



**PARENT/STUDENT
HANDBOOK
2010-2011**



**CERTIFIED BY NATIONAL ASSOCIATION OF
UNIVERSITY MODEL SCHOOLS**



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HISTORY AND CONCEPT

In the fall of 2002, a group of families met together to discuss the need for a new alternative in education for the community and surrounding communities of McKinney, TX. At that time, two families were currently involved in a University-Model school (UMS) in another city. These families were tremendously pleased with the UMS model and the success it had with their children. After much prayer and consideration, the families desired to have this model of education closer to home and to meet the needs of the community. This model is currently in use at Grace Preparatory Academy (GPA) in Arlington, TX, which was established in 1992. GPA has helped start other schools under this same model, all of which are operating successfully today. With the experience and help from GPA, it was decided to start Cornerstone Christian Academy (CCA) in McKinney/Melissa, TX.

THE MODEL

University-Model Schooling (UMS) takes the best aspects of traditional, full-time public and private schools, as well as home schools, and molds them into one model. UMS uses a university-style schedule adapted to the elementary, junior, and senior high levels. Professional teachers teaching in their areas of expertise conduct central classroom instruction. Students attend classes on Monday, Wednesday, and Friday, or alternately on Tuesday, Thursday. Students spend alternate days at home where parents continue their instruction or monitor student progress. This parent-based model recognizes that the willing parent is an essential ingredient to a successful educational experience and, therefore requires their direct involvement in educating their children. Teachers provide parents with detailed instructions for days spent at home in the satellite classroom. These instructions are parent friendly and clear, and require no previous expertise on the parents' part to complete.

Other proven elements, which are part of this school's programming, include low student/teacher ratios, a highly engaging

learning environment, a strong work ethic for students, effective curriculum, and local school operation and management.

UMS caters to a wide variety of student needs by allowing a range of enrollment opportunities. K-2nd grades are required to take the full academic core load or electives or both. 3rd – 12th grades may choose to take only one or two classes, electives, or may opt to take a full academic load plus electives. This approach is similar to that of a college campus. In the catalog, each course description contains information about the course, prerequisites, and parental involvement for that class.

VISION STATEMENT

The Mission of Cornerstone Christian Academy is to partner with parents to build a firm foundation in academic excellence and Christian discipleship.

MISSION STATEMENT

Cornerstone Christian Academy (CCA) is a private, parent-based Christian school whose purpose is to provide its students with a comprehensive, college preparatory education from a Christian perspective. This comprehensive approach is accomplished through an educational format that makes provision for both trained classroom instruction and individualized parent involvement.

GOALS:

1. To love and glorify Jesus Christ
2. To assist parents in the discipleship of their children
3. To affirm, support and encourage parents
4. To strengthen family relationships
5. To educate with excellence
6. To integrate home and school
7. To reach out to serve and minister to our communities and internationally
8. To provide an educational context whereby students develop their God-given virtues under the Spirit's direction

OUR PHILOSOPHY

Cornerstone Christian Academy bases its educational philosophy on three main

components: (1) a Biblical foundation with an emphasis on discipleship, (2) preparing each student for life, and (3) emphasizing the parents' role.

1. **Biblical Foundation:** All education is inescapably Christian in that all truth is God's truth. The Bible, as the infallible, inerrant, and inspired Word of God, is the foundation and guide for all knowledge and basic to all elements of education. Because God created, sustains, and will consummate all things through His Son, the Lord Jesus Christ, the universe, and all life are dynamically related to Him and have the purpose of glorifying Him. The purpose is fundamental to Christian education and will permeate every aspect of our goals and objectives, our teaching methods, and our curriculum. All representatives of the school will strive to demonstrate and teach values, character, and "Christ-likeness" as well as facts.
2. **Preparing Each Student for Life:** The primary goal of all Christian education is to prepare each student to glorify and honor God in all that he does. We seek to fulfill this goal by:
 - a. Training and encouraging students to become committed disciples of Christ,
 - b. Supporting the family as the primary social and educational unit instituted by God,
 - c. Promoting personal responsibility for academic excellence and a strong work ethic, and
 - d. Integrating home and school for the development of life skills and strong, Christian character in balance with academics and co-curricular activities.
3. **The Role of Parents:** We recognize that parents are commanded to rear their children for God's glory by bringing them up in the nurture and discipline of the Lord. The home, therefore, is to be a place of training and teaching one's own children as seen from God's command. Yet, the home is not the only established agency of

instruction from the Biblical standpoint. The community of believers, the church, is commanded and authorized by God for training and discipling. CCA is designed to facilitate parents to fulfill the Lord's command for education and training of children for His glory.

Cornerstone Christian Academy will seek to provide parents with academic expertise, challenge, pacing, direction, and accountability, in a way that enhances and assists the parents' efforts at teaching their children. The parents' role is to oversee their child's education and academic progress. Parents share joint responsibility with the school for helping students build the character qualities and work ethic that lead to academic success, and for encouraging students to assume increasing responsibility for their own learning. The parental teaching role ranges from direct instruction in cooperation with the classroom teacher to monitoring of student progress, as the student progresses from elementary to high school.

Moreover, Cornerstone Christian Academy is committed to providing a vital learning experience for students that encourages and facilitates the parent/child relationship. Parents are the single most influential factor in a child's educational performance, as well as the emotional, social, and spiritual development of that child. In cooperation with the parents and under God's guidance, we seek to inform minds and change the lives of our students.

STATEMENT OF FAITH

CCA exists for the Christian discipleship and education of children. In order to excel in this endeavor, Christian unity within the school community is a requirement. Therefore, families applying for admission must be "likeminded" in regards to the practice and acceptance of the CCA Statement of Faith. The Parent/School partnership submitted an application requires that CCA families are active members of a Christian church that keeps with the CCA Statement of Faith and Protestant Non-Denominational position. Please read the Statement of Faith closely to determine if it is in accordance to your personal family's beliefs.

Statement of Faith

We believe the Bible in its original conveyance to be the only inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21), and we adhere to its orthodox interpretation regarding all matters, including but not limited to the sanctity of life beginning at conception, the sanctity of marriage between one man and one woman, the imperative nature of salvation in Jesus Christ alone, et al.

We believe there is only one God, eternally existent in three co-eternal, co-powerful persons, The Triune God Head: Father, Son, and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).

We believe in the deity of Christ (*John 10:33*) in that He was completely God and completely human, He (Christ) was not a created being such as the angels are; His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrew 2:9*); His physical bodily resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (*John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5*). As such, we believe that human works has no merit in one's eternal destiny or entrance into Heaven.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).

We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28*).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).

Protestant Non-Denominational Position

This ministry's Statement of Faith is fundamental to basic Protestant Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives. It is necessary; therefore, that parents, students, staff, and administration recognize that the following areas are to be left to the teaching of home and church:

1. The mode of church government and authority
2. The time and mode of Christian baptism
3. The relationship between human free will and salvation
4. The question of eternal security
5. The nature of the work of the Holy Spirit in the life of the believer, including the point at which the Holy Spirit comes into the life of the believer and the gifts of the Holy Spirit
6. The interpretation of verses referencing future events (eschatology)
7. Personal life issues/circumstances that are inappropriate for the classroom

This is *not* to say that discussion regarding these distinctives is avoided at CCA. However, instructors and administrators will not compel a student or parent to believe one way or another, nor will they be so dogmatic as to pronounce another's opinion of such matters invalid or biblically unsupported.

Statement of Affiliation

Cornerstone Christian Academy neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national or regional organization which gives Christian recognition to unbelievers

or which advocates multi-faith union. (Amos 3:3, II Cor. 6:14-17)

Board of Director's Rights

The Board of Directors of Cornerstone Christian Academy reserves the right to disallow entrance or to remove any family or teacher at any time. This would occur only if necessary, and only if the board deems a student or family is interfering with CCA's ability to achieve its mission effectively. This may include, but not limited to, issues concerning the acceptance, actions, or verbalizations that do not appear to comply with Cornerstone Christian Academy's Mission Statement, Philosophies, Statement of Faith, Discipline Policy, Student's Academic Achievement, Overall Unity, etc.

NON-DISCRIMINATORY POLICY

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

ADMISSIONS AND REGISTRATION

CCA offers both individual courses (on a space-available basis) for students augmenting their home-school education, as well as full-load schedules for students who desire to graduate from CCA with a high school diploma. (Due to the credit requirements for graduation from CCA, full-time students are given priority during registration.) Each student who registers for courses at CCA will have a transcript on file with the academy, and a copy of this transcript will be made available to the student's parents upon request as long as all financial obligations to the academy have been met. CCA is accountable only for the courses selected and attempted at the academy—any course instruction received at other schools or provided through home education is the responsibility of the parent. Transfer of credit to CCA for any such instruction may be granted if it is in accordance with CCA's policies concerning credit transfer. (Contact Registrar for Transfer Fee Schedule.)

PARENT AND STUDENT RESPONSIBILITIES

Children must be accepted to CCA through a formal admissions process. Both parent involvement and student cooperation is essential if CCA is to fulfill its mission successfully, a mission that includes a vital spiritual element. Therefore, as a condition of acceptance to this school, the parents, and student applying for admission must be in agreement with the academy's doctrinal position and commit to the following guidelines:

1. Parents must provide CCA with a completed application form and fee for each child applying for admission, including academic records (transcripts and transfer credit requests from previous schools or home school), health forms, and other information as specified in the application packet. *Students will not be admitted without complete records.*
2. Parents must be Christians—i.e., ardent followers of Jesus Christ in submission

to Him and God's word, the Bible, and in complete agreement with CCA's *Statement of Doctrinal Beliefs* contained herein.

3. Parents and their CCA students must be active participants in a Christian church that is in keeping with our *Statement of Doctrinal Beliefs*.
4. Parents and their students must be in agreement with the academy's purpose and spiritual objectives, and abide by CCA's rules and regulations as expressed in our handbook or by the administrator and/or board of directors.
5. Parents must be committed to providing partnership instruction in the satellite classroom on the days that the child is not attending CCA in order to provide quality education in accordance with existing law.
6. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with the Bible.
7. Parents must be willing to use a Christian Conciliation Service if ever necessary. Claims and disputes shall be settled by Biblically based mediation. If resolution does not occur, matters shall be submitted to a panel of three arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook. These methods shall be the sole remedy for any controversy or claim arising out of the school relationship. Parents agree to abide by the Parent-School Partnership document.
8. Parents must provide continually updated immunization records for each child.
9. Parents must be willing to have the child's picture in the academy's yearbook.
10. Parents must be willing to have each

family's name, phone number, and address listed in the CCA directory.

11. Parents must acknowledge that each of their children at CCA has reviewed CCA Code of Conduct and Dress Code Policy and is willing to abide by those policies.
12. Parents must accept the primary responsibility for their child's behavior at school and supervision at home.
13. Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
14. Parents must acknowledge that they are responsible to be familiar with the policies of the school as published in the current handbook and other official means of communication before making decisions affecting their child or their family's relationship with CCA. Parents must further agree should difficulties arise from their failure to be familiar with or consult published school policies when making decisions affecting their relationship or their child's relationship with the school, they accept full responsibility for the results of their decisions.
15. Parents must be familiar with and consult the policies of the academy as published in the most recent edition of the CCA Parent/Student Handbook or its amendments and other official means of communication, and agree to any parent requirements that might be listed in the following Statement of Parent Responsibility:

Statement of Parental Responsibility

"In enrolling one or more of our children in Cornerstone Christian Academy, a school which affirms the comprehensive responsibility of parents for the education of their children, we acknowledge and accept primary responsibility for our child's behavior at school and supervision at home. We also acknowledge that we are responsible to be familiar with and consult the policies of the academy as published in the current Parent/Student Handbook, its amendments, and other official means of

communication, before making decisions affecting our child or our family's relationship with Cornerstone Christian Academy. We further agree that should difficulties arise from our failure to be familiar with or consult published academy policies when making decisions affecting our relationship or our child's relationship with the academy, we will accept full responsibility for the results of our decisions. In addition, we agree to attend parent meetings or individualized conferences that are intended to help parents better understand their role at Cornerstone Christian Academy, and to sign and abide by a Contract of Enrollment each year for each child enrolled at CCA."

