

Secondary 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 the believers are united in the body of Christ.

CORE VALUES

▪ **Absolute Truth**

The Creator of the universe is also the author of absolute truth, revealed through His handiwork, the Holy Spirit, and the inerrant Word of God. (Romans 1:20; 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 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, preschool through grade twelve, is governed by an independent board and is affiliated with the Association of Christian Schools International. CCA is registered with the State of Illinois and complies with more than adequate days and/or hours of instruction per year.

CCA is not sponsored by any particular church or denomination. The school believes the Bible is inspired by God. We are conservative and biblical in our outlook and standards. CCA is built upon a solid Christian foundation, with faith in Jesus Christ as the chief Cornerstone, the Bible as the only authority, and dedicated Christian teachers as "living curriculum." CCA offers an atmosphere of loving concern, structured discipline, small classes with individual attention, and an excellent curriculum. Our goal is to help each child lead a joyful Christian life, develop a healthy self-image, and acquire the academic skills fundamental to future success.

NONDISCRIMINATION STATEMENT

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

REVISION POLICY

CCA reserves the right to change any policy/procedure in the family handbook when, at the discretion of the administration, 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:

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

Mrs. Heather Whitfield, Athletic Director

PARENT-SCHOOL COMMUNICATION

On a regular basis, information from the administration will be available on the Internet via STI (see *SOFTWARE TECHNOLOGY INC.*) and in the Lions Line, which is e-mailed home; paper copies of the Lion's Line also will be available in the office. Important information related to the school or upcoming events will be e-mailed also. Other specific information may be obtained by calling the school.

Cornerstone's website is located at www.cornerstonechristianacademy.com.

Cornerstone's e-mail address is info@cornerstonechristianacademy.com.

PARENTAL INVOLVEMENT

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

but it also teaches the students a very important life lesson that will put them in good stead for the rest of their lives.

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

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

PARENTS FOR CORNERSTONE (PFC)

Parents for Cornerstone is a parent volunteer organization, 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

ACADEMIC PROBATION

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

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)

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

BIBLE

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

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

COCURRICULAR ACTIVITIES

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

CCA will require that students involved in school-sponsored field trips and/or athletes representing CCA will need to be in chapel shirts.

CREDITS

Credits are earned by successfully completing a course semester, which is worth one-half of the credit assessed for a yearlong course. Credits are assessed based on the number of class sessions per week, with a one-credit course typically consisting of five class sessions per week. All students must be enrolled in a minimum of 6 credit courses per school year while at CCA and must earn at least 25.5 credits to graduate (see *GRADUATION REQUIREMENTS*). Cornerstone academic credits are fully transferable to any public school in Illinois and other states. Colleges view Cornerstone credits the same as public school credits.

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

ELIGIBILITY

Academic eligibility to participate in any cocurricular activities (athletics, field trips, dramas, concerts, clubs, etc.) is determined by examination of the STI system. Status is classified as:

Ineligibility: Any student with more than one grade in the D range (60-69%) or a course failure during any week will be ineligible.

1. Eligibility runs from Monday to Friday as a cumulative quarter average.
2. Any student failing to meet these academic criteria shall be suspended from cocurricular activities until they meet the above minimum requirements for eligibility.
3. Students ineligible for longer than four consecutive weeks will be removed from the current cocurricular activity.

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

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

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

Reinstatement to eligible status will be based upon the determination by the administration. To participate in an cocurricular event, students must attend school the day of that event. Students serving a detention or suspensions are not eligible to participate in cocurricular activities that day.

GRADUATION HONORS

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

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

GRADUATION REQUIREMENTS*

In order to receive a CCA diploma, students must be enrolled in at least six credits per year while at CCA and accumulate a total of a least 25½ credits. All students must take the ACT (plus the optional written section) prior to graduation. Requirements for a CCA college preparatory diploma exceed those of the State of Illinois.

	CREDITS REQUIRED
BIBLE¹	4
ENGLISH	4
SOCIAL STUDIES	4
MATHEMATICS²	3
SCIENCE	3
FOREIGN LANGUAGE³	2
PHYSICAL EDUCATION⁴	2
TECHNOLOGY	1
HEALTH/WELLNESS	½
SPEECH	½
FINE ARTS	1
LIFE CALLING	½
TOTAL	25½

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

¹ Waivers for transfer students will be considered.

² Algebra I, Geometry, and Algebra II are required mathematics course work.

³ The two credits must be in one foreign language.

⁴ All students must complete at least two credits of P.E.

HOMEWORK

Homework must be turned in when it is due. Failure to do so results in the loss of a letter grade per day until the assignment is turned in. Teachers will determine policies related to make-up work because of excused absences or other extenuating circumstances.

