

# ***CORNERSTONE CHRISTIAN ACADEMY STUDENT AND PARENT HANDBOOK 2024-2025***

## ***THE PHILOSOPHY OF THE MINISTRY OF CORNERSTONE CHRISTIAN ACADEMY***

### **Organization**

Cornerstone Christian Academy is a private Christian school sponsored by the First Christian Church of Brazil, Indiana, Inc. Cornerstone Christian Academy is governed by the School Board.

### **Purpose**

The purpose of Cornerstone Christian Academy is to provide Christian education in the light of God's Word, utilizing Christian education methods and principles to develop every student to their fullest spiritual and academic potential.

As we begin the school year, let us unite in our commitment to the following goals of Christian education as a way of life. All of our goals, practices, curricula, and activities must flow from these purposes.

### **Cornerstone Mission Statement**

1. To train each student in the knowledge of God's Word and obedience to His Will. (Romans 12:1-2; 2 Timothy 2:15; Deuteronomy 26:16-17)
2. To provide each child with an excellent education in the basic fundamentals required for success and for preparation for life's work. (Ephesians 4:12)
3. To teach the student respect for and submission to authority from God's perspective. Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
4. To provide each child with a high regard for America while thanking God for a national Christian heritage and teaching them the foundations of good citizenship. (Romans 13:1-7)
5. To aid families in Christian growth and to help them develop Christ-centered homes. Ephesians 5:22-33; 2 Peter 3:18)

### **Philosophy**

Cornerstone Christian Academy strives for high academic standards to equip the child to become a productive member of society as well as provide a means by which the child may establish a personal relationship with Jesus Christ. We begin with the belief that God is the Creator of all and that real education must, of necessity, set Him in the center of all learning. The laws of nature are His laws, and He will be acknowledged in all classes regardless of the subject matter being taught.

### **Statement of Faith**

The Bible is the inspired Word of God. It is the only guide and basis of our faith and practice (2 Timothy 3:16-17).

Salvation is by grace through faith in Jesus Christ (Ephesians 2:8-10). All mankind is guilty of sin and deserves God's justice and wrath (Romans 3:23; 6:23). But because of God's love, He wants us to be saved (John 3:16). All believers in Jesus who acknowledge Jesus as the Christ (Romans 10:9-10), who repent of their sins and are baptized into Jesus shall be saved and receive the Holy Spirit (Acts 2:38).

The unity of all believers is important to Cornerstone Christian Academy because Jesus prayed for it (John 17:21), and the Bible pleads for it (Ephesians 4:3-6).

Christian growth is a vital part of the Christian life. An outline of Christian growth is recorded in scripture (2 Peter 1:3-11).

## **Curriculum**

The curriculum at Cornerstone Christian Academy is aimed at:

1. The whole person - body, soul, and spirit.
2. Assisting the student to live by faith.
3. Learning to live reciprocally in the Lord's diverse Body, the church.
4. Impacting our culture as the salt and light of the world.

Cornerstone Christian Academy uses the ABEKA curriculum for most courses. This curriculum is a strong academic program that emphasizes the basics and recognizes that all truth comes from God, whether it is math, science, history, or any other subject.

All classes will be Christ-centered and designed to meet the students' needs. The basic subjects of language arts, math, history, science, health, and the Bible are taught. Students also participate in music, computer, art, and physical education activities.

## ***ORGANIZATIONAL POLICIES AND AFFILIATIONS***

### **Association of Christian Schools International**

Cornerstone Christian Academy is a member of the Association of Christian Schools International (ACSI). ACSI is a full-service association designed to be a meaningful aid to Christian schools. Some of the services and programs available through ACSI include conventions, conferences, legal defense, accreditation, and student activities.

### **Non-Discriminatory Policy**

Cornerstone Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies and other school-administered programs.

### **No Harassment Policy**

Cornerstone Christian Academy does not and will not tolerate any type of harassment of or by our students, parents, or employees. As adults, we understand that "harassment" includes but is not limited to bullying, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, or disability. "Harassment" also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct, or electronic communications (email) of a sexual nature. VIOLATION OF THIS POLICY WILL SUBJECT THE HARASSER TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE REMOVAL FROM SCHOOL GROUNDS, SUSPENSION, OR TERMINATION OF EMPLOYMENT.

### **Prayer**

We invite you to pray for our students, our staff, and our families consistently and earnestly. Your prayers will be honored by the Lord and answered according to His perfect will. Please pray for the many needs of Cornerstone Christian Academy daily!

### **Missions Policy**

Sometimes Cornerstone Christian Academy implements and/or participates in mission projects. We believe this helps students to look beyond themselves by giving them an opportunity to help others.

# ***CORNERSTONE CHRISTIAN ACADEMY SCHOOL BOARD***

## **Organization**

The Cornerstone school board will consist of five (5) members. All five members of the school board must be members of First Christian Church, one of whom must be a current elder.

## **School Board Meetings**

Meetings are regularly scheduled on the third Wednesday of the month at 7:00 pm at the school. Special meetings may be called by the school board president as circumstances dictate. The first 15 minutes of each meeting are open to parents and staff for observation, discussions, and questions. If participation is desired, the individual must notify the school board president in writing prior to the meeting.

## **School Board Protocol for Handling Parental Concerns and Appeals**

The School Board acknowledges the right of a parent or student to be heard should they feel they have been aggrieved by the administrator, a teacher, or an instructor, without fear of reprisal.

First, contact the individual staff member involved. If satisfaction cannot be achieved, the student or parent may contact the principal. If, after meeting with the principal, the matter is not resolved or the parent or student would like to appeal the decision of the principal, the matter may be taken to the School board. The School Board chairperson should be contacted to schedule an appropriate meeting time.

## ***ADMISSIONS AND REGISTRATION***

### **Admission Policy**

Parents wishing to enroll their child(ren) in Cornerstone Christian Academy must register and pay all fees prior to the child beginning classes. These fees are due at the time of registration and are non-refundable and non-transferable. Admission to Cornerstone Christian Academy will be based on the following criteria:

1. The Registration papers or e-registration form have been filled out completely.
2. The registration fee has been paid in full.
3. Copy of Birth Certificate and Immunization Records.
4. Review of application to determine if we are willing and able to meet the needs of the student(s).