ADMISSIONS PROCEDURES

1. Attend a CCA Information Meeting: Parents are required to attend an information meeting about Cornerstone Christian Academy. These meetings are held at scheduled times and families receive their admissions packet at this meeting.
2. Review School Materials: Request from the school office (or if available, download the PDF file from the CCA website) and carefully review a current copy of the CCA Parent/Student Handbook along with the materials obtained at the information meeting.
3. Complete Forms: Once completed, the entire application must be returned to the school office along with a non-refundable fee of \$75.00 per application. Please note that the actual date you formally apply for admission may be used in determining course registration priorities in relation to other new students. All forms associated with the application (except reference forms) must be signed and completed thoroughly. A copy of each student's birth certificate and all transcripts must also be included.
4. Student Reference Forms: A student reference form must be completed for each reference included in the Application. These should be mailed directly to CCA by the individual completing the form.
5. Schedule placement testing: All students applying for admission to CCA must be either screened for readiness (grades pre-K-

2), or tested (grades 3-11) for potential academic success at the academy. For pre-registration testing (grades 5-12), CCA relies on the *Independent School Entrance Exam* (ISEE). All arrangements for taking the ISEE are up to the parents but may be facilitated by the school. Directions for test registration will be given upon receipt of application by the Admissions office. In some cases, CCA may agree to accept an alternate standardized test to determine placement or readiness.

6. Schedule a Family Interview: The purpose of the family interview is to make certain that each family's questions about the school have been answered and to discern further whether CCA is the appropriate school for the family. Both parents and potential students must attend the interview.

Acceptance/Non-Acceptance Notification

Once the interview process has been completed and all references received, each family will receive a letter from the Admissions Committee indicating the committee's decision. **PLEASE NOTE: An acceptance letter from the Admissions Committee does not automatically confirm a course schedule at CCA.** Due to the nature of our school, the registration process is wholly separate from the admissions process. It is at this time, however, that each student's testing results are communicated to the parents, along with recommendations from the Admissions Committee for each student's placement. If school records or placement testing indicate a significant academic problem, the student may be admitted provisionally, with specific guidelines involving student achievement, tutoring, parental responsibility, etc. If the student is able to register and show an ability to perform successfully at CCA, the provisional status may be lifted. If, however, the student is not able to perform successfully, another placement may be recommended. If a student is recommended for enrollment, and class space is available, each family must sign a *Contract of Enrollment* for each child enrolled at the academy—*this includes families whose children are currently enrolled at CCA.*

REGISTRATION

Registration/Diploma Plan Materials

Students accepted to CCA will receive registration materials detailing course registration. If your child is an entering high school student, you must contact CCA's Principal/Academic Dean to arrange a meeting to discuss various diploma options for graduation. All students entering high school are required to undergo academic advising for the purpose of establishing a diploma plan. Students not planning to graduate from the academy must still confer with the Principal/Academic Dean in order to clarify their purposes for attending the academy.

Initial Provisional Enrollment

Those students accepted to and registered in courses at CCA for the first time will do so under a provisional registration for the first six weeks of the semester in which they enroll. During this time, designed to acclimate students to the academic rigors of CCA, teachers, coaches, and administrators will observe and report the student's progress regularly to determine whether the student will be successful at the academy. If it is determined that the student is capable of achieving academic success at CCA, his/her status will change from provisional to recommended enrollment in the academy. If, however, it is determined that he/she will not achieve academic success at CCA, a meeting with the parents and student(s) will be arranged by the office of the Principal to determine the best course of action.

Registering for Classes

In order to proceed to the registration of classes, CCA must have a signed Contract of Enrollment for each student. Once the Contract of Enrollment is signed and the registration fee collected, the parent may sign up for individual classes on the registration form. A corresponding Tuition and Fees Worksheet will also be filled out. This form will detail the charges to the student's account for the classes taken.

CCA is designed as a resource school and follows a university method of scheduling and

selecting courses. Each family may choose the course or courses to fit their child's individual needs and abilities as well as their family's personal schedule and finances.

Tuition: Pre-Enrollment fees (if any), Registration fees, and tuition are due each semester at the time of registration. A payment plan may be offered for those registering early. Full semester tuition is due no later than two weeks after the semester begins. See Financial Policies for more detailed information.

Medical/Records/Forms: A copy of each student's health immunization record and a health history form / emergency medical release form need to be turned in to the office. A Records release should be obtained if transferring from another school. Other forms requiring completion are: Permission to dispense medication, Health Immunization exception form (if applicable), Field Trip / Athletics Release form, and a CCA Handbook Review Form.

Re-admission: At the Board or Administration's discretion, a family may have to re-interview or re-apply for admission to CCA. This could be due to a family moving, a disciplinary issue, financial non-compliance, academic issues or any reason identified as a concern to the Board or Administration.

Mid-Semester Policy

Students may apply for entrance into CCA for Spring Semester. The student may be required to take a mid-semester placement test to determine readiness. Readiness is determined by the discretion of the appropriate Department Chair and the Principal. It is the parent's responsibility and requirement to work with the student in any areas deemed weak by the testing, in order to help the student succeed in their class.

Registrations Procedures for Returning Students

Since CCA follows a university model of scheduling and selecting classes, each currently enrolled student must re-register each semester. Current students and siblings of current students receive priority over new students as long as they register within the time frame set by the

admissions staff for currently enrolled students. Once that registration period is over, a current student loses his/her priority and is registered after new students who are in the current registration period. Subsequent registration priority is based on original application postmark date.

Flexible Course Level Registration

In the UMS model, students are allowed to take classes above or below current grade level with administration approval. Placement testing (and grades and/or teacher recommendation, if applicable), is the main method of determining in which class a student is placed. If a student is transferring in, CCA reserves the right to test for competency before registering for classes.

A student's grade level is determined by the grade in which the student takes the majority of his/her classes.

Adding and Dropping Courses

Students may add or drop courses within the first four in-class periods, if the student is in good standing with the school and space for him or her is available in the desired class. A form must be completed for any student adding/dropping a course. Forms are available in the office for all schedule changes, which must be signed by the parent and approved by the academic office. The student will not be allowed into a new class prior to completion of this form. For more information on the impact of dropped classes on a student's academic record, please refer to "Grading, Evaluation, and Feedback" in the "Academic Policies."

Any schedule change initialed by a student or parent subsequent to the first four class periods is subject to a fee. (For more information on the financial impact of adding or dropping courses, please refer to Financial Policies).

FINANCIAL POLICIES

All fees assessed by the school are to be considered a financial obligation due the school according to the established due dates. Student records, including report cards, are held until all finances have been paid through the school office. If there is an overdue balance, students are not permitted to re-register or to graduate from CCA.

TUITION AND FEES

Application Fees:

This is a \$75.00 one-time, non-refundable, per student fee that is due at the time of application. This fee is assessed again if a family leaves CCA for a semester or longer and then returns. This fee is non-refundable.

Placement Testing Fees

This is a non-refundable per student fee assessed for the administering and evaluating of student readiness and placement tests for grades pre-K-4 if the school determines it is necessary for the proper placement of a student upon registration. This fee is due at the time of testing. No returning CCA families will be due this amount, unless it is determined by the administration that re-testing is necessary due to academic performance or issues, if a returning student desires to add a class not previously enrolled in, or if a new sibling is registering. A testing fee is assessed each time a student takes a placement test.

Registration Fees

This is a \$300.00 non-refundable, per student, per registration fee that covers student and family fees, technology fees, standardized testing (PSAT and SAT), NAUMS, and administrative costs. Families that register only a semester at a time are subject to the \$300.00 registration fee recurring each semester.

Tuition

Tuition fees are per class or per block of classes per semester. Exact tuition costs are detailed on the registration form and/or the Tuition and

Fees Worksheet.

Per the CCA *Contract of Enrollment*, unless paid in full by the registration deadlines, **monthly installments for tuition/fees are due and payable on the 1st of each month, and are considered delinquent after the 10th of each month.** For monthly payment purposes, the total cost of a year at CCA is divided over a twelve month period (April through March), or six months (April through September; October through March) for a semester cost. In the event of a mid-year or mid-semester transfer into the academy, tuition/fees are divided out over the remaining number of months in the school year. Tuition/fees are due and payable whether the student withdraws, is expelled, or for any other reason fails to commit to or continue in attendance at CCA for the school year or semester (outside the refund schedule). If a tuition account remains delinquent for two or more months, or there is evidence of chronic tardiness in making the monthly payments, CCA reserves the right to withdraw the student from the academy, or deny re-enrollment for the following semester or year (whichever is applicable), and to withhold the student's grades, testing results, transcripts or diploma until the Family Tuition Account is paid in full. Seniors whose Family Tuition Account is not paid in full prior to graduation will not be allowed to participate in graduation ceremonies, nor will they receive their diploma, until the Family Tuition Account is paid in full.

Tuition Discounts

Discounts are available to families under certain situations:

- Multi-student family discounts: 2 students - 5%; 3 students - 7.5%; 4 or more students - 10%
- 3% tuition discount given for pre-payment of full yearly tuition (semester prepayment does receive discount)

Discounts apply only to academic tuition costs, not athletic tuition costs, registration fees, or other fees. In addition, it is only offered at the time of initial registration. Additional discounts apply for CCA employees.

Refund Schedule

While fees are non-refundable, tuition may be subject to a refund. The parameters of a tuition refund are governed by the Family Contract of Enrollment. In general, refunds are assessed as follows:

- If CCA can fill the vacancy with another student (i.e., in each course in which the withdrawing student was enrolled), a 100% refund can be arranged if the replacement takes place prior to the first day of school. After the first day of school and before the end of the first week of classes (the Friday following the first day of classes in each semester), a 50% refund can be arranged as long as the student is in good standing (i.e., has not withdrawn for academic or disciplinary reasons) and CCA can fill the vacancy with another student (i.e., in each course in which the withdrawing student was enrolled)
- All course tuition payments for any course that is canceled by CCA will be credited in full to the existing Family Tuition Account, unless the student withdraws from CCA completely—at which time the aforementioned tuition refund policies applies.
- Any refunds for class drops without an accompanying class addition will follow the aforementioned tuition refund policies.
- Extra-curricular activities fees/costs, including but not limited to Athletics, Junior and Senior Trips, Jr/Sr Banquet, Model United Nations, TAPPS competitions, Awards Banquets, short-term missions trips, etc., are not refundable under any circumstance unless noted differently by the CCA Administration.
- Tuition/fees are due and payable whether or not the student may actually enter school, or withdraws, is expelled, or for any other reason fails to commit to or continue in attendance at CCA for the school year. Grades, testing results, transcripts or diploma of the student withdrawing will not be released to the family or any other source, nor will the student be allowed to attend classes in the following semester,

until the tuition account balance is paid in full.

Lab Fees

Certain classes carry with them a fee for equipment or materials. Such class or lab fees are in addition to other fees or tuition and are non-refundable. Details as to which classes carry a fee are available on the registration form. Teachers/Coaches may periodically require additional supplies and material fees for special projects, assignments, uniforms, etc. In such cases the fees may be added directly to the student's account.

Curriculum Fees

Parents are required to purchase the needed curriculum for each course. Used curriculum may be purchased (as available) upon official CCA notification of the final curriculum list. CCA's vendor for textbooks and adjunct materials is MBS Direct (mbsdirect.net). It is CCA's policy that the school will not order teacher materials for parents. CCA prohibits the use of teacher's materials on the part of the parent unless specifically directed by the Principal.

Uniform Costs

CCA families are required to purchase uniform items from the company or companies approved by the school. Each family orders directly from the company to meet their individual needs. Uniforms may be purchased (as available) upon official CCA notification of final approved uniform list (included in the registration packet). Compliance with the Student Dress Code is required.

Schedule Change Fee

Changes to a student's schedule *at any time* after the course registration forms have been given to the Registrar for processing will result in an administrative fee of \$25.00 per form, regardless of the number of changes requested. A separate form must be used for each student. This fee does not apply to scheduling changes initiated by the academy. Schedule changes

may not always be accommodated due to class ratio status or other dynamics that the administration or board of directors may be aware of.

Athletic and Extra-curricular

Athletic and extra-curricular activity fees will be assessed per sport or activity. No refunds, partial or otherwise, may be given to students temporarily barred from participation in athletic or other extra-curricular activities due to academic or disciplinary problems. Multiple student discounts do not apply to athletic fees/class costs. Athletic uniforms and equipment remain the property of CCA and must be turned in at the conclusion of each season.

School Supplies

CCA will furnish a list of supplies required for all students. Parents will be responsible for purchasing each student's school supplies.

Late Payment Fees

Tuition payments received after their scheduled due dates are subject to a \$25.00 late payment fee regardless of the total amount of the tuition payment. In addition, there will also be a \$35.00 service fee for ANY check returned by the bank (NSF checks must be replaced with cash/cashier's check for the amount of the check and fee).