Homework assignments and important dates for projects, papers, and tests will always be posted on the classroom board and on STI (see *SOFTWARE TECHNOLOGY INC.*). Parents are encouraged to monitor their children's academic progress. For students involved in cocurricular activities, homework that is due for any class that will be missed

has to be turned in to the teacher before the student leaves school or it will be graded late when turned in.

HONESTY/HONOR CODE (PLAGIARISM)

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

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

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

The honor code also requires that Cornerstone students let a teacher or principal know when another student has committed a serious breach of ethics. This is necessary because an important aspect of maturity is recognizing that a failure to let those in charge know about aberrant behavior is, in effect, approval of that behavior. For this reason, our students are required to tell someone in charge if they witness cheating, theft, bullying, vandalism, lying, foul language, or any other type of serious misbehavior they know to be wrong. These communications will be held in confidence unless circumstances require otherwise. Failure in this regard may result in disciplinary action.

HONOR ROLL

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

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

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

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

	Grade	GPA
English	B	3
Honors, Dual Credit, or Honors English	B	4

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

LETTER, ACADEMIC

High school students who complete the school year with all As and Bs (all grades 80% or above) on their grade reports receive an academic letter that may be worn on a Cornerstone letter jacket.

PROGRESS REPORTS

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

RESOURCE TEACHER

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

ROYAL PRIDE HONOR SOCIETY

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

SOFTWARE TECHNOLOGY INC. – STI (formerly HUNTER SYSTEMS)

Grades as well as other student information 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.

TESTING

In order to evaluate our academic performance on an ongoing basis, Cornerstone administers nationally **standardized tests** to the students. Due to the fact that strict protocol is a necessary part of these tests, we do not allow for makeup of missed tests or sections of tests. The testing dates are normally established before the beginning of the school year. Grades 7-10 take the TerraNova tests.

As a graduation requirement, students must take the ACT test during their junior year. Studies have shown that ACT test preparation can make a significant difference in a

student's test score. We recommend two testings since a higher grade is usually the result the second time.

VALEDICTORIAN/SALUTATORIAN

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

CONDUCT AND DISCIPLINE

CONDUCT

Cornerstone students are expected to exhibit a respectful, cheerful attitude when speaking to faculty and staff. Instruction concerning demeanor or behavior is to be complied with promptly without complaint. Unmannerly, sullen, or rebellious behavior is disrespectful and will result in disciplinary action. Students are expected to show proper respect to the Bible and the principles it expounds and to our flag and all that it represents. Respectful participation in the Pledge of Allegiance and our national anthem is mandatory.

Additionally, students will demonstrate proper decorum during any formal prayer sessions. Mutual respect and a spirit of love and acceptance must always guide behavior toward other students. Mean-spiritedness, which includes gossip, maligning, or cliquish exclusion, will not be tolerated. If such behavior is observed, appropriate disciplinary action will be enacted and parents will be notified. Students who have a bad influence on each other may be separated.

DISCIPLINE POLICY (DEMERITS/DETENTIONS)

Administration of discipline is intended to follow biblical principles. Most important of these is the recognition of parental authority in all matters. CCA administrators assume that parents expect them to guide and correct their children in matters of minor infractions, reserving parental notification for more serious matters such as disrespect, fighting, truancy, or repeated incidents.

Fundamentally, discipline is intended to ensure the decorum of an academic environment. It is also intended to provide correction and instruction for the students to facilitate their intellectual and spiritual growth, contributing to their matriculation into the community as responsible adults. In accordance with biblical mandates, appropriate discipline will be swift and sure, with forgiveness and reconciliation as the final step.

Demerits

A student will receive a demerit from a staff member for improper attitudes, inappropriate language, dress code violations, Chapel violations, not coming to class prepared, arriving late to school, and other issues and statements as called out in this handbook. However, this

is not an exhaustive list, and demerits may be issued for other inappropriate behaviors not mentioned in this handbook.

It is the staff member's responsibilities to communicate with the student when a demerit is issued. It is the student's responsibility to keep track of the number of demerits received. A student receiving three demerits within a five-day school period will be served with a Saturday morning detention. Parents may track their child's discipline record online through STI (see *SOFTWARE TECHNOLOGY INC.*).

Saturday Morning Detentions

Students receiving three demerits within a five-day school period will be served with a Saturday morning detention. This detention will start at 8:00 a.m. sharp and will end at 11:00 a.m. The fine for this three-hour detention is \$25.00; the student's school account will be billed for this fine. The student is to come dressed in work clothes and must bring homework or a book to read. Detentions may vary from complete silence and reading or doing homework to performing cleanup tasks around the school—or both—so the student must be prepared.