Children who enroll in kindergarten must be five (5) years of age on or before August 1st unless approved by the School Board.

Children entering Cornerstone Christian Academy with no prior school experience or entering 1<sup>st</sup> – 5<sup>th</sup> grade will be screened by teachers before registering for school.

### **Probationary Period**

Cornerstone Christian Academy reserves the right to reconsider the application of any student during his/her first sixty days (60) of attendance. If it becomes clear during this probationary period that we at Cornerstone Christian Academy are not able or willing to meet the needs of the new student for whatever reason, a meeting will be scheduled with the parents, the teacher, and the principal, and a school board representative. Should another placement be recommended, the principal will work with the family to seek proper placement, and all unused tuition will be refunded.

## **Registration**

Registration opens yearly in March for currently enrolled students. Registration opens in mid-March for the general public. Registration fees are due each year and are non-refundable and non-transferable.

## **School Books and Supplies**

Textbooks and workbooks are ordered by the school and should be paid for by parents on or before the first day of school. Each student must furnish his own general supplies. Class supply lists are provided.

## **Parental Agreement**

All parents are responsible for signing a Parental Agreement when registering for each school year. The Parental Agreement sheet is in each registration packet and on each e-enrolment form. Failure to sign and return this page does NOT exempt the student from the rules and policies of Cornerstone Christian Academy.

# ***TUITION AND ACCOUNTS***

## **Tuition**

Tuition payments are due on the 10th of each month, August through May. Checks should be made to CORNERSTONE CHRISTIAN ACADEMY and mailed to the school or brought to the school office. Families with more than one student enrolled will receive a discount on the younger student(s) as follows:

1. First child pays full fees.
2. Second and third children enrolled in grades Kindergarten through 5th will receive a \$500.00 discount off each student's tuition.
3. Second and third children enrolled in preschool will receive a \$250.00 discount on each student's tuition.
4. Fourth child or more receives free tuition.

## **Past Due Accounts**

If the tuition payment is not received by the 10th when due, there will be a late fee of \$10.00 added to the account unless another payment due date is approved by the Principal or School Board.

Report cards will be held in the office for an account that is delinquent at the end of each grading period. Once the account is paid and current, the report card will be released to the student.

Any account that is delinquent for two or more months will not be allowed to continue to grow in delinquency, and therefore their enrollment at Cornerstone Christian Academy will be terminated at that time, and report cards will not be released. In the event of a delinquent account, parents agree to pay all costs of collection, including reasonable attorney fees. At the end of the school year, report cards will not be released, nor records transferred if there are any outstanding fees (tuition, lunch, books, etc.).

## **Lunch and Snack Drink Accounts**

Hot lunch and milk/juice are available for students to purchase. A lunch calendar will be available on the school website ([www.ccabrazil.org](http://www.ccabrazil.org)). Each student has an account to purchase food or drink. Payments need to be made to this account prior to purchasing food or drinks. If sending cash, please place the cash in an envelope labeled with your student's name. Statements will be sent out at least

once a week (usually on Thursday).

## **Gifts to the School**

In a very real sense, each family in the school receives tuition aid. The tuition charged for each student's education does not cover the entire cost. Therefore, we invite families and friends of the school to help us "bridge the gap." Your gifts and contributions are most appreciated and are, of course, tax deductible. We thank God for His faithful provision and your generous support.

## ***OPERATIONS***

### **Daily Schedule**

8:00 am -----All teachers arrive  
8:15 am----- Gym doors open  
8:30 am -----Pledges and prayer begin in the gym  
8:35 am-----All classes begin  
11:15 am -----Morning Preschool dismissal  
12:40 pm-----Afternoon Preschool Dropoff begins on Mon., Wed., and Fri.  
12:45 pm -----Afternoon Preschool begins on Mon., Wed., and Fri.  
3:00 pm----- Student dismissal  
3:30 pm -----Teacher dismissal

### **Daily Schedule for 2-Hour Delay**

10:00 am -----All teachers arrive  
10:15 am-----Gym doors open  
10:30 am -----Pledges and prayer begin in the gym  
10:35 am-----All classes begin  
12:00 pm -----Morning Preschool dismissal  
12:40 pm-----Afternoon Preschool Dropoff begins on Mon., Wed., and Fri.  
12:45 pm -----Afternoon Preschool begins on Mon., Wed., and Fri.  
3:00 pm ----- Student dismissal  
3:30 pm -----Teacher dismissal

### **School Office Hours**

To assist in the administration of school business, the school office is open each day from 8:15 am to 3:30 pm. Questions regarding registration, enrollment, or tuition account status should be directed to the office during those hours. The principal is available before and after school and is available during the school day by appointment.

### **Fire and Tornado Drills**

In accordance with Indiana State laws, monthly fire drills will be held to acquaint students with emergency procedures. Tornado drills will be held in the fall and spring. When the fire alarm sounds, students should leave rooms and walk, single file, to the designated areas until dismissed. Students

must not talk but listen carefully to the teacher's directions.

## ***ACADEMIC REQUIREMENTS***

### **Assignments**

Homework is an important part of the school's curriculum. It serves as a time for review, reinforcement, and practice of skills learned in the classroom. Homework can also serve as a time for students to independently pursue assignments of a creative and individual nature.

We encourage parents to help and guide their children in homework. We want you to have an active part in your child's education. While you may assist in seeing that homework is complete and may help in explaining assignments, when necessary, the work must be done by the student. The student must take the personal obligation to see that the homework is finished, according to directions, and turned in ON TIME. No homework assignment is considered "completed" until it reaches the hands of the teacher. Homework assignments that are late or incomplete may receive reduced grades. This decision will be made in a fair and consistent manner by the classroom teacher.

For every absence, students have one (1) day to complete make-up work. All tests announced prior to absences must be made up on the day the student returns to school.

### **Incomplete Assignments**

Teachers will keep a record of incomplete assignments, and students may not receive recess or free time until incomplete assignments are completed. Parents should make it a daily practice to take note of assignments given and listed in the assignment book.