Transcript Request Fees

Transcripts are available upon request for those that have fulfilled their financial obligations to CCA in accordance with CCA policies—the first three requests are free for students currently enrolled at CCA, with a \$5.00 per transcript fee thereafter, and \$10.00 per transcript fee for CCA Alumni or withdrawn students.

Graduation Fees

Students graduating from CCA will have a \$100.00 fee assessed on their Family Tuition Account to cover the cost of diplomas, academic awards, facilities rentals, and other items related directly to the graduation ceremony.

FINANCIAL AID

Despite the relatively low cost of education at CCA, at times families whose children attend the school find themselves in a financial predicament that requires assistance. While we are neither a local church nor a lending institution, we are committed to reviewing all requests for tuition assistance and helping those with genuine needs. All financial aid is measured and appropriated within the following guidelines:

- Financial aid will be available only to current full-time students at CCA, or new students registering for full-time status
- Financial aid will appear as a credit on the student's account, and therefore is not available to be refunded or used for any other purpose
- Monies donated to CCA for the purpose of supporting our financial aid program cannot be directed to any one student, or classification of student (e.g., academic scholar, athlete, etc.)
- Monies donated to CCA for financial aid cannot be used for any other purpose unless permission is granted in writing to the CCA Board by the contributor
- Students receiving financial aid must enter CCA on the same basis and in the same manner as all other students, and must adhere to all CCA policies while enrolled
- Failure on the part of the student (or family) to adhere to CCA policies, or failure on the part of the student to maintain an overall Grade Point Average of 70% at CCA, may result in a revocation of the financial aid, as determined by the CCA Board
- Existing CCA families requesting financial aid or having been granted such aid must be or remain current on their student tuition accounts (i.e., have no outstanding balance from previous semesters)
- Regardless of the amount of financial aid provided, failure to meet the remaining financial obligations at CCA may result in a revocation of the financial aid, as determined by the CCA Board, as well as

the inability to register for the following semester or year (whichever is applicable) or graduate from CCA

- Financial aid cannot be granted to families who have not fully met financial obligations at any other school
- Financial aid is only available as funds are available—qualifying for financial aid does not guarantee receipt of financial aid
- If in the process of enrollment, a family applies and does not qualify for financial aid at CCA (resulting in the student not being able to enroll in the academy), a full refund of tuition and fees will be provided.
- All applicable CCA financial aid policies must be fully met to qualify for refund consideration.
- If a Family Enrollment Contract has been turned in, a Withdrawal Form will need to be completed within 7 days of the FFNA award notification from the Finance Office. Otherwise, the contract is valid.

Cornerstone Christian Academy contracts with *Family Financial Needs Assessment*, a third-party ministry that receives and process applications for financial aid directly. This keeps the investigatory process as objective as possible. FFNA has found that a family's income is the best indicator of need. Therefore, the "general rule of thumb" (not policy) is as follows:

For Income under \$42,000: If your family's income is under \$42,000, you will probably qualify for aid. There are some exceptions. Families that own businesses with losses that cause their adjusted gross income to fall below \$42,000 may be an exception, but you should submit an application to see if you qualify. Families that have assets, such as rental property or a farm may also be an exception.

For Income over \$42,000: If your income is over \$42,000, then your tuition must be at least 10% of your income before you would qualify for aid (i.e. an income of \$60,000 would require a total family tuition of \$6,000 or more to qualify for aid). Aid could be as low as 3% of full tuition or as high as 50% or more, depending upon FFNA's assessment of need and the school's

maximum aid limit.

How to Apply for Financial Aid at CCA

Applications (available in the CCA front office) sent through the mail require a \$20.00 fee; the school may not receive a response for four weeks. Online applications (fax or mail copy of 1040 and fee) require a \$30.00 fee and take approximately two weeks to be processed. Fast Response Applications require a \$40.00 fee and are processed in two business days. To apply for financial aid online:

Go to www.ffna1.com and click on the "Parents Enter Here" link

Click on the "Parents On-Line Application Form" link and follow the instructions.

Once the application is completed and reviewed, FFNA will contact CCA with the results. The requesting family will then be notified whether or not they qualify for financial assistance, and whether CCA currently has resources to provide that assistance. At this point, the Headmaster or those empowered by the Headmaster may also request an interview with the family to secure further details in the application process.

STUDENT CONDUCT AND DRESS CODE

STUDENT CODE OF CONDUCT

The purpose of CCA's *Student Code of Conduct* is to promote the development of Christian virtues including maintaining a Christ-like attitude, developing healthy, positive Christian relationships among students, and working in harmony with an amiable learning environment. Therefore, it is important that specific guidelines regarding behavior at CCA be set. The purpose of these guidelines is to promote and maintain a community conducive to our mission and allow for a context in which a student may be free to develop in character. The student who violates these guidelines will undergo corrective and disciplinary measures designed to eliminate the behavior, stimulate virtue development, and ensure the student's continued participation in the academy. The student who demonstrates continued violation of these guidelines places his or her enrollment status in jeopardy. While on-campus concerns are primary, CCA reserves the right to address any off-campus conduct deemed to significantly affect on-campus relationships and/or learning environment. Thus, with agreement and support from home, CCA students must abide by the following rules of conduct:

1. CCA operates on an honor system. Students are expected to be truthful, honest, and upright in their words and actions as a matter of commitment to Christ. Violations of the honor system (e.g., lying, dishonesty, impure speech or behavior, academic dishonesty, etc.) in matters pertaining to any facet of school life are not tolerated.
2. Students will show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) and appropriate tone must be used when addressing an adult.
3. Students will treat each other with respect, kindness, purity and compassion. Bullying, intimidation, slander, verbal or physical abuse, or harassment of another student in any form is not tolerated (Matt. 7:12).
4. Public displays of affection between genders, such as but not limited to hand-holding, kissing, affectionate hugging, etc. are not permitted at any time, whether on campus or at CCA-sponsored events.
5. There will be no horseplay, running, or rough play during or between classes. Fighting in any form is not tolerated.
6. Use of profanity, worldly slang, or vulgar colloquialisms in spoken or written form, or the use of offensive gestures is not permitted at any time, whether on campus or at CCA-sponsored events.
7. Speech and expression on blog rings, websites, instant messaging, text messaging, etc. that is considered inconsistent with the Student Code will be addressed by the Administration. Parents are encouraged to be aware of and monitor their child's electronic communication to prevent jeopardizing the student's enrollment at the academy.
8. Students may not bring video games, music players, headphones, videogames, radios, tape players, tapes, CDs, DVDs, or other media deemed inappropriate by the administration, except in special circumstances as permitted by the school administration.
9. Students will remain under adult supervision or remain in common areas while on campus. Being absent from class or extra-curricular commitments without the knowledge or permission of parents or CCA staff will be treated as a disciplinary event.
10. Chewing gum is never allowed in the classroom. Other candy and treats are prohibited except as part of teacher-led special events.
11. To safeguard academic integrity and to prevent unsupervised communications, cell phones may not be used at CCA during school hours. Cell phones used during these hours will be confiscated and held in the main office for a parent to pick up. For each offense beyond the first, the family account will be charged \$20 per incident.

12. Personal video devices are not allowed on campus. Camera usage, including a cell phone camera, is not allowed except as part of a student's participation in photography classes or as permitted by the Administration.
13. For violations of personal electronics policy, a \$20 fee will be assessed to the family account. During class hours, contact between student and parent should be made through the school telephones.
14. The school facility and grounds must be kept clean and orderly, reflecting an attitude of gratefulness and biblical stewardship. Any damages brought to the property, buildings, furnishings, grounds, classroom equipment and materials; etc will be repaired and replaced at the expense of those causing the damage. Students are also subject to disciplinary action for damage caused either by negligence or willful destruction.
15. Driving on campus is a privilege, not a right. All cars driven on campus will be registered in the office for quick reference. Posted speed signs, direction markers, and parking striping will be observed. The front windshield and front side windows will be kept clear of any writing that may obstruct vision. A student's on-campus driving privilege will be revoked after the first event of driving deemed dangerous by the administration. Although CCA is an open campus for high school, students will not carry as passengers other students whose parents are unaware of their riding together. Should this be discovered, it will be treated as a disciplinary event.
16. All medication to be taken during school hours shall be delivered to the front office with the student's name on the container and dosage instructions. The taking of this medicine shall be monitored by front office personnel. No medication shall be retained in the student's possession.
17. Tobacco products, illicit drugs, alcohol, or weapons (including but not limited to replicas, paintball guns, slingshots, BB or pellet guns, knives, martial arts paraphernalia, tear gas, explosives, etc.) are not allowed on campus or at any CCA-

sponsored event. The only exceptions to this policy is in the case where a weapon is required for participation in an event (such as archery or fencing) or where the administration is informed as to the presence of the weapon for educational purposes and grants permission.

STUDENT DISCIPLINE PROCEDURES

Principles of CCA Discipline

The object of discipline at CCA is to communicate to the child that he is loved, that he must accept the boundaries of behavior, and that he must move in a proper direction to avoid repeated wrong decisions. At CCA, we attempt to give our children support and direction while working in harmony with the home. The primary goal of the CCA staff will be to practice "preventative" discipline through the use of good teaching techniques. As the need arises, therefore, the school may employ appropriate forms of reproof, rebuke, and correction to encourage cooperation among the student body. Under no circumstances does CCA practice any form of corporal punishment. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. As a parent-based school, CCA feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

General Discipline Policy Guidelines

In most cases, a distinction will be made between elementary and secondary students in specific policies governing disciplinary procedures, since it is assumed that a greater degree of self-discipline and good conduct should be expected from secondary students. These differences will be under the discretion of the Principal or Headmaster.

Minor Infractions

Minor infractions include, but are not limited to, eating and drinking in class, running in the halls,

horseplay, minor classroom disruption, acting disrespectfully, disruption of the learning task, etc.

1. First offense: Minor infractions, will result in verbal personal correction by a teacher or administrator.
2. If repeated or if followed by an additional minor or major infraction, the student will be placed in in-school suspension until interviewed by the Principal or Headmaster. At this point, a record of the event will be retained in the student's file and sent to the parent via RenWeb. During in-school suspension, the student may not participate in any normal student activities such as class, recess time, athletics, or eating with classmates.
3. Repetitive infractions at this level may lead to progressive disciplinary action and be treated as a major violation. For instance, repetitive infractions will lead to in-school suspension, a parent conference, suspension of privileges, suspension, or expulsion.
4. Items such as cell phones that are used during the school day, IPODs™ or other music devices used at inappropriate times, handheld game devices (to include calculators used as gaming devices), and personal video devices will be confiscated from the student by a faculty member or administrator. These items will only be returned to a parent in the front office. They will not be returned to the student. For violations of this personal electronics use policy, a \$20 fee will be assessed to the family account.

Major Violations

Major violations include, but are not limited to, bullying, intimidation, slander, abuse, harassment, lying, insubordination, stealing, cheating, vandalism, dangerous or irresponsible driving, profanity, fighting, public displays of affection, tobacco, alcohol or drug possession or use, and the possession of weapons. Disciplinary action will consist of measures designed to either eliminate the behavior in question or remove the student from the academy. This may include such things as loss

of privileges, suspension, and recommendation to the Board for expulsion.

1. All major violations will result in an immediate in-school suspension of the student until the Principal or Headmaster can interview the student and make follow-up recommendations. During in-school suspension, the student may not participate in any normal student activities such as class, recess time, athletics, or eating with classmates. In all cases of major violations, the parent will be notified immediately and documentation will go into the student's file.
2. Following the occurrence of a Major Infraction, the parents will be called to a mandatory interview. Following this interview, the Headmaster will consider the next course of action. In the event that a parent is not able to come immediately to the school, the student will be considered suspended, and will not be able to return to class until a parent conference can occur.
3. The Headmaster and CCA Board of Directors shall have the final say regarding suspensions or expulsions. This authority may be delegated to the Headmaster, but agreement shall be in writing and discussion with the Board shall always occur prior to any action.
4. Should repeated or serious first-time violations occur regarding the student code of conduct or dress code occur, a student may be suspended or expelled.

Grounds for Immediate Expulsion

In the case of some major violations, a student may be immediately expelled from school. Behavior may include, but is not limited to: possession use of tobacco or alcohol, use of legal substances to simulate a "high" (sniffing, etc.), sexual harassment, possession of or involvement with pornography or sexual immorality, any involvement with illegal drugs, public indecent exposure, any criminal violation (misdemeanor), bringing a weapon, explosive, or firearm on campus or to any school sponsored event, threatening or bringing bodily harm to a student, faculty, staff member, administrator, or board member.

