

**Primary Handbook**  
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## **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 believers are united in the body of Christ.

We believe that God created marriage to be between one biological man and one biological woman. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and the alternative identities are contrary to the Bible. (Gen. 1:27-28, 2:15-24; Lev. 18:22, 20:13a; Matt. 19:4-6; Rom. 1:26-27; 1 Cor. 7:14)

## **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; 2 Timothy 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 (1 Thessalonians 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, grades K-12, 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) is a religious institution providing an education in a distinct Christian environment, and it believes its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches (Matt. 15:19, 1 Cor. 6:9), the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes—but is not necessarily limited to—living in, condoning, or supporting sexual immorality (1 Cor. 7:2); practicing a homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school. (Rom. 13:13)

Cornerstone Christian Academy admits students of any race, sex, and national and ethnic origin with the purpose of educating their hearts and minds with God’s truth. Each student is given all possible rights, privileges, programs, and available activities. CCA does not discriminate on the basis of age, race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic 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  
Mr. Kevin White, Vice President/Director  
Mr. Mark Hilde, Treasurer/Director  
Mr. Dan Olson, Secretary/Director  
Mrs. Yvonne Graff, 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. Jennifer Tencate, 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 sent home with students each Wednesday, 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).

Contact the teachers and/or administrator with any questions or concerns about a specific area of the school's curriculum or program. Parents are urged to confer regularly with their child's teachers. Calls to the teachers will be returned as soon as possible.

When a parent has a concern related to the classroom, 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***

The role of educating your child is a very important one. It is not, however, an exclusive endeavor. The faculty recognizes the importance of parental involvement and expects parents to support the authority of the faculty and staff members. We want you to be involved in Cornerstone Christian Academy and encourage your attendance in activities. Listed below are some important elements for parents of CCA students to understand:

1. Children need a strong, Bible-centered home (Deuteronomy 6:7). Families should be involved in a church that preaches and teaches the Bible (Jeremiah 3:15).
2. Parents are responsible for the education of their children and should faithfully pray for the success of the school (Ephesians 6:4).
3. Families are expected to pay tuition on time, and when possible, cheerfully give to the expansion of the school and its programs (1 Corinthians 9:7).
4. Parents should ensure that their children are well rested and well fed. Nutrition and rest play a key role in the ability of children to learn.

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

Parents for Cornerstone is a parent volunteer organization, which 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**

### ***ATHLETIC ELIGIBILITY***

An athletic handbook—which includes the CCA Athletic Philosophy, Athletic Code, Athletic Eligibility Policy, and an Athletic Commitment Sheet—is available in the school office. Eligibility is evaluated through progress reports and report cards. Students must have no more than one grade in a core subject in the D range with no course failures to remain fully eligible. Students with more than one grade in the D range or a course failure will be placed on partial eligibility or probation. The complete policy is available in the Athletic Handbook. Academic eligibility is necessary for all cocurricular activities.

### ***COCURRICULAR ACTIVITIES***

Instrument lessons:

Piano

Guitar

Trumpet

Regional competitions:

Science Fair	Art Fair
Spelling Bee	Speech Meet
Geography Bee	

Sports (grades 5-12):

Soccer	Volleyball
Basketball	Track (grades 5-8)

***CURRICULUM FEATURES***

The thrust of the curriculum is on the core disciplines and development of Bible, language arts (phonics, spelling, Shurley grammar, reading, and literature), mathematics, science, and history. In addition, the following features are a part of the educational experience:

Chapel	Devotions and Prayer
Music Instruction	Physical Education
Health and Nutrition	Library Skills
Computer Labs	Art
Foreign Language (Spanish)	

***EXTRA CREDIT***

Extra credit assignments may be given to students desiring to improve their academic standing. It is not given in lieu of required or incomplete work. It is the school's policy that extra credit cannot be assigned the last week of a grading period. In no case will extra credit work be used to raise a grade that has been entered in a student's records.

***GRADING SCALE***

100-98	A+	Superior:	Indicates that the student's work is outstanding and that he or she has completed all that is required.
97-94	A		
93-90	A-		
89-87	B+	Above Average:	Indicates that the student's work is above average and that he or she has completed all that is required.
86-84	B		
83-80	B-		
79-77	C	Average:	Indicates that the student has completed all required work in a satisfactory manner.
76-74	C		
73-70	C-		
69-67	D+	Unsatisfactory:	Indicates that the student has not completed all required work in a satisfactory manner.
66-64	D		
63-60	D-		
59-0	F	Failing:	Indicates that the student has not met the minimum requirements necessary to pass the course.