The secondary office will notify the students and the parents when a detention has been earned. Detentions and suspensions will build upon each other within a quarter grading period. Detentions and suspensions will start new at the beginning of each quarter and semester respectively.

- Two Saturday detentions earned within a quarter grading period will result in an in-school suspension.
- Three Saturday detentions earned within a quarter grading period will result in an out-of-school suspension.
- Two out-of-school suspensions within a semester may result in expulsion from the school.

ETIQUETTE

Quick Reference of Expected Behavior

- Show respect to the Bible.
- Show respect to the American flag.
- Show respect to all others.
- Do not destroy or deface school property.
- Do not destroy or deface other people's property.
- Do not steal.
- Inappropriate physical contact is not allowed.
- Drugs, alcohol, or weapons are not permitted.
- Do not cheat, lie, or deceive.
- Vulgarity, obscenity, or profanity is not allowed.
- Bullying or intimidation is not permitted.
- "Body art," including tattoos, is not permitted.
- Loud or boisterous behavior is not allowed in academic areas.
- MP3 players, iPods, radios, CD players, TVs, movies, and games are not allowed.
- Cell phone usage is not permitted during school hours. They must be turned off and should not be seen.
- No animals are allowed without special permission.
- Do not eat food outside of designated areas.

- Students must be in their desks and ready when class begins.
- Running is not permitted in non-P.E. areas.
- Hats may not be worn in the school.
- Clothes may not be sloppy or tattered.
- Jewelry may not be gaudy or garish.
- Pierced jewelry is limited to girls' earrings.
- Bracelets and necklaces on boys are not to be gaudy or distracting, based on the opinion of the administration.
- Inappropriate reading material is not allowed.

EXPULSION

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

LANGUAGE

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

PUBLIC DISPLAYS OF AFFECTION

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

SAFETY

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

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

SEXUAL BEHAVIOR

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

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

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

SUSPENSION

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

All work due during the time of a suspension records a grade of **half (50%)** of what is earned. Any work assigned during the suspension is due at its normal time. Both in-school and out-of-school suspensions are considered unexcused absences. A reasonable effort will be made to assign suspensions around significant exams or projects.

DRESS CODE

APPEARANCE (GENERAL)

Clothing must always be modest and not a source of distraction or disruption to the school based on the opinion of the administration. The dress code applies to CCA students during the school day as well as at CCA functions. **A dress code violation will result in a demerit. Please see the Discipline Policy for additional details.**

- All clothing must conform to the student's physique without being too tight or excessively baggy.
- All acceptable shirts, sweaters, and sweatshirts must be of a generous length.
- All pants and shorts must be hemmed. Cut-off shorts are not allowed.
- Clothing must be worn so undergarments are not visible.
- Jeans dirty in appearance or with tears, holes, or writing on them are not allowed.
- Gym and athletic shorts are not permitted except on jean days.
- Warm-up pants, warm-up outfits, and pajama bottoms are not allowed. This includes CCA issued.
- No clothing considered to be revealing will 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 straps are not allowed. Tank tops with straps that have a width of three fingers or more may be worn.
- The hemline of all shorts, skorts, skirts, and dresses must be no more than four inches above the knee.
- 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.
- Jackets, hats, caps, blankets, etc. are not allowed to be worn while in the building.
- Shoes must be worn at all times.
- Slippers are not permitted.

- Hair must be neatly groomed and conservative in appearance, with male students' hair trimmed to the nape of the neck. Hair must not be worn over the eyes. Hair coloring is only allowed if it does not present an unusual appearance.
- Gothic fashion, which includes but is not limited to clothing, cosmetics, and accessories, is not permitted.
- Cosmetics should be moderate and natural in appearance. Distracting appearances, such as gothic or any other subculture "look," are not permitted.

CHAPEL DRESS

- Polo or button shirts or blouses with the approved CCA logo are required. Contact the office for available colors and styles.
- Hoodies are not allowed on chapel days.
- Casual dress pants (Dockers-style only; jeans-style and cargo not allowed). Ladies are permitted to wear either the same style of pants or skirts (no denim). Acceptable colors are khaki, dark forest green, medium gray, navy, and black.
- Ladies may wear skirts that are no more than 4" above the knee.
- Leather shoes must be worn with chapel dress. Ladies may wear leather sandals.
- CCA requires students involved in school-sponsored field trips, and athletes representing CCA, to be in chapel dress. Homeschool students will also be required to abide by this rule.
- Occasionally, special apparel days may be announced.