Any student who is involved in or suspected of being involved in any of these major violations of school policy will be dealt with in the following manner:

1. Student will be immediately removed from class for a conference with the school administration.
2. Parents will be notified of the results of the conference.
3. Appropriate law enforcement agency is contacted (if appropriate)
4. Student will be removed from all school organizations and leadership positions.
5. Students may be subject to suspension from school pending the completion of the investigation.
6. The case will be referred to the Administrator and / or Board for a final decision.

Disciplinary Responses to Major or Chronic Misconduct

Suspension. There are two types and several durations of suspension governed by the CCA Administration:

1. Suspension from all CCA classes and activities with no permission to make up work
2. Suspension from all CCA classes and activities with permission to make up work

The duration of a suspension can be up to five successive school days. Suspensions may also carry with them any number of requirements that the Administration deems appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations.

Expulsion. Such action can be *recommended* by the CCA Administration, but only *administered* with the knowledge/approval of the CCA Board. There are two types of expulsions:

1. Expulsion without permission to appeal, in which the expulsion must appear on the student's permanent record

2. Expulsion with permission to appeal, in which the student is suspended immediately from all classes and activities and the family's *Contract of Enrollment* with the Academy is declared null and void.

If the family does not wish to appeal, then the student is officially no longer a Cornerstone student and the record of expulsion will appear on the student's permanent record and transcripts. If the family wishes to appeal, they must submit their formal request for readmission in writing, stating their reasons for requesting a new and more restricted *Contract of Enrollment* with the academy. If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless parent is single) and the student must schedule a time to appear before the Board to discuss the appeal. Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised *Contract of Enrollment*, complete with the Board's required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal.

PLEASE NOTE: *A student expelled from CCA is not allowed on campus at any time, or at any CCA-sponsored event, except with approval from the Administration for the dropping off and picking up of siblings from the CCA campus or CCA-sponsored event. Furthermore, all tuition/fees owed per the Contract of Enrollment are due and payable to CCA even when a student is expelled from the academy.*

STUDENT DRESS CODE

CCA's Dress Code is intended to reflect the academy's stated aims to honor God, disciple students in the biblical principles of modesty, decency, and propriety, and de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status. The faculty and staff retain the authority to determine the appropriateness of a given student's attire or hairstyle, and may remove from the campus or CCA-sponsored event, or otherwise discipline, any student deemed to be inappropriately dressed. The Administration also reserves the right to grant a

limited variance to these regulations for special purposes, such as CCA sports programs and physical education classes, special dress days or other instructional exercises, provided that high standards of modesty are upheld. All elements of the Dress Code are in force (and may be enforced) on the CCA campus from 7:30 AM to 4:30 PM each day of the school week. During that time, students anywhere on campus must be dressed in either proper class attire or proper CCA sports attire. Changing into off-campus attire is allowed on-campus only for the purpose of participation in athletic practices or competitions and immediately prior to leaving campus. All students involved in athletic practice on campus or leaving campus for school-sponsored athletic practices or games will be dressed in either the specific practice uniform, the general CCA practice uniform, or the game uniform, unless the group is traveling for several hours to an away game, in which case "Casual Friday" dress will be worn. While Dress Code enforcement will be limited to school days, provisions and standards relating to modesty and decency should be respected by the students and are enforceable by the faculty and staff anywhere on the campus as well as at all off-campus, school-sponsored events.

Secondary School Uniform

All students (K-12) are required to wear the CCA uniform as detailed for CCA at www.academicoutfitters.com.

Elementary School Uniform

Elementary school uniform is the same as the secondary school uniform with the following exceptions:

1. The color of upper body apparel is limited to solid burgundy and solid white (no black or gray is permitted **with the exception of outerwear**).
2. Elementary students may wear "look-alike" uniforms **provided 1) that they are purchased through Academy Sports Austin Uniform line and 2) they must be an exact look-alike, i.e., the same color,**

style, no logo, etc

General Guidelines

The general dress code guidelines are applicable to all students. They are as follows:

Hair

1. Hair for boys and girls must be clean and neatly groomed and may not include unnatural coloring or bizarre styling, such as dreadlocks, cornrows, spiking, designs, mohawks, emo, scene, etc. Boys' hair may not extend beyond the bottom of the collar of the shirt, bangs must be no longer than the top of the eyebrows when combed straight down, and hair on the side of the head cannot extend further than the length of the ear. No hair should be long enough to extend to the eyes.
2. Facial hair is not permitted, with the exception of facial sideburns, which must be neatly groomed and extend no lower than the bottom of the ear.

Hair Accessories/Head Covering

1. Colored hair bows, ribbons, beads, or other distracting attachments to the hair are not permitted. All girls may wear solid white, or burgundy (secondary: white, burgundy, black, and gray) hair bands, bows, or ribbons. The plaid hair bow and headband from Academic Outfitters is also acceptable.
2. Hats, caps, hoods, scarves, bandanas, or any other head coverings are not permitted in the school buildings unless authorized by the administration for Spirit Week or other special events.

Jewelry

1. Boys may not wear jewelry (including visible necklaces) with the exception of a watch, parental "purity" or "covenant" ring, or CCA Class/Athletics ring. One or two official CCA-Spirit wristbands are also acceptable.
2. Girls may wear one pair of stud-type

earrings no larger than ½ inch in diameter and limited to solid silver, gold, black, burgundy, or white in color. Simple diamond studs are also acceptable. Simple hoop style earrings of the same colors as above but that do not extend any further than ½ inch below the earlobe may also be worn. Girls may also wear a watch, parental “purity” or “covenant” ring, or CCA Class or Athletics ring. Necklaces with charm-sized (¾ inch or less in diameter) Christian symbol may be worn. No other piercing or visible jewelry of any kind is acceptable. One or two official CCA-Spirit wristbands are also acceptable.

Body Adornment/Make Up

1. Girls may wear nail polish, as long as it is not “loud” in color. Nails must not be excessively long or unusually decorated.
2. Make-up for Secondary girls must be simple, modest, and reflect a “natural” look. *Make-up is not permitted for Elementary girls.*
3. Tattoos of any kind, whether permanent or temporary, must not be visible during school or at school functions.

Shoes/Socks

1. Shoes for boys include black or brown dress shoes or athletic shoes in any combination of the following colors: white, gray, burgundy, black, brown, and khaki. No other colors are permissible, to include the adornments or accents on the shoe, and no print-patterned shoes may be worn (checkered-flags, zebras, paisleys, plaids, polka-dots, etc). Boots, hugs, crocs, rubber or water shoes, flip-flops, sandals, backless shoes, house shoes, moccasins, skate shoes, or slippers of any kind are not permitted. This rule applies also to “*Casual Friday.*”
2. Shoes for girls include solid brown, solid black or solid burgundy or gray flats or dress shoes with a heel no higher than one inch. Also, athletic shoes may be worn in any combination of the following colors: white, gray, burgundy, black, brown, and khaki. No other colors are permissible, to include the adornments or accents on the shoe, and no

print-patterned shoes may be worn (checkered-flags, zebras, paisleys, plaids, polka-dots, etc). Boots, hugs, crocs, rubber or water shoes, flip-flops, sandals, backless shoes, skate shoes, or slippers of any kind are not permitted.

3. Solid black, gray, khaki, or white socks must be worn and visible with all shoes except girls’ dress shoes.

Belts/Ties

1. All pants, skirts, or shorts with belt loops must be worn with an appropriate belt. Belts must be solid-colored black or solid brown leather or cloth, *including those worn on “Casual Fridays.”* No ornamental decorations/hole patterns are allowed. Belt buckles must be less than 2 inches in diameter.
2. Ties may be worn with the Oxford-style dress shirt only. Ties that may be worn include the Academic Outfitters tie selection, or solid black, or solid burgundy. Neckties may not be worn with Polo or any other style shirts.

Clothing Condition

1. Clothing and shoes must be neat and clean at the beginning of the day, may not have holes or patches and may not be torn, fringed, unhemmed, excessively wrinkled, excessively tight, form-fitting or loose, and should be of a modest design or style.

Logos

1. All clothing will be free of logos, pictures, artwork, patches, mottoes, slogans, etc, except approved uniform-wear with its trade mark logo and CCA-approved Booster Club and Student Club apparel.
2. Although not considered uniform items, backpacks and lunchboxes must be free from logos or cartoon characters

Modesty

1. Dress shirts/blouses must be buttoned no lower than the button just below the top button. Shirt sleeves may not be rolled up any further than just above the elbow. Tank tops and sleeveless shirts are not permitted except as part of official athletic uniforms.
2. Shirts/blouses must be tucked inside the lower body wear *even when worn underneath outerwear*. The only exception to this is the Academic Outfitters girls' straight-cut bottom blouse specifically designed to be worn untucked. All lower body wear must be worn at or above the hips—no low-rise jeans, low-rider pants, etc.
3. Shorts, skorts, and skirts must be no shorter than 2 inches above the top of the kneecap (patella bone).

Outerwear/Under Garments

1. Undershirts, if worn, must be solid white, burgundy, or gray in color. Solid white turtle necks may be worn under other CCA approved shirts during cold weather.
2. CCA Academic Outfitters or CCA-approved Booster outerwear may be worn in the classroom. This includes sweaters, sweatshirts, hoodies, jackets, windbreakers, and CCA letter jackets. Also, **solid burgundy, black, gray, or white** sweatshirts, hoodies, jackets, and windbreakers may be worn in the classroom. No logos are allowed on this garment. No other winter wear may be worn during class hours unless severe weather or extenuating circumstances warrant the wearing of this apparel.

Distractibility Factor

1. Any article of clothing, jewelry, or adornment of any portion of the body, deemed to be unusually distracting or in violation of the CCA Dress Code is not permitted for school wear. This includes, but is not limited to, boas, suspenders, neckties, headbands, hair bands (other than burgundy, gray, or white), pins, broaches, wrist wear (other than a watch), bizarre eyeglasses, wigs,

hairpieces, hair extensions, or contacts, etc.

“Casual Friday” Dress Standards

1. Any student undergoing disciplinary sanctions is ineligible for participating in “Casual Friday.”
2. General guidelines stated above must be followed on “Casual Friday” unless otherwise authorized by the Administration.
3. The CCA uniform may be worn on “Casual Fridays.”
4. Lower body wear may include appropriately fitting, full length blue denim jeans, painter-style jeans, khaki-colored cargo pants, blue denim shorts, skorts or skirts, and blue denim or khaki cargo-style shorts. Shorts, skorts, and skirts must be no shorter than 2 inches above the top of the kneecap.
5. Unacceptable lower body wear includes “low risers,” tight-fitting jeans, jeans that are too loose, and partially or fully bleached or colored (black, gray, green, etc.) jeans. Designs on jeans or pants should be limited to a small logo on the back or modest design on the back pockets. No rhinestones, flashy stitching, etc. will be permitted.
6. A plain black or brown leather or cloth belt will be worn with all jeans, pants, or shorts and will be worn tightly enough to keep the lower body wear worn at the waist or upper hips.
7. Acceptable upper wear on “Casual Fridays” includes CCA-approved Academic Outfitters apparel, CCA-approved Booster Club apparel, or CCA-approved Student Club, Class, or event apparel. (Note: Any student group wanting to wear its event-designed shirt during “Casual Fridays” must have it approved beforehand by the Administration.) Upper wear will be worn tucked in at all times.
8. Acceptable shoes on “Casual Fridays” include any shoe specified in this Dress Code. No other shoe styles are

acceptable.

9. Outerwear includes items stated in the general guidelines above.

Athletic Dress Code

Boys-

Shirts: solid white, black, burgundy or gray t-shirts only. Spirit wear and Booster t-shirts may also be worn.

Shorts: Black, white, or maroon athletic shorts (cotton or mesh, not tight fitting, accent are limited to black, gray, white, and burgundy) no shorter than 2" above the top of the knee cap.

Girls-

Shirts: solid white, black, burgundy or gray t-shirts only. Spirit wear and Booster t-shirts may be worn as well. T-shirts are to be worn as is (no bunching shirt and banding it). Sports bras should be worn in lieu of traditional undergarments for athletics.

Shorts: Solid black, white, or maroon athletic shorts (cotton or mesh, not tight fitting, ascents are limited to black, gray burgundy, or white). For any shorts worn that extend to less than 2 inches above the knee, girls must additionally wear black or white spandex shorts (sliders) under their athletic shorts. The undergarment must extend down to fingertip length.

Pre-approved, sport specific wear may also be used if approved by the Headmaster. All practice warm-ups, outerwear, and cold weather wear must also have prior approval.

