to my teammates and coaches by making participation in games and practices a priority.
7. I will always remember that honoring God is the true issue. A victorious life is always more important than winning a game.
8. I will abide by the CCA Athletic Handbook.

At present, Cornerstone Christian Academy High School offers the following competitive sports:

Soccer	{ .25 credit toward the P.E. requirement }
Volleyball	{ .25 credit toward the P.E. requirement }
Basketball	{ .50 credit toward the P.E. requirement }
Cheerleading	
Golf (boys only)	{ .25 credit toward the P.E. requirement }
Track (grades 5-8 only)	

**Parents** are a vital component in Cornerstone's athletic program in at least two areas. First, because athletics involves commitment and dedication, parents must encourage their children to be faithful in fulfilling the regimen associated with the program, including attendance of all practices and games.

Second, it is vital that we remember that as much as we love to see our kids win athletic contests, victory on the scoreboard is secondary to victory in life. Honor and virtue must always be our ultimate goal. Therefore, as examples to our students and as a witness for our Lord, parents are expected to always be supportive and encouraging, whether at home or at sports activities. Disrespectful or negative attitudes toward coaches, teammates, opposing teams, referees, or other spectators is harmful to the purpose of athletics and cannot be tolerated.

The potential benefits to be gained from an athletic program are contingent upon the amount of work and devotion applied, both by the student-athlete and the parents. The future success of these young athletes will be determined as much by parental example as by technical instruction in the sport.

### ***ATTENDANCE***

To ensure that our students benefit academically to the greatest degree possible, CCA has a strict attendance policy. Secondary students may not miss more than ten days per semester, whether excused or unexcused. Approved class absences for school purposes such as athletics or field trips and senior campus visits do not count. Absences in excess of the limit may result in a grade of zero being received in those classes for the missed days.

Any CCA student, whose grade is otherwise satisfactory but does not receive credit because of excessive excused absences, may apply for the principal's approval to receive an incomplete (IC) on the report card, which would be removed when the credit is re-mediated. Possible exceptions to this policy will be made only on the basis of a physician-documented chronic condition.

## ***AUTOMOBILES***

Driving on CCA property is a **privilege**; all drivers must obey all traffic regulations. Any unsafe or reckless driving will result in immediate revocation of that privilege. Students wishing to drive on CCA property must obtain permission from the office. Copies of the driver's license, auto insurance policy, and permission slip from a parent/guardian are required for each student. Students are not allowed to drive through or use the west parking lot, or drive over any of the bridges during school hours. **Student parking is located in the north side of the east parking lot (gravel lot).**

Speed limits will be strictly enforced at all times. Violation will result in termination of driving privileges on school property. Horseplay of any sort around vehicles will be treated as a disciplinary problem. Loud, distracting, or inappropriate music is not allowed. Students may not loiter in the parking lot, including before or after school. Trips to vehicles during the day are not allowed without permission from the CCA office. Violation of this policy will also result in termination of driving privileges on school property.

Students may not drive themselves on field trips or other school activities that originate (depart) from the school. During off campus lunch trips, failure to return to classes on time may result in the suspension or loss of driving and/or off campus privileges.

## ***BUILDING ACCESS***

Main doors will be unlocked for students' entry and egress during the periods immediately before and after school hours when there is adult supervision of those areas. After classes have commenced, all public-access portals will be secured. Late students, parents or guardians, and other visitors should come to the main entrance to be admitted to the office. Students participating in off-campus lunch trips must leave and enter through the main entrance only.

## ***CALENDAR***

The Cornerstone office maintains a master calendar of upcoming events. Any organization scheduling Cornerstone-related events should notify the office as soon as the date is known. If school facilities are involved, permission for their use on a particular date must be granted and the event put on the master calendar. News of upcoming events and other school business will be included in the Lion's Line, the school's weekly newsletter. The Lion's Line is available each Wednesday and may be picked up in the school office, viewed online at the CCA website, or you may request to have it e-mailed to you.