### **Student Evaluation**

Students in 3<sup>rd</sup>- 5<sup>th</sup> grade will receive a written mid-term report approximately four weeks into each grading period. Report cards are given every nine weeks. Report card envelopes should be signed by the parents and returned promptly and in the original envelope. Parents will be charged \$5.00 for each duplicate of a lost report card envelope.

During each grading period, a notice may be sent to parents if a student's work is failing or falling significantly below the student's level of potential.

# Grading Scales

<p><b>Grading Scale (1st- 5th grade)</b></p> <p>Grades are given on tests, quizzes, daily work, and homework on the following scale:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A+....100 and above</td> <td style="width: 50%;">C.....73 – 77</td> </tr> <tr> <td>A.....93 – 99</td> <td>C-.....70 – 72</td> </tr> <tr> <td>A-.....90 – 92</td> <td>D+....68 – 69</td> </tr> <tr> <td>B+.....88 - 89</td> <td>D.....63 – 67</td> </tr> <tr> <td>B.....83 – 87</td> <td>D-.....60 – 62</td> </tr> <tr> <td>B-.....80 – 82</td> <td>F.....59 and under</td> </tr> <tr> <td>C+.....78 – 79</td> <td>I.....Incomplete *</td> </tr> </table> <p style="text-align: center;">* Must be made up within one week or will automatically change to an "F."</p>	A+....100 and above	C.....73 – 77	A.....93 – 99	C-.....70 – 72	A-.....90 – 92	D+....68 – 69	B+.....88 - 89	D.....63 – 67	B.....83 – 87	D-.....60 – 62	B-.....80 – 82	F.....59 and under	C+.....78 – 79	I.....Incomplete *	<p><b>Grades Scale (Kindergarten and non-academic subjects)</b></p> <p>such as art, music, PE, writing, and citizenship use the following grading scale:</p> <table style="width: 100%; border: none;"> <tr> <td>O....Outstanding.....</td> <td>95-100</td> </tr> <tr> <td>S+...Satisfactory Plus.....</td> <td>85-</td> </tr> <tr> <td>S....Satisfactory.....</td> <td>70-84</td> </tr> <tr> <td>S-...Less than Satisfactory....</td> <td>60-69</td> </tr> <tr> <td>N....Needs Improvement.....</td> <td>59</td> </tr> <tr> <td>U....Unsatisfactory.....</td> <td>0</td> </tr> </table>	O....Outstanding.....	95-100	S+...Satisfactory Plus.....	85-	S....Satisfactory.....	70-84	S-...Less than Satisfactory....	60-69	N....Needs Improvement.....	59	U....Unsatisfactory.....	0
A+....100 and above	C.....73 – 77																										
A.....93 – 99	C-.....70 – 72																										
A-.....90 – 92	D+....68 – 69																										
B+.....88 - 89	D.....63 – 67																										
B.....83 – 87	D-.....60 – 62																										
B-.....80 – 82	F.....59 and under																										
C+.....78 – 79	I.....Incomplete *																										
O....Outstanding.....	95-100																										
S+...Satisfactory Plus.....	85-																										
S....Satisfactory.....	70-84																										
S-...Less than Satisfactory....	60-69																										
N....Needs Improvement.....	59																										
U....Unsatisfactory.....	0																										

## Accessing Grades Online (1st-5th):

Parents/guardians will have access to their student's grades online through ThinkWave. An email will be sent from the office to parents/guardians to access their student's grades. Teachers are required to post grades on a weekly basis so parents may have a clear understanding of how their student is performing.

## Academic Recognition

1. Honor Roll - Students achieving excellent or above-average grades are certainly deserving of special recognition of the highest nature. An "A" Honor Roll will be published (with a signed "Publications Release Form" on file in the office) each grading period to recognize all students receiving all "A's" (A+, A, A-) in all subjects. An "A/B" Honor Roll for students receiving all A's and B's (includes A+, A, A-, B+, B, B-), and a "B" Honor Roll for students receiving all B's (includes B+, B, B-).
2. Perfect Attendance - Students who do not miss any school during the semester may receive recognition.

## Achievement Tests

In the spring, achievement tests are given to all elementary students (1st -5th grades). An announcement will be made when testing dates are set. Parents are urged to see that their children get plenty of rest and have them in school each day for testing unless they are ill. There will be make-up times for students who missed the day of testing due to illness. Test scores will be made available to parents.

## *SPECIAL CLASSES*

### Art

Students in kindergarten and higher grades have scheduled art classes on a weekly basis. This provides a wide variety of hands-on art techniques. Preschool students have art integrated into their weekly curriculum.



## **Chapel**

Chapel is a time when the student body comes together for worship and a short object lesson with the Children’s Ministry Director at First Christian Church. Special recognitions (birthdays, honor roll, attendance, etc.) may also be made during this time. Chapel takes place in the First Christian Church sanctuary from 8:45 to 9:15 am every Wednesday morning. Parents/guardians are always welcome to attend when their schedule permits.

## **Library**

The loan period for all books is one week. Books may be checked out and returned only during designated times. Students may have only one book checked out at a time. Students will be responsible for paying for damaged or lost books. Damaged or lost books must be paid for before others can be checked out. Reference books and materials must NOT be removed from the building by students.

## **Music**

Music classes are offered to students in kindergarten and higher grades. Preschool music is integrated into their weekly curriculum. Cornerstone Christian Academy presents a few programs per year (Christmas, Cornerstone Sunday, and Graduation). Much of their music is learned for their programs, so we encourage all children to participate in these events. Parents are requested to make arrangements in advance for absences from this participation.

## **Music Programs**

Cornerstone students present programs at Christmas, on Cornerstone Sunday at First Christian Church, and at graduation. The students always work very hard to present these special programs to parents and friends. This is a vital part of their learning experience, and all students are encouraged to participate. If students are not at school due to an illness on the day of a scheduled program, we ask that they not participate in the program.

## **Physical Education**

Physical Education classes are scheduled for all students in kindergarten through all higher grades. Full participation is required by law. Students must bring a written excuse from home on days when they can't participate in PE classes. Preschool students have PE integrated into their weekly curriculum.