Dress Code for Groups leaving Campus for School-Sponsored Activities

All student groups leaving campus for school-sponsored activities will be dressed according to CCA dress code standards. Groups leaving for athletic practice or competition will be dressed in the specific practice uniform, the general CCA practice uniform, or the game uniform, unless the group is traveling for several hours to an away game, in which case "Casual Friday" dress will be worn. Groups leaving campus for field

trips, academic or extra-curricular competition, college visitations, etc., on Monday through Thursday will wear the CCA Academic Outfitters uniform. Groups leaving for these activities on Friday through Sunday may wear "Casual Friday" dress. For more details, see the athletic handbook. Under special circumstances, the administration may make an exception to this policy depending on the nature of the event and/or at the request of the sponsoring staff member.

Enforcement

Students are asked to comply with the CCA dress code out of respect for and submission to the authority that God has placed over them. Parents are asked to send a note with their student if extenuating circumstances arise that preclude complying with the dress code.

Dress codes violations are considered a minor offense unless committed habitually. If a student fails to comply with dress code, they are excluded from participating in "Casual Friday" privileges for a length of time determined by the administration.

Repetitive or flagrant dress code violations will be treated as disrespect for authority and may be subject to the disciplinary guidelines of a major violation. (See discipline section)

Uniform Purchasing

Families may purchase uniform clothing items (upper and lower body wear) from Academic Outfitters (www.academicoutfitters.com). Elementary students may also purchase "look-alike" uniform wear at Academy Sports.

OPEN/CLOSED CAMPUS

Open Campus Policies (Secondary)

Because of the academy's format, CCA students enter and leave the academy's campus at different times of day, depending upon their individual course schedule. Furthermore, many of the academy's Secondary students are responsible for their own transportation to and from the campus. Of necessity, CCA's secondary (but not Elementary) School operates under an open-campus policy, defined as

follows:

1. Secondary students are *not* required to check in or out when arriving at or leaving the CCA campus on regularly scheduled Secondary School days.
2. Secondary student attendance records will be kept for all classes and Study Halls.
3. All students are to be under supervision by being physically present in the class for which they are registered whenever they are on campus. Being present on campus but not in the class for which he/she is registered may result in disciplinary action.
4. Parents are responsible for guiding their students regarding the student's freedom to come and go from the campus without securing the permission of school personnel. Students who violate their parent's wishes regarding the use of this freedom are accountable to their parents, but not to the academy.
5. No student will be allowed to walk off the campus. The only exception will be for a student living next to the school that has written permission from the parents to walk home.
6. It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class or Study Hall in session before that class has been dismissed. Therefore, unless prior arrangements have been made or permission is granted by the instructor, leaving a class or Study Hall early will be considered a breach of good conduct and treated as a discipline issue.
7. The official school hours at CCA are 7:30 AM-4:30 PM, Monday through Friday. Once students have finished classes, or completed athletic practices/events for the day, they become the responsibility of the parents. While CCA policies are in force at all times in which students are on campus, the school cannot be responsible for unsupervised activities of students before or after the established school hours (except in the case of special CCA-sponsored events). **Parents therefore must arrange for their student(s) to be picked up from CCA**

within 30 minutes of completion of the student's day at school.

Closed Campus Policies (Elementary)

CCA elementary students operate under a "closed campus" policy. Once a student arrives on the school property in the morning, he/she is not to leave until he/she is dismissed in the afternoon.

Exceptions are students who have a written parent's request on file in the office approved by the administration. Other exceptions may be approved for those taking advantage of the university class-scheduling format, which may require the student to enter and leave the academy's campus at different times of day, depending upon their individual course schedule.

1. Students are to be under supervision by being physically present in the class or study hall for which they are registered whenever they are on campus. Being present on campus but not in the class or study hall for which he or she is registered, or present on campus at a time when the student does not have a scheduled class or study hall may result in disciplinary action.
2. Parents are responsible for the method in which their student arrives and leaves campus.
3. Parents should not drop off students prior to 15 minutes before class and they must be picked up as soon as their student is dismissed from class.
4. It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class or study hall in session before that class has been dismissed.
5. If a student is to be dismissed for any reason prior to normal school dismissal, he/she must bring a note signed by the parent to the school office. Moreover, the parent must sign the student out at the front office.
6. All CCA Volunteers must wear a service badge when on campus to be recognized by

CCA families.

7. All non-CCA families must sign-in upon entry to the CCA campus.

PARENT CONDUCT

Just as students at CCA are held accountable for their words and actions, so, too, are the *parents* of those students—particularly regarding communication between home and school. Parents should model humility, gentleness, and spiritual maturity to their students by treating the CCA faculty and staff with respect, both publicly and privately. Our communication to and about one another must be seasoned with grace, edifying to others and glorifying to God. If a parent (or student) acts or speaks in an unkind or disrespectful manner to any faculty or staff member at CCA, the matter will be taken up by the Headmaster, who according to biblical instruction will give the offending party an opportunity to repent and to ask forgiveness of the offended party—thus encouraging unity and grace. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from the academy, or barred from admission to the academy for the following semester. In severe cases of slander or disrespect, a recommendation can be made to the CCA Board for immediate expulsion of the student(s) whose parents are unwilling to walk in a biblical manner in their relationship with CCA faculty and staff members. *This parental Code of Conduct also applies to CCA-sponsored events. While enjoying the event, participants and fans should exemplify Christ and therefore be peculiar in comparison to the world. The CCA Administration will “encourage” participants and fans that act unbecomingly to rethink their words and actions as witnesses of Christ, and to ask such participants and fans unwilling to change their behavior to leave the game immediately. Chronic misbehavior on the part of any participant or fan can result in negative consequences.*

FACULTY AND STAFF CONDUCT

In the same manner, the faculty and staff of CCA are expected to follow the highest standards of integrity, propriety, and Christ-likeness. Students are never consciously to be demeaned, shamed, or humiliated. Students and

parents, as well as fellow staff members, are always to be treated with the respect and dignity deserved by anyone bearing the image of God. CCA faculty and staff are ambassadors of Christ, dedicated to His glory, determined to equip the next generation with a biblical worldview in preparation for the Great Commission and Christ’s glorious return. Failure to exemplify this high moral and ethical standard may result in termination from employment from CCA. Further information regarding faculty and staff conduct is detailed in the Faculty/Staff Handbook.

ACADEMIC POLICIES

CREDITS

In general, a full year's instruction in a given course of study at CCA earns one (1) credit, and a semester earns ½ credit. Secondary students seeking a *Recommended Diploma* must earn a final passing grade of 70% or higher in each course for each semester to earn credit for that course. In addition to fulfilling the general requirements for a Recommended Diploma (as detailed in this CCA Parent/Student Handbook), those seeking a *Distinguished Diploma* must achieve an 80% or higher *before* an Honors weight is applied to the grade in each applicable Honors course for each final semester grade.

A student's final grade in a course will be the result of the averaging of the first and second semester grades in any given course (if applicable). Any student achieving a final yearly (averaged) grade below 70% in any course does not earn credit for that course; therefore, to earn credit the deficient semester must be repeated at CCA or taken via an off-campus course *pre-approved* by the Principal or Academic Dean. For pre-approved off-campus courses, if the student completes and passes the course with at least a 70% average, CCA will accept the credits, *yet the grade will not be included in the student's aggregate grade average for that semester*. Moreover, this transfer of credits may affect a student's residency status at CCA, thus their graduation from the academy. The Principal or Academic Dean will determine whether a student's transfer of credits will satisfy residency requirements for graduation, as well as eligibility for extra-curricular activities.

Students may also earn credits for participation in Senior High athletics at CCA—½ credit for *completion* of each semester of sports *and/or* accompanying off-season requirements, up to a maximum of 1 credit per year. However, these credits *cannot* be used to satisfy full-time student status for athletic eligibility requirements. Similarly, no 7th hour class (including missions and community service requirements) can be counted toward eligibility requirements.

Properly enrolled students will earn course credits on a semester-by-semester basis. The Standard Per Credit Requirement (PCR) for all

courses offered at Cornerstone Christian Academy will be 48 hours of instruction for each semester credit earned. Thus, the fall and spring semesters for CCA will normally be scheduled for a minimum of 16 weeks of instruction.

ATTENDANCE REQUIREMENTS

The *minimum* PCR for all courses offered at Cornerstone Christian Academy is 42 hours of instruction per semester for each credit earned. Credit, therefore, will not be awarded to students in attendance below this requirement. For example, a student enrolled in a ½ credit course cannot miss more than 6 hours of instruction (whether excused or unexcused), or 12 hours for a year-long course. A variance to this requirement may be granted by the Administration when the student has been unable to meet the attendance requirements of the course or courses in which he or she is enrolled. For instance, in the case of non-elective absences, i.e., circumstances beyond the family's control, and providing the student has achieved minimum mastery of the course content, as defined by the relevant school and curriculum policies and standards, the student may be granted credit.

MAKE-UP WORK

Late and Make-Up Work

Late and make-up work policies are established by each instructor at CCA.

Excused Absences

Parents are required to notify the office secretary by phone or in person when their student will be absent from any class, including study hall. Notification of an absence must occur as early as possible on the day of absence in order for assignments to be collected from faculty and ready for pick-up at the end of the school day.

When a student has been absent from class, it is expected that a note from a parent will be sent on the day in which the student returns to class. If a note is not received promptly, the absence may be counted as unexcused. As a rule, unexcused absences do not allow for makeup

work. The excuse note should contain the following information:

- Date letter is written
- Name of student
- Date(s) of absence
- Reason for absence
- Name and signature of parent
- Phone number where parent can be reached

While students should make every effort to attend class on a regular basis, there may be times when they cannot attend a scheduled class (“non-elective” absences). In most cases, the academy will validate the following reasons as an excused absence:

- Doctor/dentist appointment (please try to schedule these outside of class time if possible)
- Personal illness
- Sickness or death in the immediate family
- Family emergencies (parents should contact the school if at all possible)
- Car trouble, or weather or road conditions making travel dangerous or impossible
- College visit (only for Juniors or Seniors— one day in the fall, one day in the spring)
- School related activity (game, competition, academic meet, etc.) Please note: an excuse note from home is not required for school-sponsored activities— a timely notification to the faculty from the appropriate coach is sufficient for the absence to be considered excused

Any long-term absence will be evaluated by the Principal or Academic Dean.

Material that was due on the day of an excused absence and was previously assigned while the student was present will be due the first school day of the student’s return. The material assigned on the day of an absence must be completed by the second school day of the student’s return. For extended absences due to illness, make-up dates will be assigned at the teacher’s discretion.

If a student will be absent due to a family trip or vacation, the student must arrange with the teacher, **prior to the intended absence**, a plan for completing missed work. It is beneficial to the student to complete the work prior to the

absence. It will be at the teacher’s discretion as to when missed assignments must be completed. A teacher may choose to assign alternate assignments for missed tests, labs, or projects. If a student does not notify and arrange a make-up plan with the teacher prior to the planned absence, **the student may not receive credit for the missed assignments during the time of absence.**

TARDY POLICY

In general, a tardy is treated as a discipline problem (especially when in excess). It is important to remember that when a student is late to a class or Study Hall, it disrupts the teacher and other students. As our class time is valuable, students need to know that every *three* tardies will equal one absence. Only those tardies beyond the immediate control of the student or his/her parents will normally be considered excused.

All elementary students arriving on campus late must be signed in at the front office by a parent.

In order for a tardy to be excused, a student must supply a note signed by a parent or guardian to the office staff explaining the reason for the tardy. Only those tardies beyond the immediate control of the student or his or her parents or guardians will normally be considered excused.

EARLY DISMISSAL

Any student who needs to leave a class or Study Hall for a valid reason (doctor’s appointment, etc.) should have a note from a parent: (1) explaining the reason for the early release, (2) including the time and date the student should be released, (3) explaining when (or if) the student will return, and (4) including a phone number where the parent can be reached. If a student does not have a note with this information, the parent must talk with someone in the front office validating the student’s early dismissal before the student will be released. *No student will be released from a class or Study Hall without prior consent.* Please note: parents are not required to send a note requesting early dismissal for school-related activities (games, competitions, etc.); however, a notification from the appropriate coach is required for the student to be released from class or Study Hall.