I	Incomplete:	Indicates that the student has not completed a portion of the course. The student has five days to complete the work or make arrangements with the teacher for completion. The grade will automatically become an F if not completed satisfactory by that time.
S	Satisfactory	Indicates that the student has completed all necessary work and is progressing in a satisfactory manner. Used for grades K-3 specials.

### ***HOMWORK***

Homework is given either to extend the learning of the classroom or to practice and internalize what has been taught. It is the practice of CCA that *regular* homework assignments will not be given on Wednesday evening, in order to promote the attendance of our school family at mid-week church services (with the exception of math and unfinished schoolwork).

Ordinarily students spend the following amount of time completing their homework assignments: **Kindergarten** - 15-25 minutes, **Grades 1-2** - 20-25 minutes, **Grades 3-4** - 30-45 minutes, **Grades 5-6** - 60-90 minutes. In upper grades, the nature of assignments is such that most are given over more than a one-day span. In grades K through 6, parents must supervise and sign homework assignment books, which list assignments and due dates. It is the responsibility of the students to see that they get their homework done. Disciplinary action will be taken if a child fails to complete the homework assignments.

When a student is late in handing in a graded project such as a book report, the teacher may reduce the student's grade by one whole letter (i.e. A- to B-) for each day the assignment is late.

If a student has an excused absence, he can make up all homework, tests, and quizzes (one day for each day absent). *Homework for the day may be picked up after 3:15 p.m. if it is requested.* For an unexcused absence, a student may receive a zero on all homework, tests, and quizzes.

### ***HONOR ROLL***

The CCA academic honor rolls are for students in grades 3-8.

- *"A" Honor Roll*—Every academic grade for that quarter is an A- or above. This includes conduct. Special subject grades must be B- or above.
- *"A/B" Honor Roll*—Every academic grade for the quarter is a B- or above. This includes conduct. One C grade will be allowed in special subjects.

### ***KINDERGARTEN ELIGIBILITY***

According to the Public School Kindergarten eligibility age in the state of Illinois, students must be five years of age by September 1<sup>st</sup> of the academic school year in order to be eligible for kindergarten. Cornerstone Christian Academy, being a private institution, is not required to fully comply with this eligibility age. It is CCA's policy to admit students that do not meet the September 1<sup>st</sup> state cut off date on the basis of the following: 1) The kindergarten student must turn five within the first academic quarter of the current school

year. 2) The kindergarten student must pass a kindergarten readiness test at CCA to determine both the academic readiness and the emotional and social readiness of the student. The process for early enrollment into kindergarten is parent led, and providing that the above two requirements have been met, a student may enter CCA's kindergarten program younger than the state eligible kindergarten age.

### ***MATHEMATICS PLACEMENT***

Mathematics requires students to learn mathematical procedures as well as to gain conceptual understanding of those procedures. Mathematics systems and procedures build upon each other making it vital that students truly gain conceptual understanding in order to be successful in mathematics. Advanced placement in mathematics at Cornerstone Christian Academy is limited. Advanced placement will not be considered until students enter the fifth grade to ensure that both procedural and conceptual knowledge is evident in the student's math performance.

*Currently* enrolled students must have: 1) Achieved all As in math in the previous school year, 2) Achieved the 95<sup>th</sup> percentile or above in the math portion of the SAT, 3) Achieved performance standard level 4 on SAT sub tests and total mathematics scores, 4) Earned the recommendation of the previous math teacher.

Newly enrolled students must have 1) scored a minimum of 90 percent on the math portion of the CCA entrance exam, 2) present records from their previous school demonstrating consistently high performance in math, 3) present standardized national test scores showing outstanding achievement in math.

The *process* for advanced placement is parent and student driven. Parents will be notified by mail correspondence from the student's principal if their child is eligible for advanced placement. Parents may then submit a "Request for Advanced Placement" form to the school office by July 1st. Both parents and students must sign this form indicating their commitment to advanced placement. Students must complete the advanced placement math summer assigned work and complete the cumulative final evaluation prior to the beginning of the school year. In addition, students must take the cumulative final for the grade that is to be skipped. If the advanced placement math summer assigned work is not completed, or if a student does not demonstrate conceptual and procedural knowledge on the cumulative final, the student may be denied advanced placement.

