



**Parent and Student Handbook  
2023-2024**

**Cornerstone Christian Academy**  
[www.cornerstoneabingdon.org](http://www.cornerstoneabingdon.org)

## **PURPOSES AND USE OF THE PARENT AND STUDENT HANDBOOK**

The purpose of the Parent and Student Handbook is to provide to all parents, students, members of the faculty and staff a concise presentation of the mission, philosophy, policies and practices of Cornerstone Christian Academy.

The handbook provides students and their parents a set of guidelines for citizenship and behavior in and around Cornerstone Christian Academy. We recognize that the handbook is imperfect and silent on some issues which may arise. In cases of disagreement about a particular interpretation, the Administration and the Board of Directors of Cornerstone Christian Academy will render decisions that they deem fair to both the students and the school.

NOTE: The Administration and Board of Directors of Cornerstone Christian Academy reserve the right to establish new policies and to modify existing policies contained herein upon written notice to all parents and students by the Administration.

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## MISSION AND VISION

**". . .we will tell the next generation the praiseworthy deeds of the Lord. . ."**  
**Psalm 78:4**

In January 2010, several families joined together to pray for God's will concerning the establishment of a Christian school in Abingdon. They sought to establish a school that would be academically rigorous yet biblically sound.

The mission of Cornerstone Christian Academy is to prepare children to go into the world and make a difference. We believe that in order fulfill God's calling on their lives, CCA students need to be prepared to think creatively, reason logically, write persuasively, and give a concise defense of the faith.

To this end the board of CCA adopted a classical methodology for teaching. Classical instruction matches the way students learn at each developmental stage. The great thinkers, scientists, and leaders of the 10th-19th centuries were trained using classical methods, and these methods still have value for this generation of learners.

Cornerstone Christian Academy was incorporated in June 2010 and obtained non-profit 501(c)(3) status. A Board of Directors was selected to establish a school of excellence that will provide biblical and academic training for children.

## MISSION STATEMENT

**The mission of Cornerstone Christian Academy is to provide an excellent college preparatory education that teaches students how to think, learn and live consistently with Biblical principles acknowledging God as the foundation of all knowledge and truth.**

## STATEMENT OF FAITH FOR CCA

In a world increasingly searching for truth, CCA stands on the solid foundation of the Word of God. The Bible is our standard of faith and practice, and every component of our Statement of Faith is derived directly from what it teaches us about God and our relationship with Him.

1. **We believe** the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:16-17; Rev. 22:18-19)
2. **We believe** that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and of himself, utterly unable to remedy his lost condition. As a consequence, to man's sin, death (both physical and spiritual) and bloodshed entered into this world. (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19).
3. **We believe** that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. We believe God created everything and upholds His creation by the word of His power. God is eternal and all knowing, all powerful and unchanging. He is holy in character and just in His dealing with us. God is love and truth. He is the sovereign Lord of all. (Revelation 4:11; Hebrews 1:3; Isaiah 40:9-17; 1 Peter 1:15; Psalm 19:9; Romans 3:2-26; 1 John 4:8; John 14:6; Ephesians 1; Romans 9; Gen. 1:1; John 10:30)
4. **We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory. (Isaiah 7:14; Luke 1:35; John 8:46; Hebrews 7:26; John 1:1)
5. **We believe** all human beings, born or unborn, are made in the image of God and are descendants of Adam. Everyone, regardless of skin color, ethnicity, religion, class, sex, or age, has intrinsic dignity and is worthy of our love and service. Our

salvation in Christ will transform all our personal and social responsibilities. Faith must be reflected in our lives. (Isaiah 1:17; Genesis 1:26-27; Leviticus 19:18; Luke 6:27-36; Acts 17:24-26; James 2:14-26)

### 6. **Our Statement on Marriage, Gender, and Sexuality consists of the following points:**

**We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

**We believe** that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

**We believe** that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor. 6:9-10.)

**We believe** that in order to preserve the function and integrity of Cornerstone Christian Academy as a local Christian school, and to provide a biblical role model to Cornerstone Christian Academy members and the community, it is imperative that all persons employed by Cornerstone Christian Academy in any capacity, or who serve as volunteers, agree to and abide by the Statement on Marriage, Gender, and Sexuality, and the entire Statement of Faith. (Matt 5: 16; Phil 2:14-16; 1 Thess. 5:22.)