# ***ATTENDANCE POLICY***

## **Attendance**

School attendance is necessary for adequate learning. Because our curriculum is very fast-paced, we recommend that students do not miss any school except when absolutely necessary. In case of absence, the parent must call the school office that day explaining the reason for the absence. **NO TUITION REFUNDS ARE MADE BECAUSE OF ABSENCE.**

Absences should be reserved for illnesses, family emergencies, and medical appointments that cannot be scheduled after school hours. If it is necessary for students to miss school for extended periods, parents must notify the office by completing a “Cornerstone Student REQUEST FOR LEAVE OF ABSENCE” form. The office will then notify the teachers. Please see the section below titled “Pre-Arranged Student Absences.”

For every day absent, students have one (1) day to complete make-up work. All tests announced prior to absences must be made up on the day the student returns to school. Students are responsible for getting make-up work from the teacher. **Students who are absent and need to have assignments**



**must make the request before 9:00 am, and parents pick up the work after 3:00 pm. Teachers cannot take classroom time from teaching the students to prepare assignments on the spot for absent students.**

### **Pre-Arranged Student Absences**

For all students in kindergarten through 5<sup>th</sup> grade, any work missed for a pre-arranged absence period of 1-2 days can be asked for in advance by the classroom teacher. All work must be made up and returned to the classroom teacher upon returning to school.

For all students in kindergarten through 5th-grade planning to be absent from the classroom for a period of 3 or more days, a STUDENT LEAVE OF ABSENCE FORM must be filled out by the student and parents. The form is available upon request from the school office. The form is to be completed and signed by the parent(s) and returned to the CCA office a full five school days prior to the absence. The principal and teachers will discuss the plan of action to be taken to complete all missed work. The student will have one day to make up the work for one day missed (for example, three days missed will give the student three days to make up the work). If all work is not completed in the allotted time frame, incompletes/zeroes will be given for the work left unfinished.

### **Perfect Attendance**

Perfect attendance is when a student has been in school for the full day every school day. Any student coming to school after the first hour has been completed or being gone from classes one hour during the school day will be considered absent for one-half day. Also, if a student is tardy four (4) times during a grading period, that student is not considered to have perfect attendance.

### **Tardy Policy**

Punctuality is very important. The habits children learn while in school will be habits for life. Since transportation is the responsibility of the parent, the responsibility for punctuality is also largely that of the parent. We realize that there are times when being late cannot be avoided, but excessive tardiness cannot be tolerated.

The gym doors open each day at 8:15 am. All classes begin promptly at 8:30 am. A tardy is defined as arriving at their classroom after 8:35 am. Once a student is tardy FOUR (4) times during the grading period, a letter will be sent to the parents in their report cards, and the student is not considered to have perfect attendance.

After 9:30 am, a student is considered as ½ day. Students leaving the school building for more than one (1) hour during a school day will also be regarded as ½ day.

## ***IMMUNIZATIONS, ILLNESS, AND MEDICATIONS***

### **State Law for Immunizing School Children**

All children, upon being admitted into kindergarten or first grade, or prior to admission to any public, private, or parochial school in the Indiana school system, or upon first entrance into the Indiana school system by way of transfer from another system shall present evidence of immunity according to Indiana State vaccination requirements.

### **Contagious Disease**

Cornerstone Christian Academy requires, in the case of confirmed or suspected infectious and/or communicable disease, that the student be excluded from the school until it is determined that the

student is no longer contagious to others. The student must be fever-free for 24 hours before returning to school.

### **Illness Policy**

1. If your child has had a fever, vomiting, or diarrhea and has not been fever or symptom-free for 24 hours, \*they may not attend school UNTIL they have been 24 hours fever or symptom-free without fever-reducing medication by the next school day.
2. If your child has been tested for COVID, RESPIRATORY, INFLUENZA, STREP, PINK EYE, OR ANY CONTAGIOUS ILLNESS, \*they may not attend school UNTIL the results have been returned as negative OR they have completed the period of REQUIRED quarantine.
3. If a member of your student's household(s) has been tested for COVID-19 and found positive, \*your Cornerstone student may not attend school UNTIL they have completed the period of REQUIRED quarantine unless they can return to school wearing a mask.

CCA policy states that we consider a fever to be a temperature of 100.4 or higher. We will call someone to pick up a student from school if they vomit at school or have a temperature of 100.4 or higher. Otherwise, we will keep them in class until dismissal.

If students are not at school due to an illness on the day of a scheduled school program, we ask that they not participate in the program.

### **Medication Policy**

School personnel will not administer drugs or medicine without parental permission. However, we will be glad to assist your child with taking his medicine by complete written instructions and consent by you or your doctor. All medication should be kept in the school office unless administrative approval has been given in specific cases for medication to be held in the classroom.

### **Head Lice**

Although head lice outbreaks are not frequent at Cornerstone, we have been known to have few cases. If an issue should occur, our staff will check the infected classroom and possibly the whole school. Treatment is a must. Parents of an infected student will be called. Students will be rechecked upon returning to school to make sure the child is free of nits before returning to class.

## ***SCHOOL VISITORS***

### **Visitors**

Parents or visitors needing to communicate with students during the school day, visit a teacher or classroom, or pick up students for appointments MUST report to the school office upon entering the building. Adults other than parents or court-declared guardians must present identification and/or authorization.

Each teacher welcomes a visit from any parent; however, we do ask that such visits be made by appointment with the teacher prior to the visit.

Students from other schools may visit a classroom for one day with prior permission granted by the principal and classroom teacher. Visiting students are asked to follow the same regulations that govern the actions of Cornerstone students.

### **Background Checks**

Background checks are required for all volunteers in a student supervisory capacity at Cornerstone Christian Academy. This includes people involved in (but is not limited to) mentors, student teachers,

chaperones, classroom /office helpers, and event volunteers. The background check processing fee is \$20-40 and must be paid before the processing.

If parents would like to volunteer at public events like the Spring Carnival or a full background check will not be necessary. We consider the Spring Carnival a public event; therefore, we do not feel it viable to require a background check to attend and volunteer.