## ***CHAPEL***

The purpose of chapel is to provide all Cornerstone students the opportunity to worship in song and testimony, and to have fellowship with guest speakers. Attendance is mandatory and all students are required to be attentive and respectful, demonstrating the poise expected of our young people in any school academic function. Please refer to the Dress Code for appropriate chapel attire. Chapel will often include other activities, including announcements about school policies, upcoming events, or notifications of achievements by Cornerstone students.

## **CLASS SCHEDULE**

<b>M T W F</b>	<b>TH</b>
	CHAPEL 8:18-9:01
1 <sup>st</sup> period: 8:15 – 9:01	1 <sup>st</sup> period 9:05 – 9:44
2 <sup>nd</sup> period: 9:05 – 9:51	2 <sup>nd</sup> period 9:47 – 10:26
3 <sup>rd</sup> period: 9:57 – 10:43	3 <sup>rd</sup> period 10:29 – 11:08
4 <sup>th</sup> period: 10:47 – 11:33	4 <sup>th</sup> period 11:11 – 11:50
5 <sup>th</sup> period: 11:37 – 12:23	5 <sup>th</sup> period: 11:53 – 12:32
LUNCH: 12:23 – 12:50	LUNCH: 12:32 – 1:15
6 <sup>th</sup> period: 12:54 – 1:40	6 <sup>th</sup> period: 1:17 – 1:56
7 <sup>th</sup> period: 1:44 – 2:30	7 <sup>th</sup> period: 1:59 – 2:38
8 <sup>th</sup> period: 2:34 – 3:20	8 <sup>th</sup> period 2:41 – 3:20

### **COLLEGE PLANNING**

CCA provides guidance services to all high school students to promote future planning for career and college. Each student will be treated as an individual according to his unique talents and interests.

### **COLLEGE SEARCH**

Trips to colleges, totaling up to four days per year, by upperclassmen as official visits for the purpose of evaluation are not counted as absences. The rule concerning advance notification of prearranged family trips applies (see *ABSENCES*).

### **CONFERENCES**

The staff and administration strongly encourage parent/teacher conferences. At the end of the first quarter, a day is scheduled for parent/teacher conferences for all students; evening hours are available. Parents should set up appointments with their child's teacher through the office. Parents should feel free to request a conference with their child's teacher as needed.

### **CRISIS MANAGEMENT PLAN**

The staff at CCA is familiar with the crisis management plan for the school in the event of an emergency such as tornado, fire, bomb threat, or intruder.

### **DROP-OFF AND PICK-UP PROTOCOL**

Parents and guardians will be provided with separate instructions as to traffic flow patterns at CCA during pick-up and drop-off times. These procedures must be followed carefully to ensure the safety of the children and the timeliness of Cornerstone's operation. All 7<sup>th</sup> through 12<sup>th</sup> graders will be dropped off and picked up in the east parking lot.

### **ELECTRONICS**

Personal electronic devices including games, radios, iPods, MP3 players, laser pointers, cell phones, etc. can be used before and after school but are not permitted during school hours (8:05 a.m. to 3:20 p.m.). See *TELEPHONES/CELL PHONES* for cell phone usage.

All gambling equipment is prohibited. **Any such devices will be confiscated and held in safekeeping for the parents to claim.** Cornerstone is not responsible for any damages incurred to such devices while on Cornerstone property.

Calculators, iPads, and personal computers are not allowed unless specifically permitted by a faculty member.

### ***FIELD TRIPS***

No student may leave for a field trip without a signed permission slip. A parent must fill out a driver application form, available from the receptionist, in order to drive other student(s) on a field trip. Upon approval, the parent driver will be required to submit a copy of a valid driver's license and proof of insurance. Only G- or PG-rated movies may be shown in the vehicles. Activity busses are sometimes used for field trips.