To maintain advanced math placement, a student must achieve a B- or higher in the first quarter and a minimum of a B average must be achieved as a final grade for the year.

**Retention** of a student in math is sometimes necessary. A student with math grades averaging a D (69 percent) or below during the course of a school year and a SAT score of level 1 or 2 will be required to complete assigned summer math work. The student may also be required to attend summer math tutoring. (The school will recommend a math tutor and parents will be responsible for the expense.) At the end of the summer, with the completion of the assigned summer math work, the student will take a comprehensive final

exam for the student's completed grade level. If the student fails to achieve a score of 70 percent or better, he will be required to repeat the previous math level.

### ***PARENT-TEACHER CONFERENCES***

At the end of the first quarter, a day is scheduled for parent/teacher conferences for all students, at which time report cards will be given to the parents. Other conferences are held at the request of the parent or teacher. Parents should set up appointments with their child's teacher through the office. We request that parents do not try to have extended conversations regarding their child before or during the school day.

### ***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.

### ***REPORT CARDS***

Report cards are issued at the end of each nine-week grading period. Report card copies are to be kept by parents.

### ***RESOURCE TEACHER***

CCA has a resource teacher available for students in need. The homeroom teacher will make recommendations if he or she feels assistance is needed. There is an additional fee involved for these services.

### **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.

### ***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 is 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 to ever 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.

### ***REWARD FOR GODLY CITIZENSHIP***

Realizing that most students respond to positive reinforcement, teachers reward students with fine citizenship records. Students who do not receive a demerit (or equivalent for younger grades) throughout the nine-week marking period may be treated to a special activity sponsored by the principal.

### **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 is exposed 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.
- **Primary School Only:** If a skirt, skort, or dress is shorter than 3” above the knee, leggings, jeggings, yoga, or Lycra pants must be worn underneath.
- Leggings, jeggings, yoga, or Lycra pants may be worn by students at the preschool and primary school levels.
- 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:**

#### **Primary School:**

**Students in grades K-6 are required to wear uniforms.** It is the responsibility of the student’s parent/guardian to ensure that his/her child is dressed appropriately for school. Uniforms must be worn at all times while on school grounds and for field trips (before, during, and after school).

**Please Note:** If a skirt, skort, or dress is shorter than 3” above the knee, leggings, jeggings, yoga, or Lycra pants must be worn underneath.

#### **Footwear:**

Primary: 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.

### **Uniform Guidelines:**

Uniforms should be neat in appearance, with polo shirts tucked in. Skirts, skorts, and jumpers must be no more than three inches above the knee.

- Shirts:
  - Polo shirts – Boys and girls should wear polo shirts that are **forest green, navy blue, or white** (no logos).
  - Collared, button up shirts must be white.
  - Cardigans and V-neck sweaters must be **forest green, white, or navy blue.**
  - Sweatshirts and hoodies – only **forest green, navy blue, or approved CCA items** available through CCA Spirit Wear, Dennis Uniform, or French Toast are permitted.
- Bottoms:
  - Docker-style or corduroy pants only (no jean-style pockets or cargo pants). These must be **navy or tan/khaki.**
  - Girls may wear skirts, skorts, pants, or jumpers that are **navy blue or tan/khaki.** Jumpers may also be **plaid. (\*Plaid jumpers must be purchased through Dennis Uniform.)**
  - Boys and girls may wear shorts from the start of the school year **until October 15<sup>th</sup> and from April 15<sup>th</sup> until the end of the school year, weather permitting. \*Shorts must be navy blue or khaki and purchased through Dennis Uniform or French Toast.**
  - All leggings and tights need to be green, black, gray or white.
- P.E. Attire for Grades 5-6:
  - T-shirts – plain white, CCA Spirit Wear, or shirt purchased through Dennis Uniform
  - Shorts and sweatpants – **forest green or black** athletic shorts and sweatpants
  - Athletic shoes and socks

### **Purchasing Clothing:**

Dennis Uniform and French Toast are two school uniform companies that CCA recommends. Patterns as noted in the above guidelines must be purchased from these companies. However, other acceptable uniform apparel (e.g. shirts, pants) can be purchased from any retailer.