FACIAL HAIR

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

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.

JEWELRY

No "pierced" jewelry except girls' earrings is permitted. If a family permits a student more than this, the piercing and healing period must be scheduled so that any "pierced" jewelry or piercing devices used in the process can be removed during school hours.

PHYSICAL EDUCATION DRESS

- Students are expected to wear the gray CCA athletic T-shirt and black or green gym shorts. Shirts must be ordered through the school office.
- CCA sweatshirts and sweatpants will be the only outer clothing allowed in case of cooler weather. These items must also be ordered through the school office.
- White socks and non-streaking gym shoes (no black soles) will also be part of the P.E. dress code.

TATTOOS

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

GENERAL INFORMATION AND OFFICE PROCEDURES

ABSENCES

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

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

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

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

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

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

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.

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.

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.

ANIMALS

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

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.

ATHLETICS

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

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

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

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

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

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

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

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

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

ATTENDANCE

To ensure that our students benefit academically to the greatest degree possible, CCA has a strict attendance policy. Secondary students may not miss more than ten days per semester, whether excused or unexcused. Neither approved class absences for school purposes such as athletics or field trips, nor senior campus visits count against the ten. Absences in excess of the limit may result in a grade of zero being received in those classes for the missed days.

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

AUTOMOBILES

Driving on CCA property is a **privilege**; all drivers must obey all traffic regulations. Any unsafe or reckless driving will result in immediate revocation of that privilege. Students wishing to drive on CCA property must obtain permission from the office. Copies of the driver's license, auto insurance policy, and permission slip from a parent/guardian are required for each student. No student may ever ride with another student driver on CCA property or to a CCA event without written authorization from both students' parents. Students are not allowed to drive through or use the west parking lot, or drive over any of the bridges during school hours. **Student parking is located in the north side of the east parking lot (gravel lot).**

Speed limits will be strictly enforced at all times. Violation will result in termination of driving privileges on school property. Horseplay of any sort around vehicles will be treated as a disciplinary problem. Loud, distracting, or inappropriate music is not allowed.

Students may not loiter in the parking lot, including before or after school. Trips to vehicles during the day are not allowed without permission from the CCA office. Violation of this policy will also result in termination of driving privileges on school property.

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

BUILDING ACCESS

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

CALENDAR

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

CHAPEL

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

CLASS SCHEDULE

	M T TH F		W
1 st period:	8:20 – 9:05	1 st period	8:20 – 9:00
2 nd period:	9:10 – 9:55	2 nd period	9:05 – 9:45
3 rd period:	10:00 – 10:45	3 rd period	9:50 – 10:30
4 th period:	10:50 – 11:35	4 th period	10:35 – 11:15
LUNCH:	11:35 – 12:05	LUNCH:	11:15 – 12:05
5 th period:	12:05 – 12:50	5 th period:	12:05 – 12:45
6 th period:	12:55 – 1:40	6 th period:	12:50 – 1:30
7 th period:	1:45 – 2:30	7 th period:	1:35 – 2:15
8 th period:	2:35 – 3:20	CHAPEL	2:20 – 3:20

COLLEGE PLANNING

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

COLLEGE SEARCH

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

CONFERENCES

Parents who wish to meet with a teacher or administrator are encouraged to contact the school office at 815-895-8522 to arrange a time for a meeting. Drop-in conferences are discouraged. The staff and administration strongly encourage parent/teacher conferences of junior high students.

CRISIS MANAGEMENT PLAN

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

DROP-OFF AND PICK-UP PROTOCOL

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

ELECTRONICS

Personal electronic devices including games, radios, iPods, MP3 players, laser pointers, cell phones, etc. can be used before and after school but are not permitted during school hours (8:00 a.m. to 3:20 p.m.). See *TELEPHONES/CELL PHONES* for cell phone usage.

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

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

FOREIGN EXCHANGE STUDENT POLICY/REQUIREMENTS

Foreign exchange students must meet the following requirements:

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

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

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

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

HOURS

The building will be open for students at 8:00 a.m.; at 8:10 they can go to their classrooms. If a student must be dropped off at school earlier than this or cannot be picked up sooner than twenty minutes after classes are finished, arrangements must be made for before/after school care with the Cornerstone office. The same time restrictions apply to those students who drive themselves to school. Any delay in picking up students may result in after care charges being assessed to cover additional staff time.

ILLEGAL SUBSTANCES

CCA students on school property may never have in their possession (on their persons or in their lockers, backpacks, computers, automobiles, or any other area under the students' control) any illegal items or substances. This prohibition is directed primarily at controlled substances for which students do not have prescriptions, but 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 ever to use any illegal drugs, inhalants, hallucinogens, alcohol, or cigarettes. Parents of students "rumored" to be using illegal substances will be notified by the principal. Evidence of drug use will result in expulsion and notification of the authorities.

