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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 inspired by 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 as personal Lord and Savior. Those who are thus born into God's family have eternal life in the presence of God, and those who are not remain eternally separated from God in spiritual 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.

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 12th 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.

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) 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 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 four and no more than nine members. The directors 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. Victor Graff, President/Director

Mrs. Mary Johansen, Vice President/Secretary/Director

Mr. Brian Gavin, Treasurer/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/Primary School Principal

Mr. Drew Whitfield, Secondary School Principal

Mrs. Debbie Dwyer, Preschool Director

Mrs. Kim Rasmussen, Office Manager

Mrs. Linda Wilkin, Secondary School Administrative Assistant

Mr. John Matheson, Financial and Human Resources Manager

Mrs. JoAnn Mathes, Development Director/Publicist

PARENT-SCHOOL COMMUNICATION

As a school family, we must utilize effective communications to best achieve the goals and objectives we have established for our school. If you have questions or concerns about a specific area of our school's curriculum or program, please contact the teachers and/or administrators who can help you. Essential to the success of a child in school is the

communication between the teacher and parents. Parents are urged to confer regularly with their child's teachers. Calls to the teachers will be returned as soon as possible. In urgent situations you may contact them at home.

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

1. Parents should call either 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 are 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)
Golf (boys 7-12)	

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

100-99	A+	Superior:	Indicates that the student's work is outstanding and that he or she has completed all that is required.
98-96	A		
95-94	A-		
93-92	B+	Above Average:	

91-88	B		Indicates that the student's work is above average and that he or she has completed all that is required.
87-86	B-		
85-84	C+	Average:	Indicates that the student has completed all required work in a satisfactory manner.
83-78	C		
77-76	C-		
75-74	D+	Unsatisfactory:	Indicates that the student has not completed all required work in a satisfactory manner.
73-72	D		
71-70	D-		
69-0	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 1st 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 1st 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 95th 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 94% 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 (75%) 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 76% 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.

PROGRESS REPORTS

At the end of the fourth week of each grading period, students' grades will be computed. Parents of students who are progressing in a satisfactory manner will be given a general notice of satisfactory progress. Parents will be notified by a specific report if their child's work is unsatisfactory. Throughout each quarter, the parents will be notified by the teacher of a failing mark on a test and given an explanation to help the student. If parents have a question concerning a grade, they may call the school office and make an appointment to see the teacher.

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.

SOFTWARE TECHNOLOGY INC. – STI (formerly HUNTER SYSTEMS)

Grades will be available to parents on the Internet through STI. STI can be accessed directly or through the school's website. Each family will be given a special code 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.

CITIZENSHIP

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 cyber-bullying by use of, but not limited to, internet or texting with cell phones).

Disciplinary action will result in the event of this behavior.

CONDUCT AND DISCIPLINE

Education is the primary mission of a school. All of Cornerstone Christian Academy's teachers recognize that the conduct of students in their classrooms affects behavior outside of the classroom. With that in mind, all teachers explain and disseminate the rules and accompanying rewards and punishments that govern all aspects of classroom behavior. They acknowledge and address acceptable work, preparedness, general citizenship, tardiness, missed homework, inappropriate behavior, and dismissal.

Discipline is positive, loving, intentional, and assertive. Discipline is not controlling, loveless, angry, spiteful, or a reaction. Discipline is based on biblical principles and an opportunity for teachers and/or the principal to provide discipleship.

Parents should not approach another child regarding an incident that occurred with their child; CCA will take appropriate action.

Disciplinary Action

Disciplinary action in the younger grades (kindergarten through third grade) is based upon the rewards and punishments described in the conduct and discipline portion of this handbook. Each teacher develops and utilizes a classroom management system that fall consistently within the boundaries of the positive discipline described in the conduct and discipline portion of the handbook and which is effective for managing student behaviors.

Disciplinary action for the remainder of the Academy (fourth through twelfth grade) can be summarized in five steps:

1. Verbal or written reprimand by the teacher
2. Demerit
3. After-school detention
4. Suspension
5. Expulsion

To assure that learning is not interrupted by behavioral disruptions, the Academy enforces a policy of demerits and after-school detentions. The goal is to work with parents to

reinforce and support agreed-upon standards of courtesy, respect, and behavior, which are important aspects of a child's education, and to prevent the loss of valuable instructional time. Maintaining an orderly classroom is essential to learning, and the policy of demerits and detentions reflects the Cornerstone Christian Academy educational philosophy.

Detentions are assigned after the second demerit is given. One-hour detention periods are held after school. Each teacher schedules his own detention times. The teacher informs the parent when a detention is required. Parents are expected to arrange student transportation home.