Whether or not to require a full background check for future events is the responsibility of the Cornerstone Christian Academy school board.

### **Building Usage Policy**

Non-school-related events or groups cannot set up/use the gym or any other part of the Cornerstone building during school hours (8:00 am- 3:15 pm) while school is in session.

## ***DRESS CODE***

### **Dress Policy**

School dress is primarily the responsibility of the parents. Many problems will be eliminated if parents assume responsibility for enforcing the school dress standard with their children.

Cleanliness, neatness, and modesty are the three primary qualifications that should be found in the students' dress. The type of clothing worn to school has a definite effect on the attitude, conduct, and work habits of the students, as well as an impact on our witness to the community. Any clothing which draws improper attention is considered inappropriate. The school staff has the authority to correct any student regarding improper dress.

Body piercing is limited to the ears only for female students and staff. No piercings on the body of male staff and students. Visible tattoos of an "offensive nature" must be covered at times per the discretion of the Principal/School Board.

No dress code adequately satisfies all situations at all times. Therefore, the principal has the right and authority to make rulings on new fads and changes in style. The principal also has the final say on any questionable clothing or jewelry.

There are no regulations requiring uniform clothing. The following will NOT be permitted:

1. Hats are not to be worn in the building during school hours
2. Halter or midriff-type tops
3. Spaghetti straps or strapless tops or dresses
4. Tank tops, fish-nets, cut-offs, or muscle shirts
5. Clothing with holes or with rips
6. Shorts must be finger-tip length or longer. (When a student stands straight, arms relaxed at their side, the shorts should be at least to the end of their fingertips or longer.)
7. No bicycle-style shorts or leggings unless tops worn with them are finger-tip length
8. Clothing with unchristian pictures, wording, or symbols
9. Clothing with derogatory wording towards school, yourself, or others
10. Clothing advertising tobacco or alcohol

Please Note: When wearing sandals or “flip-flops” to school, there is no protection for the feet when planning on the school playground. Students will need socks and tennis shoes with their child for PE and recess.

## ***BEHAVIOR EXPECTATIONS AND DISCIPLINE***

### **General Guidelines for Behavior**

It would be impossible to make rules to govern every situation. Good behavior must come from the heart in love and obedience to GOD. We desire the students to learn to do right because it is the right thing to do. However, for the sake of everyone's good, please note the following guidelines:

1. Students should respect and obey any person of authority at school at all times.
2. Talking is to be done in a conversational tone. Students are not to whistle, yell, run, or be rowdy in the building.
3. Students are expected to do what they are told, when they are told, to the best of their ability.
4. Students are expected to follow ALL rules for the classroom. Each person is different; therefore, each teacher will have slightly different rules for their class.
5. Students are not allowed to:
  - have chewing gum in the building at any time
  - use inappropriate language
  - cheat on tests, quizzes, or any other assignment
  - buy, sell, or trade items while at school without permission from the office
  - have any items with wheels (for example, skateboards, roller skates, etc.) at the school
  - all non-medical electronic devices (for example, cell phones, iPods, tablets, etc.) are to be held in the office during the school day
  - have inappropriate music or literature
  - have alcohol, drugs, tobacco, or any related items or look-a-likes of these items
  - weapons of any kind (real or play)

The principal is allowed to add to the list of items as needed.

### **Unacceptable Behavior**

Unacceptable behavior differs in its severity and should receive different responses. The examples listed are examples only and are not meant to be inclusive. An act of conduct is deemed to pose a discipline problem if, in the opinion of the teacher, that act causes disruption of the education process, endangers others, and/or discredits the school in any way. Offenses that are not listed will be dealt with at the discretion of the teacher or principal.

1. Unexcused tardiness
2. Failure to complete assignments
3. Displays of rudeness or disrespect (verbal or nonverbal)
4. Excessive cluttering of the work area
5. Causing a minor disturbance
6. Violating property of others/ Vandalism
7. Not obeying the classroom rules
8. Throwing objects
9. Abusing privileges
10. Unacceptable or inappropriate language remarks or language
11. Lying or cheating

12. Stealing
13. Fighting or displays of anger
14. Gum chewing
15. Buying or selling unauthorized items at school
16. Violation of the dress code set by the administration
17. Alcohol, drug, tobacco, or any such item that is considered by the school as a look-a-like
18. Weapons (real or play)
19. Wearing a hat during school hours
20. Running in the halls or when told not to run
21. Violation or refusal to obey any rules or guidelines set by the administration

## **Lunch Time Rules**

The following rules apply during lunch:

1. Students will go to the lunchroom in an organized and orderly manner.
2. Students must only talk in conversational tones and only with those at their table.
3. Eat politely (chew with mouth closed, do not talk with your mouth full, etc.).
4. Students are not allowed to trade or share any lunch foods.
5. Students are not allowed to bring, purchase, or consume soft drinks during school hours.
6. The student must try to eat all of the meals. The school will do its best to notify parents if students are not eating the purchased lunch.
7. Keep wrappers, etc., out of other students' table space.
8. Remain seated until the lunch period is over or until dismissed by the teacher. Raise your hand for permission to get up.
9. Upon dismissal, check the area to see if it is clean. Pick up any food or paper left on the table or dropped on the floor and put it in the trash can. The student will not be allowed to go to recess until the area is clean.

## **Recess Rules**

Rules for recess are written for the safety of the students. These rules will be used as a guideline for the recess teacher:

1. Recess begins only after you are outside or in the gym. It stops when the whistle is blown, or the teacher says to line up.
2. All students are expected to participate in recess activities. Exemption from recess in cases of illness requires a note or phone call from the parent.
3. When coming in from recess, students are expected to walk quietly through the hall, hang up coats or jackets and return to the classroom.
4. Balls and other equipment are to be held, not bounced, or played with while in line.
5. NO student is to leave the playground area or gym without permission from the playground teacher.
6. Good sportsmanship and Christian behavior are expected at all times during recess.
7. Students will be reprimanded for poor, unkind, or unchristian attitudes or actions. This determination will be made by the recess teacher.
8. There is to be NO throwing of mulch, rocks, or any other materials.
9. There is to be NO twisting, standing, or jumping off swings.
10. Students are expected to take care of all recess equipment. All balls and other recess equipment should be put away after each recess.
11. Students should report any accidents promptly to the recess teacher.