ILLNESS

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

During the school day, if a student becomes ill or is slightly injured, first aid (immediate temporary care) will be administered, and the office will ask the parents to take the student home. Students who drive must have permission from their parents before they are released to drive home. In the case of severe distress, CCA will call 911 and the parents.

INTERNET

Internet use at CCA is accessed through the computers in the computer lab and some classrooms. If you do not want your student to have access to the Internet, contact the school office. The following uses of the Internet are not permitted:

- accessing, displaying, or sending offensive messages or pictures (on or off campus);
- using obscene language (on or off campus);
- harassing, insulting, attacking others, or "cyberbullying" (on or off campus);
- damaging computers, printers, computer systems, or computer networks;
- violating copyright laws;
- intentionally wasting limited resources;
- employing the network for commercial purposes;
- Facebook, Myspace, instant messaging, etc.

LETTER, ATHLETIC

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

LETTER JACKET

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

LIBRARY

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

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

LOAN PERIODS AND LIMITS FOR SECONDARY 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 up to five items checked out at any time. Loan limits for videos, DVDs, magazines, recorded books on tape or compact disc, and reference materials are two items at a time.

B. LOAN PERIODS: The majority of items within the library's collection may be borrowed for fourteen 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. Special loan periods have been established for the following library materials:

1. Classroom novels for literature courses: thirty days
2. Magazines: seven days
3. Media (DVDs/VHS/CDs): seven days
4. Reference: seven days

C. RENEWALS: Two fourteen-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 returned damaged:

1. \$1.00 for each damaged page (torn or with erasable pencil marks), bar code label missing, etc.
2. \$2.00 for each plastic book jacket that must be replaced
3. \$3.00 for slight water damage for pen markings
4. \$10.00 for each book that needs to be rebound
5. \$3.00 for each compact disk or DVD case
6. \$10.00 for each missing or damaged booklet or other accompanying material that is packaged with an audiocassette, a compact disc, or a video

E. 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, or 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 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 material

LOCKERS

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

LUNCH

Cornerstone has a closed campus for lunch and breaks. Students are responsible to bring lunch from home unless special arrangements for hot lunch are in place on a given day.

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

LUNCHROOM PROTOCOL

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

MAGAZINES AND OTHER READING MATERIALS

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

MEDICATIONS

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

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

PHOTOGRAPHS

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.

RETREATS

Junior high students (7-8) attend one retreat in the spring of each year. The purpose is for outdoor education and team building. All high school students (9-12) have one fall retreat for team building and spiritual renewal. In the spring, the 11th and 12th grade students attend a leadership retreat. These retreats are required as they are part of each student's education here at CCA.

The cost for these retreats is separate from tuition and changes from year to year. Parents can call the school office to get an idea of what the retreat costs may be.

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

STUDENT COUNCIL

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

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

SURVEILLANCE

CCA has invested in an electronic surveillance system to provide better protection for our students and employees and in case of vandalism or school policy violation. If a video clip is taken with a serious violation of policy or state or federal law, it can be used by authorities to pursue recompense and justice on behalf of the school.

TARDINESS

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

TELEPHONES/CELL PHONES

School telephones may be used for illness, school needs, athletic game/practice cancellations, etc. only with the permission of a staff member. **Calls for parental permission for social activities outside of school will not be permitted.** Students may have cell phones in their possession at school, but they must be turned off and not visible. If this privilege is abused, the cell phone will be confiscated, held in the office until a parent can retrieve it, and may also result in the student's being required to leave the cell phone in the office on a daily basis. Cell phones must be turned off from 8:00 a.m. to 3:20 p.m.

TOYS

Students are not allowed to bring to school stuffed animals, games (electronic, board, etc.), dolls, or other toys.

TRUANCY

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

TUITION

A discount of \$100 is extended to those families paying tuition in full by April 1st and \$50 discount to those paying before June 1st. 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, high school transcripts, credits for high school classes and to be allowed to take finals in May/June. If you find that your family is in financial difficulty, please notify the principal as soon as possible. Refunds for tuition will not be made for any reason after the end of the 1st quarter.

VISITORS

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

WEBSITE

Cornerstone's website is located at www.cornerstonechristianacademy.com.

Acknowledgment and Agreement of CCA Handbook Guidelines

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

Parent Signature

Date

Parent Signature

Date

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

Student Signature

Date

IMPORTANT:

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

Thank you.