The “Royal Exchange” program offers gently used uniform clothing for either a small charge or at no cost. Please inquire in the school office for more information.

## **GENERAL INFORMATION AND OFFICE PROCEDURES**

### ***ARRIVAL***

1. School begins at 8:20 a.m.

2. Students should arrive at school between 8:00 and 8:15 a.m. Any student arriving before 8:00 a.m. must go to extended care. Students may not go to their lockers before 8:10 a.m., even if accompanied by their parents, except in case of an injury or during the first three days of a new semester. Students who break this rule will be disciplined.
3. All students in grades K-6 must remain outside the building until 8:10 a.m., at which time they will line up by class and be dismissed in order to go to their lockers and classrooms. There is teacher-supervised recess provided from 8:00 a.m. until the start of school. Students must be in supervised care, not waiting in hallways or by lockers. In inclement weather, students will be directed to the gym.
4. Extended care charge applies only up through 8 a.m.

## ATTENDANCE

### PHILOSOPHY

Regular attendance is vital to a student's success. The definition of a truant is "any person who misses a day or part of a day." Seeing that a student maintains a regular schedule of attendance requires a cooperative effort made by the student, parent(s), and school personnel.

### EXPECTATIONS

The desire of CCA is to be in line with Section 26-1 of the Illinois School Code. In effect, this states that parents or guardians are expected to make reasonable efforts to ensure the regular attendance of their children. The school is expected to monitor each student's attendance.

### ABSENCE

Attendance is very important to each child's education. School policy is that nine absences in a semester, excused or unexcused, except for illness, will result in a detention. **Please call the school office before 10:00 a.m. to excuse your child's absence. Not calling the school by 10:00 a.m. will result in an unexcused absence.** *In regard to homework, tests, and quizzes when a student is absent, please check the "homework" section.*

### VALID CAUSES OF ABSENTEEISM

- Illness
- Death in the immediate family
- Family emergency
- Circumstance which causes reasonable concern for the parent or guardian for the safety or health of the student
- Other situations approved by the school principal

### CHRONIC TRUANCY

If a student misses more than fifteen days in a semester for any reason his/her promotion to the next grade may be jeopardized. The decision to promote or retain the student will be made by the teacher and administrators on a case-by-case basis. When a student misses in excess of twenty days for unexcused absences, it could result in counseling, discipline, advice to counsel, or expulsion. Through parental approval we may recommend a referral

to community agencies. This government grant program allows us to be a recipient of counseling personnel if necessary.

### ***COMMUNICATION***

The *Lion's Line* comes home on Wednesdays. This newsletter is an essential part of CCA. **BE SURE TO WATCH FOR IT WEEKLY!** It often includes schedule changes, announcements, and other vital information. Also, check the CCA website, [www.cornerstonechristianacademy.com](http://www.cornerstonechristianacademy.com), for updates and an online copy of the *Lions Line*.

### ***CONTACTING STUDENTS/ TELEPHONE USE***

If parents need to contact or give an item to their children, they should do so through the school office. Students and faculty are not called to the phone or the office except in an extreme emergency. CCA students may use the office phone in emergencies. The school phone may not be used to arrange after-school visits or to have homework delivered. Students are allowed one call when lunches are forgotten. *When possible, please do not call at the end of the day to have a message delivered to your child. Please make after-school plans ahead of time.* If a staff member has given permission, students will be allowed to use their cell phones to contact a parent after school in the presence of a staff member or teacher.

### ***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. A copy of the plan is available in the office for review if desired.

### ***DISMISSAL***

1. At 3:15 p.m. students are dismissed. Students are to wait inside their classrooms until released to their parents.
2. Please pick up younger children first.
3. Students in grades K-5 will be released to their parents or to a designated carpool driver unless the teacher or office has been notified.
4. Students in grades K-5 are not allowed to leave school property after school without written consent from a parent. Once students leave school property, they are not permitted to return without a parent. If they do, they will be taken to extended care.
5. Students in grade 6 should exit the east side of the building and meet their parents in the side or front parking lot.
6. Cornerstone Christian Academy will not release a child to any person other than those who have been designated in writing by the parent or legal guardian. In the event of an order of protection or court procedure regarding custody of your child, CCA must be notified of all changes and a current copy of the court order must be kept on file. Only the court may change this.
7. Teachers will carefully observe their classes and will wait until all children have left or until 3:30 p.m., at which time they will escort remaining students to the extended care staff.