TRANSFER OF CREDITS

CCA accepts application for transfer credit from any student who is currently enrolled at CCA or who is entering CCA for the first time. There are guidelines that must be met by the student and then reviewed by the Registrar, and possibly the Academic Dean or Principal, before credit will be granted. Simply turning in an application for transfer credit does not ensure approval. All transfer credits applied after the initial acceptance of the student will be subject to a transfer fee of \$50.00. Regarding academic courses:

Transferring Credits from an Accredited High School

- The institution must be accredited by an official agency recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation.
- The class submitted for credit must be a credit-bearing class
- The student must have a passing final grade of 70% or above
- An official transcript from the school where the student received the actual credits must be submitted
- The class must be equivalent in content and academic level as offered by CCA

Transferring Credits from an Unaccredited Source

- The class submitted for credit must be congruent in content and academic level as offered by CCA.
- An official transcript (*or* grade report in the case of a home-school) must be submitted.
- The student must have used a standard high school level textbook (a fill-in-the-blank workbook approach is not acceptable), and taken closed-book tests or essay exams.
- The student must have received a passing grade of 70% or higher.
- An *Application for Transfer Credit* must be submitted with the above requirements. This application is located in the Registrar's office.
- For a class taken in an informal setting or home-school, the application must be accompanied by proper documentation including copies of coursework, projects,

exams, work/project samples etc. Determination of credit is decided upon by the Principal or Academic Dean in conjunction with the appropriate Department Chair.

CCA reserves the right to request additional documentation for the course. In the event that a student does not have the required final exam(s) and/ or research paper, the following methods may be used to transfer credit: (a) a student may demonstrate mastery of the material of an earlier level of math, English, or a foreign language by successfully passing a CCA entrance exam and at least one semester of work with a grade of 70% or better. (For example, if a student passes the entrance exam to Algebra II and earns at least a 70% in Pre-Calculus the first semester, the transfer credit would be accepted; (b) at its discretion, CCA may administer comprehensive exams for academic subjects being transferred. A student would receive credit with a grade of 70% or better on the exam(s); (c) under the direction of a teacher in the department from which a course for credit is being requested, a student may write a comprehensive research paper over the required subject. This paper would then be reviewed by the Department Chair or other designated CCA official to determine its acceptability. Please note that CCA will make the decision as to which method of approval will be used.

For foreign language classes, students will be expected to show proficiency by taking a CCA foreign language exam corresponding to the level they wish to transfer.

Current students wishing to take courses outside of CCA and transfer those credits **must make prior arrangements** with the Registrar.

Transfer of Credits for Elective Courses

In the event a student wishes to apply for transfer of elective courses, CCA must receive a signed *Application for Transfer Credit* from the official instructor of the class. This form, available from the Registrar, must contain and satisfy the following criteria:

The student must have received an equivalent amount of time with the instructor as a student

enrolled in a CCA course. For example, a student who is enrolled for a ½ credit-bearing course will receive 48 hours of instruction time from the instructor. Therefore, in order to receive 1 credit for any one complete course (first and second semester), a student must receive **96 hours** of instruction time. Instruction time does **not** include practice, recitals, or performances.

Hours of instruction for elective credits (Athletics, Forensic Science, Computer Courses, Fine Arts, etc.) will **only** begin accruing the summer before the 9th grade year

Credit Equivalents and Transfer of Grades

Students desiring to transfer high school credit from another accredited (by an accrediting agency recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation) private or public school for use toward earning a diploma at Cornerstone Christian Academy must provide an official transcript from that school. Each high school course (9th-12th grade) requested as a transfer credit toward a CCA diploma will be processed in terms of the following equivalents:

1 complete semester course at an accredited high school = ½ credit at CCA

1 complete year-long course at an accredited high school = 1 credit at CCA

Students desiring to transfer high school credits from an unaccredited high school, home-school, or umbrella-school program will be individually assessed for transfer of credit based on a general equivalency and mastery of course content—including possible entrance testing in a given course. (Please contact the Registrar for specific transfer credit guidelines.)

While credit may be granted for transferred courses, CCA will *not* recognize actual course grades earned at any other institution, including home-school instruction. Thus, a student's cumulative grade point average will be determined from course grades earned *only* at CCA. Students who have taken courses at a public or private full-time school will not be granted transfer credits unless their final grade is a 70% or above. Additionally, students must be enrolled at CCA in order for CCA to grant

transfer credits.

Adding and Dropping Courses

Courses may be added to a student's initial registration no later than the Friday of the first full week of classes, provided the student is in good standing with the academy and space for him/her is available in the desired course.

Students may withdraw from a class or classes at any time with the following guideline.

- Withdraw in first 6 weeks: no academic penalties
- Withdraw in weeks 7-13: a record of his/her enrollment will appear on the transcript and he/she will receive a grade of WP (withdrew passing) or WF (withdrew failing). This grade will have no impact on the student's GPA.
- Withdraw in week 14 or after: will receive a grade for the course in accordance with the standard course grading system, with zero entered for all work not submitted for grading.
- Students who withdraw completely from CCA may, at the Administration's discretion, receive grades of I (incomplete) for all courses dropped at the time of withdrawal.

Grades of I, WP, WF and P are not calculated into the student's cumulative grade average at any time, nor will such grades from credits transferred to CCA be included in the determination of a student's cumulative grade average at anytime.

STANDARDIZED TESTING

Stanford Achievement testing will occur every spring semester for all 1st-8th grade students. Students are required to take SAT for all core classes they are enrolled in. Any student not enrolled in a particular core class may still take the SAT, however their test will not be scored with the rest of the school and they may incur additional fees.

For our 9th-10th graders, the PSAT will be given in the fall. All 9th and 10th grade students enrolled for 3 or more credits in the fall are required to take the PSAT, and all others are strongly encouraged to participate.

TEST FOR CREDIT

In addition to transferring in credits, a student may optionally petition to gain credit by examination. A test, developed by the staff at CCA, will be administered to evaluate competency in the given class. A score of 75% or better is required to receive credit for that class. The credit will be given, but no grade will be associated with the credit. Test for credit fees will apply.

GRADING AND EVALUATION

Grading Standards

Courses at CCA are graded on a standard percentage scale of 0-100 (with the exception of Pre-K through 2nd). The course grade itself represents a percentage of content mastery, which is then used to determine the grade value of individual courses. For those students that achieve the minimum course grade requirement for dedicated and blended Honors courses, (see "Academic Policies—Earning Course Credits"), the academy recognizes the difference in requirements/rigor between standard and Honors course tracks by adding ten (10) points to the final grade in any Honors course. Although a cumulative grade average in excess of 100 is possible due to the differential between standard and Honors courses, *no course grades in excess of 100 are recorded on official transcripts. The influence of weighted Honors grades is reflected in a student's overall grade average.* Thus, any cumulative grade average above 100 is simply considered an A+ and the

final standard grade point will not exceed 4.00.

Other grades recognized by the academy are WP (withdrew passing), WF (withdrew failing), and P (passing). These grade designations are not calculated into the student's cumulative grade average at any time, nor will credits transferred to CCA be included in the determination of a student's grade average. Specific criteria for assessing grades in any given course will be defined by the instructor in that course. All such criteria must honor any standards, requirements, or limitations imposed by curriculum guides and other relevant policies.

Grading Scale for Elementary School

For those courses in the Elementary School that require a percentage or letter grade, the following grading scale is used:

Final Course Score	Letter Grade	Standard Grade Point
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
0-69	F	0.00

Grading Scale for Secondary School

For those courses in the Secondary School that provide a percentage or letter grade, the following grading scale is used:

Final Course Score	Letter Grade	Standard Point Grade
90-100	A	4.00
86-89	B+	3.67
83-85	B	3.33
80-82	B-	3.00
76-79	C+	2.67
73-75	C	2.33
70-72	C-	2.00
66-69	D+	1.67
63-65	D	1.33
60-62	D-	1.00
0-59	F	0.00

Class Rank

Class rank is based on *cumulative numeric (class) averages* of core classes (English, History, Foreign Language, Science, and Math taken at the junior and senior level) and NOT

grade point average. Therefore, despite both a 92 and 98 receiving a 4.00 on the grade point scale, the 98 will score higher in class ranking.

Academic Standing

Students must earn a cumulative grade average of 70% or above each semester in attendance at Cornerstone Christian Academy in order to remain in good academic standing. A student, whose semester grade average falls below 70% at the completion of the semester may, at the discretion of the Academic Dean, be placed on academic probation. A student placed on academic probation must raise his/her cumulative grade average to a 70% or above in order to return to good academic standing. If a student should earn a cumulative grade average less than 70% for two consecutive semesters, he/she may be blocked from further enrollment in classes at CCA, or be required to retake any classes in which he/she earned a deficient grade. Any sequential course required for graduation, which a student fails, must be successfully repeated before the student will be allowed to enroll in the subsequent course. If the student successfully completes the failed course at CCA, the passing grade earned will absolve the failing grade (which is removed from the transcript). If the student successfully completes the failed course through a pre-approved course *outside* of CCA, *both* attempts at taking the course will be noted on the transcript.

NOTE: Students must be careful to accurately account for their diploma credits in order to graduate from CCA. A student who fails to meet residency or graduation requirements because of failure of, or withdrawal from, a course during his/her senior year at CCA may jeopardize the possibility of graduating from the academy. In such cases, the student may consult with the Registrar or Academic Advisor to review graduation requirements and the affect of this failure/withdrawal on his/her diploma plan. Any variance granted must be approved by the Principal or Academic Dean in counsel with the Headmaster.

In the case of failing a course, students may attempt to absolve a failing grade at CCA in an academic setting other than CCA, such as a CCA-approved correspondence or home-school course—*all such attempts must be pre-approved by the CCA Administration.* Should they desire

to have the pre-approved course credit recognized by CCA, students must request the transfer of credit in writing following the successful completion of the course. If such credit is granted, it will absolve the failing grade on the student's transcript; however, both attempts will be noted, and neither the original failed course nor the transferred credit will be calculated into the student's cumulative grade average. Any student, including one who has been granted transfer credit, must take an entrance test to enroll in any course for which entrance testing is required, unless he/she has successfully completed the previous course in sequence at CCA.

Courses for which a student earns a score greater than 70% (C) may not be repeated without the approval of the Academic Dean.

Academic Incompletes

Students may receive a grade of "I" (incomplete) when circumstances beyond their control render them incapable of fulfilling all of the requirements for completing a given course by the end of the semester in which it is offered. All Academic Incompletes must be approved by both the course instructor and the Administration, and must be filed with the Administration according to current guidelines and procedures governing such situations. All course requirements must be fulfilled by the date determined by the course instructor and the Administration. Any required work not completed by that date will be awarded a grade of "0." The student's final grade will be calculated after the date given for completion of the course using whatever grading system was employed for all other students in the course (unless other arrangements have been previously made) and including all grades earned up to that time. Course instructors must provide the Administration with a description of the grading system to be used as well as any and all evaluation materials (e.g., tests and keys) necessary for completing the course.

Auditing Courses

Cornerstone Christian Academy does not allow the auditing of classes. Any student enrolled in any class at CCA will receive a grade reflecting his level of achievement in the class.

RESIDENCY REQUIREMENTS

To graduate from CCA, a student must complete a minimum of 8 credits total taken during the junior and senior year. For students transferring in their senior year from an accredited institution, they must take a minimum of 4 credits for that year (with at least three of those credits coming from core academic courses). “Seventh-hour” courses (i.e., applied ministry and athletics) do not count towards residency requirements.

ELIGIBILITY REQUIREMENTS

All CCA students in grades 7–12 who are involved in any of the school-sponsored activities listed under *Areas Affected by Eligibility* must meet all requirements for eligibility. The purpose in declaring a student “ineligible” is to reduce the time spent in the preparation and training for public competitions and performances so the affected student’s time can instead be spent toward his or her studies—particularly toward the course or courses where failure is imminent.

Course Load Requirements Competitions

In order to participate in Junior High competitions at CCA (grades 7–8), students must be registered for at least three courses (excluding 7th hour courses/athletics) at CCA. High school students (grades 9–12) must be registered for at least four courses (excluding 7th hour or athletics) at CCA in order to participate in CCA’s high school academic, athletic, and fine arts competitions.

Academic Performance Standards

Secondary students (grades 7-12) must meet academic performance standards in all courses taken at the academy in order to continue participating in school-sponsored extra-curricular activities (including athletics, student organizations, fine arts programs, etc., as listed under *Areas Affected by Eligibility*). In accordance with TAPPS regulations, a student becomes ineligible if he/she receives a cumulative failing grade in more than one course at the end of either the first or second six week term, or at the conclusion of a given semester, and as a result will not be allowed to participate

in extra-curricular activities for a period of two weeks following the grade reporting term. At the end of this period of ineligibility, the Principal or Academic Dean will determine whether the student has shown sufficient academic progress. In response, he/she will either deem the student eligible for participation in extra-curricular activities or impose further restrictions, including but not limited to Academic Probation. A student’s eligibility after dropping a course in which he/she is failing is affected only if the number of remaining courses drops below the minimum required for participation in extra-curricular activities. Furthermore, at the discretion of the Principal or Academic Dean, students on academic probation may not be allowed to participate in affected activities. No refunds, partial or otherwise, will be given to students temporarily barred from participation due to academic or disciplinary problems.