## **Gym Rules**

1. NO eating by students in the gym.

2. Balls, jump ropes, and other equipment may be taken from the storage room and used with permission from the teacher.
3. Students are not allowed to leave the gym without the teacher's permission.
4. Students must stay off the stage at all times.
5. Students are not allowed beyond the second row of the bleachers without permission.
6. Students are to stay out of the corner areas of the gym.
7. All toys and equipment must be put in the ballroom before leaving the gym.

## **Discipline Policy**

Discipline and its application at Cornerstone Christian Academy is grounded in Scripture:

“He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored.”

Proverbs 13:18

Just as "discipline" and "disciple" come from the same root word, we believe that the full meaning and intent of discipline should be not only to correct behavior but also to build up, encourage and train individuals in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. In that context, discipline must never be administered vindictively, in anger, or devoid of forgiveness, or in any manner that is demeaning to the worth of the individual. Discipline is ordained by God for the building of character and the training of behavior.

Parents have been given the responsibility by God for the discipline of their children. Cornerstone parents have, by virtue of enrolling their child in Cornerstone, agreed that the authority rests in part with the teachers, staff, and administration. If parents have questions or disagreements regarding disciplinary action, it shall be their responsibility to:

STEP 1 - Discuss these questions or differences with the classroom teacher first.

STEP 2 - If the matter is not resolved with the child's teacher, the parents shall then discuss it with the principal. It shall be the discretion of the principal to invite the teacher to participate in this meeting.

STEP 3 - Failing a resolution at this level, the final step is to bring the matter to the School Board.

The teachers, staff, and principal are responsible to GOD for the lives placed under their care. They have the authority of the parents to administer discipline within the limits of this policy.

This may (with parental knowledge and consent) include corporal punishment. It shall further be the duty of the teachers, staff, and principal to work with parents in the matter of discipline, informing them in a prompt manner of disciplinary problems or action taken and making themselves available to the parents and students involved. If the teacher cannot continue teaching because of a misbehaving child in the classroom, the student will first be removed and brought to the principal's office. If this action does not help, the parents may be called to come and take the student home for the remainder of the day and to give the school assurance that steps will be taken at home to help correct this behavior.

Students are responsible, under GOD, to obey and show respect for the teachers, staff, and administration as they should for their own parents. They are also responsible for helping to maintain a clean and orderly learning environment.

The proper and effective implementation of discipline rests on the cooperation of parents, students, teachers, staff, and administration. In all things, justice must be tempered with grace and compassion. The purpose of discipline at Cornerstone Christian Academy is to enhance the learning environment, train the student in self-discipline, and lead them to maturity in Christ.

## **Consequences for Violation of Classroom Rules or Guidelines**

Students that display continued disciplinary problems and disobedience will be considered out of harmony with Cornerstone Christian Academy's purposes and philosophy and will be dismissed. Every effort will be made to discipline lovingly and respect the individual student's rights.

The teacher will talk to the student, explaining the school rules and their classroom rules. Then, depending on the severity, the age of the child, and the circumstances, a progressive plan will be adopted. Any of the following steps may be skipped if the teacher and administration feel it is necessary:

1. A direct glance from the teacher to notify the student of unacceptable behavior; students will often correct themselves if they are made aware of the problem.
2. Head on the desk for a period of time or time out.
3. Student's seating assignment changed in class.
4. Student removed from class for a short period of time.
5. Recess Detention.
6. Student's parents notified.
7. In the event the student's behavior did not improve after working with the parents, this student could be suspended from school. The length of suspension is to be determined by the administration in accordance with the severity of the behavior. No classwork will be made up during this time in the office.
8. In the event the student's behavior does not improve, the student may be removed from Cornerstone Christian Academy for the remainder of the school year. Enrollment for the following school year will not be accepted.

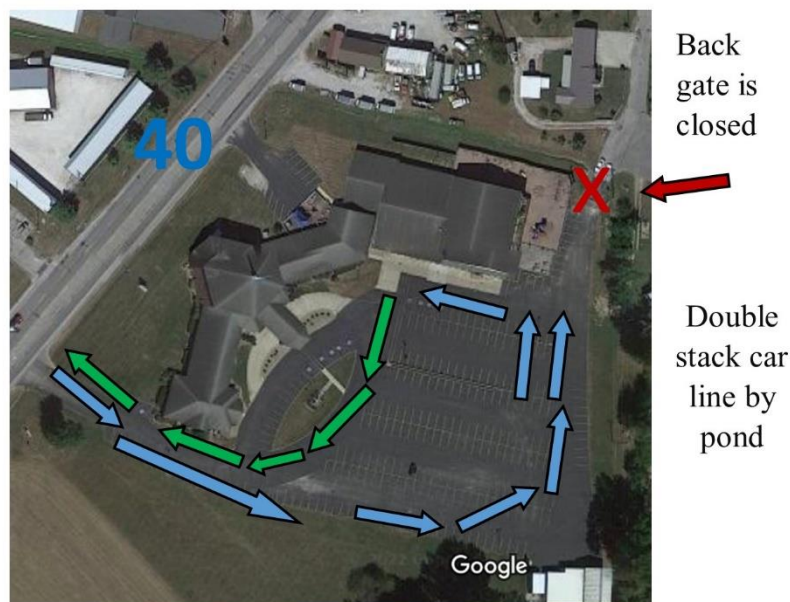
## ***STUDENT ARRIVAL, DEPARTURE, AND TRAFFIC FLOW***

### **Student Arrival**

Cornerstone doors open at 8:15 a.m., at which time all students, including preschool, should enter through the gym doors.

- Vehicles must enter and exit through the main church entrance on US 40.
- The first car will be required to pull up to the double doors at the south end of the building (gym doors). The following vehicles will pull behind to wait until the car in front of them has unloaded by a teacher and pulled away from the building.
- If vehicles are lined up back to the pond area, please use the "double stacking" method. This process will continue until all students are in the building. Please see the Traffic Flow diagram.
- There will be staff members at the gym doors to assist your student into the building. Students will remain in the gym for pledges and prayer time with their class.
- At 8:30 am, the door will be locked, and all tardy students will need to enter through the main office doors.