Students required to serve an after-school detention may be asked to do a variety of tasks, from the menial to the mental, depending on the offense. Infractions that result in a demerit and/or a detention include the following:

1. Being disrespectful to a teacher, peer, visitor, or school property
2. Fighting or roughhousing
3. Exhibiting inappropriate behavior
4. Cheating
5. Possession of a dangerous objects i.e. knives, bullets
6. Unauthorized possession of radios, CD players, tape recorders, cell phones, pagers, games, tapes, comic books, magazines, and paperback books. Confiscated items will be held until the parent comes to the school and obtains them for his child, or until the last day of school.
7. Being unprepared for class
8. Being unprepared for P.E., Music, 5th/6th Library, or foreign language class
9. Violating the uniform dress code
10. Destruction of school property (which will result in a demerit or detention). The student is responsible for the replacement cost of the item.

Suspending a student from school is reserved for the most serious offenses or the most constant misbehavior. It is instituted at the request of the principal in consultation with the appropriate teacher(s) and parent(s). After a student has served three after-school detentions, suspension may be recommended. A suspended student may not make up any tests or quizzes missed during the suspension. Suspended students are expected to keep up with their schoolwork. Standards for return will be drafted at the start of the suspension period.

Cornerstone Christian Academy enrolls students judged to be civilized and cooperative. If, as enrollment progresses, a student cannot or will not abide by the rules, that student may be expelled. After consultation with parents, student, and involved faculty, the principal may acknowledge that all other corrective avenues have been exhausted and expel the student.

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

GENERAL APPEARANCE

All students shall 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.

INAPPROPRIATE DRESS

If an item a student is wearing is questionable or inappropriate and not explicitly covered in the dress code, the student will be asked by the administration not to wear it again. If the student wears the questionable item again, the parent will be called to bring a suitable change of clothes. The student either will be held from class until proper clothing arrives or will be dismissed for the day. Repeated offenses will warrant further action.

JEAN DAYS

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), or shorts (no gym or athletic shorts). Clothing considered by the administration to be revealing will not be allowed on males or females. This would include but not be limited to bare midriffs, low-cut tops, and short shorts. Undergarments must not show or be visible. Spaghetti strap tops are not allowed. Normal dress code guidelines remain in effect in matters of hair, shoes, jewelry, head coverings, etc. 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.

SCHOOL UNIFORMS

Students in grades K-6 are required to wear uniforms. CCA uses two uniform companies, Dennis Uniform and French Toast. All plaid items must come from Dennis Uniform.

- ◆ All clothing must come from Dennis Uniform (see Dennis Uniform information packet available in the school office), unless otherwise noted.
- ◆ Shirts must be tucked in at all times.
- ◆ Uniforms must be worn properly at all times while on school grounds and for field trips (before, during, and after school).
- ◆ Pants may either be Dennis Uniform pants or a docker-style pant (no jean-style pockets). *Pants may be purchased elsewhere.* Corduroy pants (docker-style only) are also acceptable. Color of pants must be either navy or tan/khaki. **Shorts must be Dennis Uniform or French Toast.**
- ◆ Belts must be worn with pants or shorts that have belt loops. Belts must be one of the following solid colors: navy, black, brown, tan/khaki, or forest green. Belts may be purchased anywhere.
- ◆ White oxford shirts, white polos (plain, no logos), white turtlenecks and white blouses may be ordered through Dennis Uniform, French Toast or *may be purchased elsewhere.* **Green and blue polos must be purchased from Dennis Uniform or French Toast.**
- ◆ Uniform jumpers, shifts, skirts, or skorts must be no more than three inches above the knee.
- ◆ On chapel days, girls are required to wear uniform jumpers, shifts, skirts, or skorts with a white blouse or shirt. Boys must wear long pants and a white oxford shirt with a Dennis Uniform or French Toast tie or plain navy blue tie (V-neck sweaters may be worn). When the forecasted temperature is below fifteen degrees (high for the day), girls may wear uniform pants to chapel.
- ◆ Socks and tights must be one of the following solid colors: navy, tan/khaki, forest green, or white. Socks and tights may be purchased anywhere.
- ◆ Uniform gym clothes are required in P.E. classes for grades 5-8. The CCA white T-shirt may be purchased through Dennis Uniform or through the school office. A plain white T-shirt is also acceptable to wear. Shorts and sweatpants must be forest green in color and may be ordered through Dennis Uniform, French Toast, or may be purchased through the school. P.E. uniforms are to be worn in P.E. class only.

GENERAL INFORMATION AND OFFICE PROCEDURES

ADMITTANCE POLICY

Cornerstone Christian Academy welcomes families of all national and ethnic origins, races, and colors for admission. While we strongly encourage all of our students and their families to accept Christ as their personal Savior and to seek His will for their lives, we recognize that there are many young people who are searching for the truth who have not yet come to that understanding, but, who will abide by the high standards of conduct and behavior contained in the Word of God and delineated in this handbook. We believe that both believers in Christ and those seeking answers can be valuable members of the Cornerstone family.