### ***EMERGENCY CARDS***

It is required that each student has a medical emergency information card on file.

### ***EXTENDED CARE***

Students who arrive before 8:00 a.m. or stay after 3:30 p.m. will be assigned to the extended care. A \$4.00 per hour (or per fraction of an hour) will be charged. Students found wandering the building will be checked into extended care at 3:30 p.m.

### ***FIELD TRIPS***

No child may leave for a field trip without a signed permission slip. School uniforms will be worn on all field trips unless an exception is granted. Children must wear seat belts at all times while traveling to and from field trips. Under Illinois law, children under age eight are required to use a booster seat. 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-rated movies may be shown in the vehicles. Activity buses are sometimes used for field trips.

### ***HALLWAYS BEFORE AND AFTER SCHOOL***

In order to keep the building safe and secure before and after school, we are asking all students not to roam the halls. It is important that all students are where they are supposed to be. The school handbook explains the before- and after-school procedures. The following is being added for extra security measures:

- 6:30 a.m. – 8:10 a.m.: The students and parents must enter through the parking lot doors nearest to the gymnasium.
  - Secondary students may not go to their lockers until 8:00 a.m.
  - Primary students may not go to their lockers until 8:10 a.m.
  - Preschool parents may go to their child's cubby by entering the gym and going through the hallway by the preschool rooms.
- 3:45 p.m.: The doors in the hallways by the preschool rooms and the doors in the kitchen will be locked. All students must be with a parent, at an after-school event, or checked in to extended care.
- 4:00 p.m.: All parents picking up their children from extended care will have to buzz the intercom at the north parking lot door. An extended care staff employee will then proceed to open the door.
- Students will earn a minor if they are not where they are supposed to be at designated times. CCA staff will give a student grace if he or she has a reason for being in the hall. Roaming the halls unsupervised will not be permitted.

We are asking for everyone's help (faculty and parents) to follow these procedures, as we want to provide an environment that is secure for the entire school.

### ***HEALTH CHECKS***

Each student may receive a head check for lice from an experienced staff member during the first or second week of school. Head checks will be made at other times as deemed necessary. Parents will be notified and given instructions if lice are found on their child.

### ***HOT LUNCH PROGRAM***

Hot lunches are available each day for your student. Lunch tickets are available for purchase through the front office.

### ***INSURANCE***

All injury insurance needs to be covered by the family. The school does not provide this coverage. Each parent is responsible for providing a car seat (for any student legally required to use one) to the field trip driver on the day of the trip.

### ***LIBRARY***

All students are invited and encouraged to make full use of the library for research, study, and reading. The library is open from 8:00 a.m. to 4:00 p.m. or as arranged with the librarian. In order to best utilize our library, the following guidelines will be observed:

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

See Library Policy for details.

### ***MARRIAGE POLICY***

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Cornerstone Christian Academy will only recognize marriages between one natural-born man and one natural-born woman. Further, the board/administration and faculty/staff of Cornerstone Christian Academy shall only participate in weddings, and authenticate marriages, between one natural-born man and one natural-born woman. Finally, the facilities and property of Cornerstone Christian Academy shall only host weddings and/or receptions between one man and one woman. (Gen. 2:24, Rom. 1:24-27, 1 Cor. 6:9-10)

### ***MEDICATIONS***

Students requiring prescription medication, cold medication, pain medication, etc. during the school day must submit a written parental 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 medication administration guidelines set forth by the Illinois Department of Human Services and the Illinois State Board of Education.

### ***PARKING LOT***

Parents may park in the North parking lot. Parking along the walkways is not permitted.

### ***PETS***

Pets are not allowed in the building without prior permission from the office and/or teacher and only in the event of show-and-tell or for medical reasons.

### ***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 kindergarten, sixth grade, and ninth grade including updated immunizations. If a family chooses not to immunize their child due to religious reasons or otherwise, a letter stating this must be on file in the school office. Students in K, 2, and 6 are required to submit a dental exam. Kindergarten students are required to submit a vision exam. All students wishing to participate on a CCA sports team must submit a physical exam.