### ***FOREIGN EXCHANGE STUDENT POLICY/REQUIREMENTS***

Foreign exchange students must meet the following requirements:

- Student must be 12-18 years of age and enrolled in junior high or high school or the equivalent.
- Student cannot have graduated, be enrolled, or be pursuing acceptance to a college or university.
- If a hosting agency is involved, it must be credible, recognized, and approved by SEVIS. Other options might include working through a Christian organization, an ACSI member school, pastor, or missionary.
- Student must be proficient in English and be able to read and understand the scheduled course material. Secondary Level English Proficiency (SLEP) scores are required for every foreign exchange student who has not met the required TOEFL (IBT) score of 55.

English Immersion Policy – All language is a gift from God; no particular language is better or more righteous than another. In order to help our international students honor their parents by learning English and show consideration for those around them, the following policy has been implemented:

English shall be spoken at all times, in all locations, and at all CCA events. The only exceptions to this policy are when no speakers of other languages are within hearing distance or when a staff member gives direct permission to a student. Any infractions of this policy can result in a student's receiving a minor.

All foreign exchange students will willingly abide by CCA policies, rules, and the Family Handbook. The host families will be local. CCA desires that each host family have a sincere Christian faith and attend church on a regular basis.

### ***HOURS***

The building will be open for students at 8:00 a.m.; at 8:05 they can go to their classrooms. If a student must be dropped off at school earlier than this or cannot be picked up by 3:45, arrangements must be made for before/after school care with the Cornerstone office. The same time restrictions apply to those students who drive themselves to school. Any delay in picking up students will result in after care charges being assessed to cover additional staff time.

### ***ILLEGAL SUBSTANCES***

CCA students on school property may never have in their possession (on their persons or in their lockers, backpacks, computers, automobiles, or any other area under the students' control) any illegal items or substances. This prohibition is directed primarily at controlled

substances for which students do not have prescriptions, but also refers to such things as alcohol, tobacco, stolen goods, pornography, weapons, etc.

Cornerstone staff has the right to search the person and possessions (including computers and any other electronic device) of any students suspected of being in possession of an illegal substance. In any case of reasonable suspicion of use or possession of an illegal substance, a drug test, for which the students' families will pay, can be ordered by the administration as a condition of remaining in school. CCA students are not ever to use any illegal drugs, inhalants, hallucinogens, alcohol, or cigarettes. Parents of students "rumored" to be using illegal substances will be notified by the principal. Evidence of drug use will result in expulsion and notification of the authorities.

### ***ILLNESS***

Students with a fever, cold, upset stomach, or other physical distress should be kept home for the day and the office notified. Before students can return to school, they have to be fever-free and not have vomited for a 24-hour time period.

During the school day, if a student becomes ill or is slightly injured, first aid (immediate temporary care) will be administered, and the office will ask the parents to take the student home. Students should not contact their parents directly from personal cell phones. Students who drive must have permission from their parents before they are released to drive home. In the case of severe distress, CCA will call 911 and the parents.

### ***INTERNET***

Internet use at CCA is accessed through the computers in the computer lab and some classrooms. If you do not want your student to have access to the Internet, contact the school office. All students and parents are asked to sign CCA's Acceptable Use Policy.

### ***LETTER, ATHLETIC***

High school students who participate in the required number of games or quarters as defined by the athletic director will be awarded an athletic letter that may be worn on a Cornerstone letter jacket. Pins may be affixed to the letter to signify awards in more than one sport.

### ***LETTER JACKET***

Any Cornerstone high school student may purchase and wear a letter jacket. The style of the jacket and the placement of emblems, awards, etc. on the jacket must be in accordance with the standards established by the CCA administration. Only letters awarded by CCA may be displayed.

### ***LIBRARY***

All students are invited and encouraged to make full use of the library for research, study, and reading. In order to best utilize our library, the following guidelines will be observed:

- No books, magazines or reserve materials may be taken from the library unless checked out.
- Please respect the rights of others who are using the library by working quietly.

See Library Policy for details.