In addition to a willingness to abide by Cornerstone's policies and protocol, admission is based upon standardized tests, CCA's entrance examination, the student's most current/recent report card, and approval by the principal. All application and registration

paperwork must be complete and all current fees must be paid before the child is considered to be a student at Cornerstone. Successful admission is on a probationary basis, contingent upon a student's academic performance and cooperation with behavioral standards.

AFTER SCHOOL

Students who arrive before 8:00 a.m. or stay after 3:30 p.m. will be assigned to the Extended Care program. A \$4.00 per hour (or fraction of an hour) will be charged.

APPLICATION PROCEDURES

The following steps are to be completed to apply for Cornerstone Christian Academy:

1. Fill out and return to the office an application form along with the non-refundable enrollment fee.
2. Ensure that all school records from the student's previous school have been forwarded to CCA.
3. New students must complete the entrance examination. Returning students may be asked to take an entrance test in special cases.
4. Parents and student(s) meet with the administration.

A family's church affiliation is not a basis for rejecting a child unless that affiliation a) inhibits or negatively affects the instruction, demonstration, or practice of the beliefs upon which Cornerstone is based; b) interferes or interrupts the educational process of any children, including the children involved with the religion in question; or c) disturbs or disrupts the established scholastic decorum of the school.

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.
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

Your child's attendance at the school is very important to his education. Our 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 an 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, 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, etc. 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 a student leaves school property, he is not permitted to return without a parent. If he does, he 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.

FIELD TRIPS

No child may leave for a field trip without a signed written permission slip. Children must wear seat belts at all times while traveling to and from field trips. Parents who drive to field trips must leave a copy of their valid driver's license and insurance in the school office on the day of each trip. School uniforms will be worn on all field trips unless an exception is granted. Under Illinois law, children under age eight or under forty pounds are required to use a car seat.

Students must first receive permission from administration or faculty for movies, electronic devices, video games, etc. that they wish to bring on field trips or any other school-sanctioned trips.

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 to a 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.

LOAN PERIODS AND LIMITS FOR PRIMARY STUDENTS

The following loan periods and limits have been established to provide library users with an adequate amount of time to both use library materials and return them so that they are available in a reasonable amount of time for other users. **At the end of the year, report cards will be held until books are returned or paid for.**

- A. **LOAN LIMITS:** A library user may have two items checked out at any time. Loan limits for videos, DVDs, magazines, and recorded books on tape or compact disc are one item at a time.
- B. **LOAN PERIODS:** The majority of items within the library's collection may be borrowed for seven days. If the due date falls on a holiday when the library is closed, the loan period will be extended until the next day that the library is open. A special loan period of thirty days has been established for classroom novels for literature courses.
- C. **RENEWALS:** Two seven-day renewals of items with standard loan periods are permitted if the item is not reserved for another library user. Items may be renewed in the library or via the "My Info" feature on the Library's online catalog. In order to renew via online catalog, a library user must use a personal identification number (PIN) or password. Library users who wish to renew by the online catalog are advised to do so in advance of the due date in case their items cannot be renewed. PIN numbers are given out by request.
- D. **OVERDUES:** Overdue fines are not assessed. The library will work on a Netflix-type concept. If a student has outstanding items, he or she may not borrow anything new until the items are returned or replaced (see REPLACEMENT policy). This would include books used for classroom projects or literature classes.
- E. **DAMAGED ITEMS:** Charges are also assessed for lost or damaged materials to encourage library users to take proper care of public property. The following charges will be assessed for materials that are returned damaged:
 - \$1.00 for each damaged page (torn or with erasable pencil marks), bar code label missing, etc.
 - \$2.00 for each plastic book jacket that must be replaced

- \$3.00 for slight water damage or markings
 - \$10.00 for each book that needs to be rebound
 - \$3.00 for each compact disk or DVD case
 - \$10.00 for each missing or damaged booklet or other accompanying material that is packaged with an audiocassette, a compact disc, or a video
- F. **REPLACEMENT COSTS:** In those instances when an item has been lost or damaged severely enough to require replacement (such as a missing page, markings made with a pen, food or water damage) the library user will be charged the replacement cost of the item, plus a \$5.00 nonrefundable processing fee to cover the cost of cataloging and preparing the item for circulation.
- G. **OVERDUE NOTICES:** In order to remind library users that they have outstanding overdue items, two notices will be sent out: one each after items are seven days and twenty-one days late. The second notice will be in the form of a replacement notice for the cost of the item. Library users will have notices delivered to the classroom teacher. Failure to receive a notice will not be considered grounds for waiving a fine, as library users are responsible for keeping track of the due date of their library materials.

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 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

Unless otherwise notified by the parents and/or guardians, permission to use photographs of students (participating in school functions) for Lion's Line, quarterly newsletters, newspaper articles or advertising is implied.

PHYSICALS

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.

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

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

A child must be fever-free without medication and vomit-free for twenty-four hours before returning to school.

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. **OPENING CEREMONY:** This is a formal gathering in the chapel room three days a week. 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 to remain in school. 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 1st 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.