Cornerstone Christian Academy Traffic Flow Diagram

### Student Departure Times

Students should be picked up promptly after dismissal at the end of the school day. Dismissal for the PreK 4's class will be at 11:15 am. Preschool 3's, Kindergarten, and Elementary students will dismiss at 3:00 pm. All students will be dismissed from the double doors at the south end of the building (gym doors).

### Student Departure Routine

Students assemble in the gymnasium at 2:50 p.m. for any announcements and prayer. Students remain seated in the gym and are dismissed to their parents or called out by name when their parents arrive. As stated on the registration forms, no students will leave the school building and grounds with any unauthorized adults.

- All vehicles must enter and exit through the main church entrance on US 40. Please see the diagram.
- We will be using a “stacking” method for the dismissal of students.
- The first vehicle will pull up to the yellow line past the double doors, where a teacher will be waiting to assist your child into your vehicle. The following vehicles will pull up behind the vehicle in front of them, and we will load several students at a time in this manner.
- Each family will receive an identification tag to put in your front window for the staff to call your student's name and line up for pick-up. Please be sure to have this with you during dismissal to facilitate a quick and easy process.
- If your student needs assistance buckling up, please pull up to a parking spot to buckle up.

### Early Pick-up

Students may be picked up from the office before 2:45 for doctor's appointments or necessary early departures. To keep children out of the parking lot while cars are driving, we will not dismiss any children from the office after 2:45 pm.

The office staff should be notified of any changes to a student's regular departure routine. Bus riders will be put on the bus unless we receive information from the parent about a change of plans – we will not take the student's word alone. In emergency cases when students cannot be picked up on time, the office should be notified.

### **Leaving the School Grounds**

No student is permitted to leave the school during the day without permission from the teacher, parent, or guardian. Before a child can leave school grounds, he must be signed out in the office by a parent/guardian.

### **Daycare-Extended Care**

Parents who need extended or daycare services must make arrangements privately with the First Christian Church Daycare.

## ***COMMUNICATIONS***

### **Announcements**

School and Class Newsletters and lunch calendars are available on the school website ([www.ccabrazil.org](http://www.ccabrazil.org)). Written announcements will be sent periodically via email, Remind, or paper to parents via students. Please watch for these announcements.

### **School Closings**

School may be closed or delayed due to severe weather, utility failure, or other emergencies. In such cases, the school closing announcement will be made on TV channels WTWO 2 and WTHI News 10 and via text alerts, email, and on our website at [www.ccabrazil.org](http://www.ccabrazil.org). Cornerstone Christian Academy WILL BE CLOSED if all Clay Community Schools are closed due to severe weather. After the school day has begun, all parents will be notified by text alert or email in case of school closure.

### **Parent-Teacher Communication**

We believe strongly in the need for parents and teachers to be partners in the educational process. Conference days are scheduled for parent-teacher communication near the end of the first grading period. A parent or teacher may call Special conferences at any time. Classroom observations by parents are permitted. It is necessary, however, to call the school office for appointments, conferences, and observations.

Cornerstone Christian Academy believes strongly in Biblical principles of communication as taught in Matthew 5 and 18. We are convinced that when one has been offended or caused an offense or has a concern of any kind, they should go immediately to the person involved to discuss the matter in love. Relationships are strengthened, and problems are resolved when these principles are practiced among all staff members, parents, and students.

Our desire is that as a school family, we would be committed to building up one another and solving problems biblically with a loving spirit. We welcome and appreciate your comments about any aspect of your child's educational program. When you have a concern about something in the classroom, go first to your child's teacher to resolve the matter. This can be done with a note brought in by the student, over the phone, or by e-mail.

## ***SPECIAL EVENTS***

### **Birthday Celebrations**

If students wish to bring a treat for their class on birthdays, they may.

- Parties should not take up much classroom time, and all activities and refreshments need to be approved by the teacher.
- All supplies are to be provided by the parent.
- **If a parent wishes to bring in lunch, they should notify the student's teacher two weeks in advance.**
- Flowers, Balloon-a-grams, and items delivered to the school will be held in the office until right before dismissal.

## **Classroom Parties**

In order that all the classroom parties are handled in an orderly and balanced manner, the following guidelines should be used when planning school-approved parties:

1. Please do not make the parties too extravagant.
2. When planning your holiday parties, please remember that we are a Christian school, and the true religious meaning of the holiday is what we are celebrating. No Santa Claus, Elves, Easter Bunny, etc. If you are unclear, please seek approval from the principal. We DO NOT celebrate Halloween in any form.
3. We will not use any party favors or treats which depict witches, ghosts, Santa Clause, etc. The teacher and the school office will make the final decisions.
4. Parties should be kept to a ½ hour to 1-hour time limit.
5. All treats should be ones that will be consumed at the party. If treats are meant to go home, they should be in a treat bag format that is not opened at the school.
6. If a grade would like to use another room for its party and games, the room must be reserved through the school secretary.
7. If there is more than one room parent who has signed up to handle the classroom activities, it is our suggestion that a different parent should be in charge of each of the various parties throughout the year (i.e., one parent in charge of Thanksgiving, another in charge of Easter, etc.).
8. Since these activities are intended to be a fun learning experience for the student, parents are asked to please leave any younger siblings at home if they volunteer.
9. All parties must be approved by the principal.

## **Pet Visitation Policy**

Pet visitation will be allowed at the discretion of the principal.

## **Field Trips**

Each class may take field trips for educational purposes. The primary functions of the trips are to provide for increased educational and expanded cultural experiences. Field trips will be limited to 2 per school year for each grade level.

Parents will be notified beforehand of these field trips, as parental permission must be granted before students can participate. Students who do not return a permission slip will not be permitted to go on the field trip. Small fees may be necessary for these field trips to pay for transportation and admission fees.

Field trips are designed with the educational level of the students in mind and the subject areas they are studying at the time.