### ***LOCKERS***

All areas on school property are subject to random inspection by the administration, including student lockers, gym lockers, backpacks, and other areas in which students may store their possessions. Students must keep these areas neat and clean, free of anything that is prohibited or that may be regarded as a nuisance or contaminate (such as decaying food matter). Lockers are to be free of stickers and markings on the exterior with the exceptions of names, Scripture, and college acceptance information. Any sort of decoration or contrivance on the inside must be easily removable and is not allowed to be in any way offensive, controversial, provocative, or repugnant to the standards of CCA.

### ***LUNCH***

Cornerstone has a closed campus for lunch and breaks. Students may bring lunch or purchase hot lunch.

Upperclassmen (juniors, seniors) who drive may receive permission from the principal to leave for lunch on Chapel day. Parental permission in the form of a signed consent letter will be required before permission will be granted. Abuse of this privilege by arriving late may result in loss of open campus for that student. Those students on the academic ineligibility list will lose the privilege of being able to go off campus for lunch.

### ***LUNCHROOM PROTOCOL***

Students are encouraged to visit with each other during this period; but horseplay, music, unnecessarily loud talking, or noise is not permitted. Throwing food is not allowed. All students eating hot lunch will wait their turn in line. All students are responsible to clean their areas after they have finished eating. All trash is to be placed in trash receptacles. The last student to leave a table will ensure that there are no trays, utensils, or trash left on that table and the floor.

### ***MAGAZINES AND OTHER READING MATERIALS***

Possession of magazines, journals, etc. that violate CCA's standards of behavior will be a disciplinary matter, and the offensive materials will be confiscated. Approved magazines are available in the library.

### ***MEDICATIONS***

Students requiring prescription medication, cold medication, pain medication, etc. during the school day must submit a written parent request to the office. Students who have asthma are exempt from this policy and may keep their asthma medication with them. Medications must be brought to the school in a container appropriately labeled by the pharmacy or physician. All medications are to be kept in the school front office and only dispensed and consumed in the presence of office personnel or their approved representative.

Parents may give permission for Tylenol/acetaminophen for pain on the student application and/or the emergency card. All medications will remain in a locked cabinet in the office. CCA will follow the guidelines set forth by the Illinois Department of Human Services and the Illinois State Board of Education.



### ***PHOTOGRAPHS***

Photographs of the students will be taken in the course of school activities throughout the year and will be used for CCA's promotional and advertising materials including the CCA website and Facebook. Parents are asked to sign a photography consent form provided at orientation or upon acceptance to CCA.

### ***PHYSICALS/HEALTH EXAMS AND IMMUNIZATIONS***

Copies of physicals are required to be on file for all students entering ninth grade including updated immunizations. If a family chooses not to immunize their student(s) due to religious reasons or otherwise, a letter stating this must be on file in the school office. All students wishing to participate on a CCA sports team must submit a physical exam.

### ***RETREATS***

Junior high students (7-8) attend one retreat in the fall of each year. The purpose is for outdoor education and team building. All high school students (9-12) have one fall retreat for team building and spiritual renewal. In the spring, the 11<sup>th</sup> and 12<sup>th</sup> grade students attend a leadership retreat. These retreats are required as they are part of each student's education at CCA. The cost for these retreats is separate from tuition; it changes from year to year. Parents can call the school office to get an idea on the cost of retreats.

### ***SCHOOL CLOSING INFORMATION***

When school is closed due to severe weather conditions, the CCA website and Facebook page will be updated and the following stations will be notified:

Radio: WDKB 94.9 FM  
WLBK 1360 AM  
WSQR 1560 AM

Television: WIFR 23 Rockford  
[www.wifr.com](http://www.wifr.com)

### ***SCHOOL SECURITY***

Cornerstone desires to provide a secure facility that prioritizes the safety of all students and employees. In this effort Cornerstone has installed a buzzer at the front east entrance, where CCA requires all guests who visit during the day to enter. The north door will be unlocked at the start and end of the school day to provide for drop-off and pickup, and at 11:30 a.m. for half-day pickup. All guests during the day will need to sign the visitors book and wear a visitor badge if they wish to accomplish something outside the lobby area.