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

When school is closed due to severe weather conditions, the CCA website 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. Your child will not be released to anyone who is not on the authorized pickup list.

### ***SEXUAL HARASSMENT POLICY***

It is the policy of Cornerstone Christian Academy to maintain a learning and working environment free of sexual harassment. All forms of sexual harassment, whether verbal, non-verbal, or physical, are prohibited. All charges of sexual harassment will be taken seriously and will be investigated promptly and in a way that respects the privacy of all parties concerned. A more detailed description of the sexual harassment policy is located in the Human Resources Handbook.

### ***SICK CHILDREN***

Sick children should stay at home in order to prevent the spread of germs. They must be fever-free without medication and vomit-free for at least twenty-four hours or a full day before returning to school.

If the child was sent home sick from school, he or she will need to be kept at home for the next full day after he or she no longer has a fever, diarrhea, or vomiting.

### ***SPIRITUAL AND CHARACTER DEVELOPMENT***

1. **STAFF DEVOTIONS** are held every morning before school begins. Teachers pray together for our school, our students and their families, and our faculty and staff.
2. **MORNING GREETING:** At CCA, every day begins with a greeting from the teachers and the principal. The morning greeting time displays to the students a clear sense of individual dignity, purpose, and expectation. This also gives the children a genuine feeling of being wanted and loved.
3. **MORNING ASSEMBLY:** This is a gathering in the chapel room three days a week for grades K-3. The principal opens in prayer and leads the student body in a pledge to both the American and the Christian flags. The children then sing a Christian or patriotic song. Following the song is a “recognition time” where teachers recognize a child who has displayed academic achievement or demonstrated Christian character. The purpose behind this time of recognition is to encourage students to improve their character or their class standing. The principal then leads a devotional time. Following the devotion, announcements are made and children are dismissed to their own classrooms.
4. **CHAPEL** occurs once a week on Wednesday. This is an extended time for worship that features songs, musical groups, guest speakers, as well as student, administration, and teacher participation. In the event of a short week, chapel will not be held.

### ***SURVEILLANCE***

CCA has invested in an electronic surveillance system to provide better protection for our students and employees, a deterrent for future break-ins, and a method for pursuing any perpetrators 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***

**ARRIVAL AFTER 8:20 A.M. IS TARDY.** If a student arrives after 8:20 a.m., he or she **MUST** come directly to the office to sign in and receive an admittance pass. Consequences for tardiness are as follows:

1. After three tardies, the school office will send home a notice slip to parents.
2. After four tardies, another notice slip will be sent home from the office.
3. At five tardies, the student will serve a 30-minute office detention.

4. At six tardies, the student will serve a one-hour office detention. If tardies continue, the principal will determine the consequences. At eighteen days, the truancy office of DeKalb County may be notified.

### ***TRANSPORTATION***

Parents are responsible for providing transportation for their children to and from school. Car pools are encouraged.

### ***TUITION***

Discounts are available to families that pay their tuition in full by March 1, April 1, and June 1. (See the financial manager for more information.) Otherwise, a payment plan may be arranged with the finance department. Tuition payments must be current with no outstanding balance in order for the student to remain in school. CCA reserves the right to remove a student from his or her classroom 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 SAT scores, grade cards, and school transcripts. 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.

### ***VACATION***

Cornerstone encourages the nurturing of the family, but we discourage taking vacations during periods when school is in session. Vacations may create educational problems. Parents must give teachers written notification of vacation a minimum of five days prior to the vacation and complete a vacation contract. Students must have all homework completed when they return or they will receive zeros for the time absent. Teachers will give homework for no more than one week in advance. These are unexcused absences.

### ***VISITORS***

All visitors must check in at the school office. The side doors (at the North side of the building) will be locked at 8:20 a.m. Please enter through the front doors (at the East side of the building).

Students from other schools are permitted to visit a CCA student and to attend one day of classes. The student's homeroom teacher must approve such visits in advance. Student visitors will be expected to abide by the conduct rules of the school and dress appropriately. Former students that have been on a behavior contract will not be allowed to visit without prior permission from the school. If permission is granted, they must be in the presence of a parent or a teacher at all times.

### ***WEATHER CONDITIONS***

Students will remain inside for recess when the temperature is below 15 degrees (including wind-chill). When the temperature is 15 degrees or above, the students **will go outside** for recess. Please dress accordingly.