Implementation of Eligibility

Implementation of ineligibility will be handled by the Administration after each grade reporting term. Families, sponsors, directors, and coaches will be notified of such ineligibility. The administration also reserves the right to add to the list of affected school-sponsored activities other extra-curricular activities, selected courses, student clubs or organizations, programs, etc., if the time involved in such activities is determined to be a possible detriment to a student’s academic achievement and success.

Areas Affected by Eligibility

Ineligible students involved in any of the following extracurricular activities will be temporarily suspended from their responsibilities and student representation for a period of at least two weeks, in order to provide opportunity for grade improvement to reach a level permitting eligibility:

- Junior and Senior Class Officers
- CCA Student Clubs
- FCA Officers
- Cheerleading
- Athletics
- Interschool Competitions
- Fine Arts Competitions

Ineligible students may, at the discretion of the

Academic Dean, continue athletic practices and *attend* CCA-sponsored activities. When fine arts performances are a requirement for course grading, academic ineligibility will not require a suspension from participation in these events.

Beginning High School Classification (9th Grade)

In order to encourage academic advancement at CCA, and in light of the limited Honors programs presently available in 8th grade, CCA students in grades 7 and 8 can take courses that earn high school credit without being classified as a high school student. However, there is a maximum of 3 credits that can be earned before their classification changes. Once a student begins his/her 4th credit, (including transfer credits), the student will then automatically be classified as a high school student (9th grade). From that point, the student will only have four years of high school eligibility in both academic and athletic competition. In addition, a 7th or 8th grade student who attends high school level courses must have an equal or greater number of courses classified as 7th or 8th grade level in order to receive the lower classification. Such classification must be noted on the student's high school transcript. Also, a student earning high school credit while being classified as a 7th or 8th grade student must carry four or more courses during grades 9 –12, in addition to P.E. or athletics, in order to be eligible all four years of high school.

Age Limitation

Students also face an age limitation that affects eligibility. Please note that any CCA student who turns 19 by September 1 of their senior year is not eligible to participate in any of the affected areas.

Promotion Restrictions

A teacher, academic counselor, or Principal may recommend a student not proceed to the next grade due to course failure, SAT testing results, etc. The UMS model may not be a good fit if a student needs to repeat a course multiple times, or impacts the rest of the students learning ability. CCA reserves the right, based on faculty academic recommendation that students not continue at CCA. This would occur after consulting with the CCA Principal and or

Headmaster.

ACADEMIC DISHONESTY

Cornerstone Christian Academy will not tolerate academic dishonesty (i.e., cheating). Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. Academic dishonesty is broadly defined as:

“Any attempt, whether successful or not, on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course, or with regard to any element of that course.”

This definition includes, but is not limited to, the following:

- Claiming or indicating in any form or fashion that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he/she has not done so
- Using any assistance, including but not limited to copying the work of other students, in taking quizzes, tests, or examinations without the direct and explicit authorization of the course instructor
- Using any resources, including but not limited to solution manuals and teacher-edition textbooks, other than those authorized by the course instructor in writing papers, preparing reports, solving problems, or completing other course assignments
- Obtaining quizzes, tests, examinations, or other academic materials or evaluation instruments, in whole or in part, created by or belonging to an instructor, other staff member, or the academy itself, including but certainly not limited to such materials properly used and in the possession of students currently or previously enrolled in the course, without the explicit authorization of the course instructor
- Engaging in plagiarism, which includes but is not limited to "the knowing or negligent use by paraphrase or direct quotation of the

published or unpublished work of another person without full and clear acknowledgment" and "the knowing or negligent unacknowledged use of materials prepared by another person or agency" which customarily sells or offers free of charge term papers or other academic materials

- Altering a graded paper or project for the purpose of disputing the accuracy of the grade
- Collaborating without explicit authorization with another student or students during any quiz, test, or examination or in the fulfillment of any other academic assignment or responsibility

Enforcement

Generally, all incidences of academic dishonesty are considered major code of conduct violations and are treated as such. Any assignment, project, or test associated with the academic dishonesty issue will be given a grade of zero (0). This grade cannot be dropped in those cases where teachers allow for the dropping of assignments.

MODIFICATIONS TO STANDARD INSTRUCTIONAL EVALUATION PRACTICES

Cornerstone Christian Academy and its instructors are not currently equipped to provide full-scale modifications for students with significant disabilities. However, in the case of mild or moderate instructional differentiation, a learning specialist may be available to make recommendations and assist teachers in making modifications to meet the needs of the learner. Utilization of such services may incur additional charges or fees above normal tuition.

ATHLETICS

PARTICIPATION AND CREDIT

If a student athlete participates during a semester for credit, the student will be required to participate the entire semester. This will require the student to choose between sports when no off season program is offered. No credit can be obtained without participation for the full semester. Participation in a team managerial role will be excepted at this time.

An occurrence of six absences will default to a no credit status.

REQUIRED DOCUMENTATION

All forms required by CCA must be completed and turned in before a student athlete is allowed to practice or compete.

CCA GRADUATION REQUIREMENTS

CCA offers two High School diploma options (three plans for those graduating in May 2010): The **Recommended Diploma**, a standard college-preparatory plan, and the **Distinguished Diploma**, a more rigorous college preparatory plan. In order to receive either diploma, students must meet residency requirements during their junior and senior years at CCA (see "Residency Requirements"). Furthermore, in order to be named the class Valedictorian or Salutatorian a CCA student must attend full time their senior year *and* earn a Distinguished Diploma.

The **Recommended Diploma** is designed to prepare students for entry into the majority of 4-year colleges and universities.

The **Distinguished Diploma** is designed to prepare students for entry into more demanding colleges and universities and provide them with greater depth and knowledge in selected fields of study. To earn this diploma, students must fulfill the following general requirements:

- A student must successfully complete five Honors credits in residency at CCA, with at least two of those courses completed during the senior year.
- All Honors-level courses used to satisfy the requirements for earning a Distinguished Diploma must be taken in residence at the academy
- In order to receive a Distinguished Diploma, a student must maintain a cumulative grade point average of 80% or higher and must be in good academic standing upon graduation.

DIPLOMA PLAN FOR 2011 AND BEYOND

Recommended Diploma

Subject	Credits	Classes
English	4	Frosh. Eng. Soph. Eng. American Lit. British Lit.

Math	4	Algebra I Geometry Algebra II Math Elec.
Science	4	Biology Chemistry Physics Science Elec.
Social Studies	4	World Hist. I World Hist. II Amer. Hist. Gov. and Econ
Fine Arts	2	Elective Elective
Foreign Lang.	2	Spanish I Spanish II
Computers	1	Computer I
Electives	2	Elective Elective
Physical Ed.	1	Elective
Applied Ministry	1	40 hours Com. Service or CCA Mission Trip
Total:	25	

Distinguished Diploma

Subject	Credits	Classes
English	4	Frosh. Eng. Soph. Eng. American Lit. British Lit.
Math	4	Algebra I Geometry Algebra II Pre Calculus
Science	4	Biology Chemistry Physics Honors Sci.
Social Studies	4	World Hist. I World Hist. II Amer. Hist. Gov. and Econ
Fine Arts	2	Elective

		Elective
Foreign Lang.	3	Spanish I Spanish II Spanish III (H)
Computers	1	Computer I
Electives	2	Elective Elective
Physical Ed.	1	Elective
Applied Ministry	1	40 hours Com. Service or CCA Mission Trip
Total:	26	

ADVANCED PLACEMENT (AP) COURSES

Cornerstone Christian Academy offers an Advanced Placement (AP) course in Calculus. Students must successfully fulfill all course prerequisites for acceptance into AP courses. Any Advanced Placement (AP) course offered at CCA is automatically considered an Honors course in all areas related to CCA graduation requirements. Students enrolled in any of the AP courses must take the designated AP exam. Please note that there are additional fees involved with these courses due to the expenses outlined by the College Board®. Additional fees are to be paid with tuition and registration fees.

EARNING HONORS STATUS IN CORE COURSES

A student may petition an instructor to be considered for the Honors-level track in *any* non-Honors designated Secondary core course *at the conclusion of the first six weeks of the fall semester*. Based on the student's performance during the first six weeks of that semester, the instructor may or may not accept the request. To earn Honors credit in a particular course, the student must: (a) have his/her request accepted by the instructor; (b) successfully complete the prescribed Honors-level of work in the course; (c) maintain an 80% grade average in the course. **Please note: A student, once electing and being accepted to earn an Honors designation in a course, must remain on the Honors track for the duration of the semester in which he/she is accepted. Students that**

complete the Honors track requirements for a fall semester and do not attempt the same in the subsequent semester will only earn an Honors-weighted grade for the fall semester, but not an Honors credit for the course.

Therefore, students must carefully consider their decision before requesting Honors status from an instructor. Because of the increased academic rigor, successful completion of any Honors-level course (i.e., a full school year's instruction) will result in a 10% weighted final grade for the course. All course work successfully completed during the first six weeks of the semester will be counted toward the final grade in that course for that semester.

FULL-TIME STUDENT STATUS

A junior high student is considered to be a full-time student at CCA if he/she is enrolled on campus in at least three courses. A high school student is considered to be a full-time CCA student if he/she is enrolled on campus in at least four CCA courses. For freshmen, sophomores, and juniors, *three of these four must be academic courses*. Seniors must be enrolled in four CCA courses, *two of which must be academic courses*. In order to participate in any event or competition that represents CCA, a student must be considered a full-time student.

CLASS RANK

Class rank is important for those students seeking a variety of scholarships or automatic acceptance into state colleges and universities in Texas. At CCA, class ranking occurs only for the top 10% of students who have completed their Junior and Senior years in residence at CCA, and is based on a cumulative grade average of all 300, 400, and 500-level courses successfully completed at CCA *regardless of the year in which they are completed*. Since a student can achieve a grade *percentage* score higher than 100, yet never a grade *point* average higher than 4.0, the student's class rank is determined by his/her cumulative *percentage* score (e.g., 88.75%) and not the cumulative grade *point* average (e.g., 3.75) in relation to other qualifying students at CCA. **Please note: This common system of ranking students in no way diminishes the importance or impact of academic performance during the freshman and sophomore years at the academy. Achievement during these years**

will directly impact overall grade point average, the ability to enroll in Junior and Senior-level courses, participation in athletics, and possibly re-enrollment at the academy. Fundamentally, the policy is intended to level the academic playing field between those that transfer to CCA during high school, and those CCA students that have attended the academy the entirety of their high school years.

PARENT SUPPORT AND TRAINING

ROLE OF A PARENT IN UMS

Parents in the University Model School act as “co-instructors” in the satellite classroom. The parent/co-teacher is a vital role in this model of education. A co-teacher works in the satellite classroom with their student to instruct or guide the student as the classroom teacher has communicated with them. The co-teacher will not simplify or change assignments, but will work with the classroom teacher to achieve the course goals and objectives. (Parents are encouraged to enrich assignments for advanced students, or supplement to assist children with various learning styles. However, assignments must be completed as assigned.) An effective co-teacher will address any questions or issues **directly** with the teacher **while always presenting a unified teaching front to the student.**

The role of a parent in a UMS changes as your student progresses through school. These expectations are broken down below.

Elementary

Parents will act as “co-instructors” in the satellite classroom at home. Parents will receive instructions from the classroom teacher on a regular basis outlining home assignments, drill practice, follow-up study over covered material, and preparation for the next class. They will also take extensive responsibility for direct instruction in some courses (i.e., spelling, vocabulary, and penmanship). Starting in 3rd grade, parents should begin to instruct students in time management and self-discipline in completing assignments, while still supervising work completion and comprehension.

Secondary

At the secondary level, the parental role will evolve from “guide for dependent study” to “guide to independent study” as the student matures. Here students will begin to assume some independence from the co-teacher in the completion of assignments. Parents should

read each assignment sheet, structure time and place for completing the assignments, offer assistance as needed, and verify that each assignment is completed. Parents should understand that assignment sheets will no longer contain detailed instructions for the co-teacher concerning the completion of assignments, since students will be expected to learn how to receive verbal instructions and record this through notes. Parents may contact teachers to verify instructions; however, they should reinforce with students the expectation for this skill to be developed. High school students are expected to be the primary person contacting teachers in case of questions. Parents may spot-check work to check for understanding the practiced concept, but should not “pre-grade” assignments (unless otherwise asked to do so by the teacher). Teachers use this opportunity for independent practice as an indicator of whether or not there is a need for re-teaching the concept.