The teacher has the right to require parental participation for a student if deemed necessary. The teacher also has the right to make the final decision as to the participation or non-participation of any student.

When invited, parents are encouraged to accompany their child's field trips and act as chaperones and helpers for these experiences. It is important to note, however, that field trips are an extension of the classroom, and as such, the teacher is in control. Parents in attendance may be asked to assist the teacher with the supervision of students or to help in whatever capacity the teacher deems necessary. In addition, we ask that each parent attending the field trip also observe the following rules.

1. Please be aware of any special instructions from the teacher before leaving for the trip.
2. Please make sure that the children you are guiding follow all the directions and rules given for the trip.
3. If you are a driver for the trip, please note that all speed limits and traffic laws must be followed closely. (This includes having all passengers use appropriate seat restraints.)
4. Please help make each trip a positive experience for the students by giving your concentration to them, and making sure they are getting the most out of the trip. This is also an opportunity for you to learn!
5. Because we would like the students to have your attention during their field trip, no younger siblings are allowed on the trip. This will allow you to guide and lead the students well and make it easier for you.
6. Guide by example in relation to politeness, courtesy, and Christian love.
7. Field trips will be only to the location listed on the permission slip. No other stops are allowed.
8. All field trips must have the approval of the principal.

### **School Pictures**

Individual pictures will be taken in the fall and spring during the school year. An offer will be presented to the parents for consideration. There will be NO obligation to purchase these pictures.

Table of Contents

*CORNERSTONE CHRISTIAN ACADEMY STUDENT AND PARENT HANDBOOK 2022-2023* ..... 1

*THE PHILOSOPHY OF THE MINISTRY OF CORNERSTONE CHRISTIAN ACADEMY*..... 1

**Organization**..... 1

**Purpose** ..... 1

**Cornerstone Mission Statement** ..... 1

**Philosophy** ..... 1

**Statement of Faith** ..... 1

**Curriculum**..... 2

*ORGANIZATIONAL POLICIES AND AFFILIATIONS* ..... 2

**Association of Christian Schools International**..... 2

**Non-Discriminatory Policy** ..... 2

**No Harassment Policy** ..... 2

**Prayer** ..... 2

**Missions Policy**..... 2

*CORNERSTONE CHRISTIAN ACADEMY SCHOOL BOARD*..... 3

**Organization**..... 3

**School Board Meetings**..... 3

**School Board Protocol for Handling Parental Concerns and Appeals**..... 3

*ADMISSIONS AND REGISTRATION*..... 3

**Admission Policy**..... 3

**Probationary Period**..... 3

**Registration**..... 4

**School Books and Supplies**..... 4

**Parental Agreement**..... 4

*TUITION AND ACCOUNTS* ..... 4

**Tuition** ..... 4

**Past Due Accounts** ..... 4

**Lunch and Snack Drink Accounts** ..... 4

**Gifts to the School**..... 5

*OPERATIONS* ..... 5

**Daily Schedule**..... 5

**Daily Schedule for 2-Hour Delay** ..... 5

**School Office Hours**..... 5

**Fire and Tornado Drills** ..... 5

*ACADEMIC REQUIREMENTS*..... 6

Assignments.....	6
Incomplete Assignments.....	6
Student Evaluation .....	6
Grading Scales .....	10
Grading Scale (1st- 5th grade).....	10
Accessing Grades Online (1st-5th):.....	10
Academic Recognition.....	10
Achievement Tests .....	10
<i>SPECIAL CLASSES</i> .....	<i>10</i>
Art.....	10
Chapel.....	11
Library.....	11
Music.....	11
Music Programs.....	11
Physical Education .....	11
<i>ATTENDANCE POLICY</i> .....	<i>11</i>
Attendance.....	11
Pre-Arranged Student Absences .....	12
Perfect Attendance .....	12
Tardy Policy .....	12
<i>IMMUNIZATIONS, ILLNESS AND MEDICATIONS</i> .....	<i>12</i>
State Law for Immunizing School Children .....	12
Contagious Disease .....	12
Illness Policy.....	13
COVID Exposure or Illness .....	Error! Bookmark not defined.
Positive COVID Protocol.....	<b>Error! Bookmark not defined.</b>
COVID Policy Continued .....	Error! Bookmark not defined.
Medication Policy .....	13
Head Lice.....	13
<i>SCHOOL VISITORS</i> .....	<i>13</i>
Visitors.....	13
Background Checks.....	13
Building Usage Policy .....	14
<i>DRESS CODE</i> .....	<i>14</i>
Dress Policy .....	14
<i>BEHAVIOR EXPECTATIONS AND DISCIPLINE</i> .....	<i>15</i>
General Guidelines for Behavior.....	15

<b>Unacceptable Behavior.....</b>	<b>15</b>
<b>Lunch Time Rules.....</b>	<b>16</b>
<b>Recess Rules .....</b>	<b>16</b>
<b>Gym Rules .....</b>	<b>16</b>
<b>Discipline Policy .....</b>	<b>17</b>
<b><i>STUDENT ARRIVAL, DEPARTURE, AND TRAFFIC FLOW.....</i></b>	<b><i>18</i></b>
<b>Student Arrival .....</b>	<b>18</b>
<b>Student Departure Times.....</b>	<b>19</b>
<b>Student Departure Routine.....</b>	<b>19</b>
<b>Early Pick-up .....</b>	<b>19</b>
<b>Leaving the School Grounds.....</b>	<b>20</b>
<b>Daycare-Extended Care .....</b>	<b>20</b>
<b><i>COMMUNICATIONS .....</i></b>	<b><i>20</i></b>
<b>Announcements.....</b>	<b>20</b>
<b>School Closings .....</b>	<b>20</b>
<b>Parent-Teacher Communication.....</b>	<b>20</b>
<b><i>SPECIAL EVENTS .....</i></b>	<b><i>20</i></b>
<b>Birthday Celebrations .....</b>	<b>20</b>
<b>Classroom Parties .....</b>	<b>21</b>
<b>Pet Visitation Policy.....</b>	<b>21</b>
<b>Field Trips .....</b>	<b>21</b>
<b>School Pictures.....</b>	<b>22</b>