### ***STUDENT COUNCIL***

This Cornerstone program is intended to develop leadership qualities in our students, with emphasis on Christian ethics and morals, helping them develop God-given skills in the classroom and elsewhere. In addition, the organization has as its mandate the enrichment of the academic and social environment of Cornerstone.

Junior and senior high students are elected by the student body to be representatives for a term of one year. These representatives must exhibit sound character and maintain a 2.0 GPA throughout their terms. In order to be eligible to run for an elected position, a student must first be reenrolled at CCA for the following school year.

### ***SURVEILLANCE***

CCA has invested in an electronic surveillance system to provide better protection for our students and employees and in case of vandalism or school policy violation. If a video clip

is taken with a serious violation of policy or state or federal law, it can be used by authorities to pursue recompense and justice on behalf of the school.

### ***TARDINESS***

Any student who arrives in the classroom after the beginning of the school day is classified as tardy. Students who arrive at school after the beginning of the first period must get an office pass to gain admittance to class. The office personnel will determine whether the tardy is excused. Those students who are tardy on a regular basis may be retained in the office until second period so as not to disturb the first period class that is already in session. Three unexcused school tardies, regardless of time frame, will be counted as one unexcused absence.

### ***TELEPHONES/CELL PHONES***

School telephones may be used for illness, school needs, athletic game/practice cancellations, etc. only with the permission of a staff member. **Calls for parental permission for social activities outside of school will not be permitted.** Students may have cell phones in their possession at school, but they must be turned off and not visible. If this privilege is abused, the cell phone will be confiscated, held in the office until a parent can retrieve it, and may also result in the student's being required to leave the cell phone in the office on a daily basis. Cell phones must be turned off from 8:05 a.m. to 3:20 p.m. Students will be allowed to use their phones during the lunch period.

### ***TRUANCY***

Leaving the school campus without permission before the end of the regularly scheduled school day is considered truancy and will result in at least a one-day suspension.

### ***TUITION***

A discount of \$100 is extended to those families paying tuition in full by April 1<sup>st</sup> and \$50 discount to those paying before June 1<sup>st</sup>. Otherwise, a payment plan may be arranged with the finance department. Tuition payments must be current with no outstanding balance to remain in school. CCA reserves the right to remove a student from class if an outstanding balance has not been paid after thirty days past the due date. A student may be reinstated if the bill becomes current. Payments must also be current in order to receive Terra Nova scores, report cards, high school transcripts, credits for high school classes, and to be allowed to take finals in May/June. If you find that your family is in financial difficulty, please notify the principal as soon as possible. Refunds for tuition will not be made for any reason after the end of the first quarter.

### ***VISITORS, FORMER STUDENTS***

CCA is a closed campus; no "drop-ins" are permitted. Visitors must enter through the main entrance (front of the building) and check into the office upon arrival. No visitor may enter any other area of the campus without being accompanied by staff. CCA alumni can visit during the lunch period, chapel, and after school. All other visitors must be approved by the principal. Any person/student who was removed from CCA (by either parent or CCA) or had been under a behavior contract will not be allowed back on campus at any time unless approved by the administrator and principal.

### ***WEBSITE***

Cornerstone's website is located at [www.cornerstonechristianacademy.com](http://www.cornerstonechristianacademy.com).

## **Acknowledgment and Agreement of CCA Handbook Guidelines**

I/we will uphold the decisions made by the administration and will abide by the rules of the Family Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read and understand the Family Handbook and agree to follow the guidelines set forth by CCA.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **IMPORTANT:**

Please detach and return this page to the school office. This acknowledgement will be kept in your student's file. Failure to return this form to the school will result in retention of **all** report cards.

Thank you.