Students in the 7th – 8th grades are in the transition place between these two levels of study, while high school students should function mostly independently, with the co-teacher spot checking assignment completion as well as continuing to assist with time management skills. Parents should know best where their individual student is located.

MEDICAL POLICES

HEALTH SCREENINGS

All new students are required to have a physical, including vision, hearing and a diabetes screen test. Returning students in grades 1,3,5,7 and 9 must have a new physical submitted, including vision, hearing and a diabetes check. 6th and 9th grade students must also have a spinal screen. Documentation forms are available from the school for your physician to sign. Documentation must be received by Nov. 1st (by first day of the semester if entering the school at the semester break).

Sport Physical - A sports physical is required for all students who desire to participate in a sport at CCA. This form must be on file before the student is allowed to participate at practice or games.

FIRST AID

The CCA administrative and coaching staffs are qualified to provide basic first aid to students with minor injuries. Injuries that are more serious will result in contact with parents and/or trained medical personnel.

MEDICATION

The school office has Tylenol, Roloids, and Advil available for students. Parents MUST sign a student's medical form in order for their child to receive the above medication from office personnel. A note will be sent home confirming all medication given.

Regarding medication, recognizing the need for some students to have prescription medication available during the school day, the following policies exist:

- Medication must be in its original container, with the student's name on or attached to the container, and kept in the school's administrative office
- If a medication must be administered during the school day, whether prescription or over-the-counter, each must be accompanied by a note signed by the parent/guardian giving specific directions for its administration

including date, time, dosage, and reason for administration

- Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician and without signed consent from the parent/guardian

Texas State Law permits students with asthma to carry and self-administer their own inhalers provided certain conditions are met, including an asthma action plan developed and signed by the student's physician and parent/guardian on file at CCA

ILLNESS AT SCHOOL

- Sick children (temperature of 100 degrees or higher) will be sent home from school. For fevers lower than 100 degrees, the parents will be notified to discuss the matter. Students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours before returning to school.
- Students with rashes, infectious conditions, persistent cough, pink eye, vomiting, diarrhea, or other conditions that may affect other students should not be sent to school until these conditions are mitigated.
- In the case of head-lice, the child will be readmitted to the school only after he/she has been successfully treated with the proper lice-killing shampoo and has been cleared by a physician—a report of which must accompany the student upon return to the school.

IMMUNIZATIONS

All students enrolled at CCA are required by the Texas State Department of Health to either be current with all state mandated immunizations and have current immunization records on file at the school, or have a vaccine exemption form completed, notarized and turned in to CCA. Any exemptions must comply with the Texas Department of Health Law and the Texas Education Code.

The State of Texas requires all students to be vaccinated as follows:

- DTP/DtaP: 5 doses, including one received on or after the 4th birthday
- OPV/IPV: 4 doses including one on or after

- the 4th birthday
- MMR: One dose received on or after the 1st birthday; 2nd dose may be measles vaccine
- Hepatitis B: 3 doses for all students in 1-12th grades
- Varicella/Chicken Pox: Date of illness or vaccine must be documented for all students in grades 1-12. If the first dose is received after age 13, two doses are required
- Td Booster: Every 10 years

For more information regarding Texas immunization requirements, log on to www.immunizeTexas.com.

NOTIFICATIONS

In the event of an injury or accident, parents are notified immediately according to home, work, or emergency phone number supplied to the office. Every effort is made to contact parents before medical attention is obtained. The Medical Release form for medical attention is sent with the student to the doctor/hospital indicating parental permission for treatment. The school administers only minor first aid.

COMMUNICABLE DISEASES

Any student with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, CCA may require an independent physicians' examination of the student to verify the diagnosis of communicable disease. CCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. CCA reserves the right to request a letter from the physician after an illness before the student can return to school.

A teacher or administration official that reasonably suspects that a student or employee has a communicable disease shall immediately notify the school Administrator.

ADDITIONAL INFORMATION

SCHOOL-HOME COMMUNICATION

Communication between the school and the home is *vital* in the university model of education. CCA administration and teachers will communicate regularly with parents by telephone, website, email, letter, meetings, and most importantly, the weekly assignment sheet. We encourage parents and students to contact teachers to clarify assignments or expectation. Parents and students should attend all school meetings. In the case of questions, conflict, problems, please pursue a solution as per the parent code of conduct and via the chain of command (as indicated below).

CHAIN OF AUTHORITY

In any given day, there are dozens of questions and concerns fielded by our administrative staff. At times parents do not know whom to contact to resolve a matter, and by habit go as high up the organizational “ladder” as they can *first*. This often bypasses the very person with the answers, breaks down the flow of communication, and in some cases rejects the biblical mandate to go directly to the person with whom there is a concern. To mitigate this problem, parents and students are encouraged to follow the “chain of authority” in the following order at CCA.

- **Matters pertaining to teachers/classroom, or academics**—(1) Teacher; (2) Department Chairperson (if applicable); (3) Principal; (4) Headmaster; (5) CCA Board
- **Matters pertaining to coaching/athletics**—(1) Coach; (2) Head Coach (if applicable); (3) Athletic Director; (4) Headmaster; (5) CCA Board
- **Matters pertaining to family tuition accounts/finance**—(1) Director of Finance; (2) Headmaster; (3) CCA Board
- **Matters pertaining to admissions, enrollment, diploma planning and graduation**—(1) Director of Admissions/Enrollment, Registrar or College Advisor; (2) Principal; (3) Headmaster; (4) CCA Board

- **Matters pertaining to student clubs/activities**—(1) Club Sponsor; (2) Director of Student Activities (3) Headmaster; (4) CCA Board
- **Matters pertaining to facilities/transportation**—(1) Director of Operations; (2) Headmaster; (3) CCA Board
- **Matters pertaining to the CCA Website**—(1) Director of Operations; (2) Headmaster; (3) CCA Board
- **Matters pertaining to CCA Student Behavior**—(1) If possible, the student and his/her family; (2) Principal; (3) Headmaster; (4) CCA Board
- **Matters pertaining to general questions about CCA**—(1) CCA Front Office Administration; (2) Next one or two levels of supervision depending on specific need as previously detailed; (3) Headmaster; (4) CCA Board

By following these prescribed paths, questions and concerns can be resolved more quickly and efficiently. The more effective the partnership between parents and CCA, the more successful we will be in helping parents disciple college-worthy, character witnesses of Christ for the next generation.

WEEKLY ASSIGNMENT SHEETS

Teachers prepare weekly lesson plans to include what they will be teaching in class on M/W/F as well as assignments that are expected to be carried out at home on Tuesday/Thursday in the satellite classroom. Weekly lesson plans, including Tuesday/Thursday assignments, will be posted on Renweb each FRIDAY by 8:00pm. The lesson plans are the primary means through which the teacher communicates with the parents. If your assignments are not clear or easy to understand, please contact the teacher.

BACKGROUND CHECKS

All parents on campus or field trips having regular contact with children must have no past criminal, reported or enumerated child abuse offenses. CCA has the right to access all criminal and sex offender databases (city, state, county, nationwide, and others). ***All parents participating in service are required to fill out a background check form at registration. The parent’s signatures on the Handbook Review***

Form authorize CCA to conduct any background or criminal check on either spouse. The parent's signature on the Handbook Review Form also testifies to the parent AND spouse having no past criminal, reported, or enumerated child abuse offenses.

TRAVEL POLICY

Guidelines for all official CCA sponsored trips (athletic, mission, immersion):

Sponsors

- All sponsors for each individual trip must be approved by the administration. Students will stay with and be under the supervision of the sponsors at all times unless prior arrangements are made and approved by the administration. Non-sponsoring parents, those who follow the group to a particular location, are not considered sponsors and must agree not to interfere with the arrangements and direction of the official trip sponsors. Non-sponsoring parents are responsible for making their own arrangements and paying for their own expenses.
- All sponsors must have a current background check on file with the school.
- Sponsors for any given trip must include at least one CCA paid administrator, faculty, or staff person.

Students

- Students are to remain under the direction of the official sponsors at all times. Failure to do so may result in being sent home at the parent's expense.
- Students are to adhere to the CCA code of conduct at all times. Failure to do so may result in being sent home at the parent's expense.

Parents

- Parents take on the responsibility of their student's behavior during a trip. If a student fails to adhere to the CCA code of conduct, is insubordinate to a sponsor, or is disruptive to the trip's purpose or educational value,

then the student will be sent home at the parent's expense.

- Parents who choose to follow the group to a destination understand that they are not to interfere with or distract from the group's purpose, plans, or sponsors/coaches.
- Parents are responsible for any additional charges incurred by their student beyond the trip cost. These charges may be billed to the family account.

Other

- All expenses for a trip must be paid prior to departure for the trip. Any exceptions to this must have prior approval from the Headmaster.

SUMMER ACTIVITIES POLICY

All students engaging in activities during the summer, including athletic and academic events, must be students of CCA or actively involved in the registration process. Non-CCA students may participate in summer activities if so determined by the administration and at an additional cost equal to the athletic fee for one semester. Moreover, any fees applicable to the activity must be paid in full or placed on the family's account before the student may participate.

CRISIS MANAGEMENT PLAN

CCA has a complete Crisis Management Plan (detailed in the Faculty/Staff Handbook) in response to a variety of situations, including but not limited to severe weather, intruder, terrorist threat, et al. Each staff and faculty member is well-versed in ensuring the safety of each student at CCA.

FIRE/EMERGENCY DRILLS

Fire Drills and Emergency Drills will be conducted on a regular basis to prepare for emergencies associated with fire, tornadoes, disasters, etc.

FUNDRAISING / SOLICITATIONS / FLYERS / E-MAILS

All fundraising activities, announcements or advertising for CCA are to be approved in writing by the Office Staff or Administrator. No fundraising projects, announcements or solicitations/advertising via e-mail or regular mail, flyers etc should be undertaken without prior approval by the Administrator or Board of Directors. Church events and activities should not be advertised. No mass e-mails to the school are allowed unless permitted by the administration and for school purposes only.

SCHOOL PICTURES

School pictures are taken twice a year, once in the fall and again in the spring. Pictures taken in the fall will be used in the school yearbook. School Picture Packets will be available for parents to purchase. Information is sent home to the parents prior to picture day. Random school pictures are also taken throughout the year. CCA may use your student's picture in yearbook, website, or advertising. Your signature on the registration materials approves this. If you do not desire this, please make a formal request to the Administration in writing.

DIVORCED PARENTS

Parents who are divorced are required to submit to the office a copy of any legal documentation that details custody issues. These documents will be placed in your student's file. If mailings need to be sent to more than one home, the parent must provide this instruction and information to the office.

VISITOR POLICY

All school visitors and guests during school hours must register through the school office. Staff members should direct any who have not done so to the office manager. Individuals,

including parents, who wish to visit classes, must first obtain the approval of the administration, which will inform the affected instructors that such approval has been granted. Teachers should receive authorized visitors courteously but should not allow them to interrupt regular classroom procedures. The school's office policy on visitors reads as follows:

By its very nature, Cornerstone Christian Academy encourages a high level of parental participation in education. However, in order to enhance both student safety and operational efficiency, Cornerstone Christian Academy has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours. For the purposes of this policy, "visitors" are defined as all individuals other than staff or students (on their respective class days) present in any part of the buildings other than the office complex, or on the grounds other than the normal student loading area.

1. All school visitors should call the office before coming to the school to secure permission.
2. All visitors must check in with the office staff upon arriving at the campus. At a minimum, visitors must identify themselves, explain their intended business, and indicate how long they expect to be on campus. A written record of this information will be kept. Visitor badges will be given and must be worn at all times while on campus during normal school hours.
3. All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (variances for legitimate and honorable reasons may be granted, but only if the individual(s) concerned secure permission in advance).
4. Families interested in possible admission into CCA may call to set up an appointment to visit the campus during school hours but they are not allowed to attend classes.

Anyone failing to abide by these provisions may be denied access or be required to leave the campus.

DISPUTES AND RECONCILIATION

As indicated in the Contract of Enrollment, CCA abides by the following statements from the Association of Christian Schools International (ACSI) concerning Christian conciliation.

“The parties to this agreement are Christian and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of their own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.”