**We believe** that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)

**We believe** that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cornerstone Christian Academy.

7. **We believe** that salvation is by grace alone through faith, apart from works by the merit of the shed blood of Christ and that the born-again believer is eternally secure in Christ. (Acts 13:38-39; Ephesians 2:8-9; Titus 3:5; Romans 3:25; Hebrews 9:14)

8. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 16:8; Romans 8:9; I Corinthians 3:16; 6:19; 12:13; Ephesians 1:13; I John 2:27)

9. **We believe** in the resurrection of both the saved and the lost: those who are saved to eternal unity with God and those who are lost to eternal separation from God. (John 14:1-6; Philippians 3:20; Revelation 21:1-4; Matthew 25:46; Revelation 22:11)

10. **We believe** in the spiritual unity of believers in our Lord Jesus Christ. (I Corinthians 12:12-13; Hebrews 12:23)



## CORNERSTONE CHRISTIAN ACADEMY PROFILE



### School Crest:

Bible at Top – The Word of God is the ultimate authority

Cross in Center -- Christ is the center point of CCA

Shield -- Our spiritual armor

Lion -- School mascot; courage

Fleur de Lis -- Spiritual purity

Oak Leaf -- Physical growth, strength, steadfastness

Acorns -- Generational seeds the school is sowing

Intertwined Tree -- Connected community; eternal life

Cinquefoil -- Hope and joy; three represent The Trinity

Laurel Branch -- Achievement

**School Colors:** Red and Black

**School Mascot:** Cornerstone Christian Academy Lions

**School Song:** “In Christ Alone”

**School Newsletter:** The Paw Print

## ACCOUNTABILITY AND ACCREDITATION

Cornerstone Christian Academy is recognized as an accredited school by the State of Virginia. CCA was reaccredited by ACSI in 2021.

CCA is a member of these organizations:

Association of Christian Schools International (ACSI)

Association of Classical and Christian Schools (ACCS)

Virginia Council of Private Education (VCPE).

The faculty of Cornerstone Christian Academy are required to hold a bachelor's degree and either hold or be in the process of attaining ACSI certification. Faculty members are responsible for maintaining this certification. Our faculty and staff are highly qualified by virtue of a combination among them of degrees, certification, and God-given abilities to teach. Our classrooms are open to visits by parents, potential students and their parents, educators, and members of the community. Nationally normed standardized tests are administered every year to students in grades K-12.

The Junior Kindergarten program at Cornerstone Christian Academy is religiously exempt from licensure. We will have a maximum number of 10 students per classroom. If there are more than 10 students in a classroom a teaching classroom a teacher's aide will be placed in the classroom as needed. We are covered by a public liability insurance policy.

## ORGANIZATIONAL STRUCTURE

**Cornerstone Christian Academy, Inc.**, is a non-stock corporation and a non-profit organization registered as such with the State of Virginia and is the owner of Cornerstone Christian Academy.

**The Cornerstone Christian Academy Board of Directors** consists of appointed and elected members from the Cornerstone Christian Academy Association. Detailed operational guidelines and responsibilities of the Board are presented in the Cornerstone Christian Academy Association By-Laws.

**The Cornerstone Christian Academy Head of School** is interviewed and hired by the Board to oversee the day-to-day operations of the school and to provide input to the Board regarding long-term decisions on curriculum, school policies, budgeting, and facilities planning.

**The Cornerstone Christian Academy Principals** are hired by the Head of School and are directly responsible for managing the daily operations of the school (including such duties as managing teachers and office staff, scheduling classes and events, and handling student discipline) and for providing information to the Head of School regarding curriculum, school policies, budgeting, and facilities planning. These positions will be filled as necessary.

## NON-DISCRIMINATION POLICY

Cornerstone Christian Academy admits students of any race, color, national, or ethnic origin, sex, age, or handicap to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or handicap in the administration of its educational policies, athletic, or other school-administered programs except necessitated by specific religious tenets held by the institution and its controlling body.

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## EDUCATIONAL PHILOSOPHY AND GOALS

The purpose of Cornerstone Christian Academy is to assist parents from a Biblical perspective in the instruction of their child by providing a classical and Christian education.

1. ***We covenant with parents for their children's education.*** We affirm that God's Word gives final and ultimate authority to parents in the task of raising and educating their children. Parents have the liberty to delegate authority in this endeavor. Cornerstone Christian Academy functions in the capacity of a servant to parents in the day-to-day instruction of their children. At Cornerstone Christian Academy, parents are encouraged to be active participants in the education process. Parents are ultimately responsible for the academic and behavioral performance of their children. Cornerstone Christian Academy desires to provide an environment where students will learn about God through the study of His Word and His creation. Our desire is that each student will come to believe in Jesus Christ as Lord and Savior and express his/her saving faith in such a way as to reflect His in-dwelling to others. We encourage servant leadership among our students and hope that they will live lives which bring honor and glory to God.
2. ***Children are made in the image of God:*** We speak to our students respectfully and kindly, not speaking down to them or belittling them but treating them as equal image-bearers. We establish clear classroom boundaries and enforce those boundaries with firm but kind love, knowing that we are responsible for their well-being at school. We work to establish a culture of grace rather than shame. When students behave unwisely, we speak with them privately whenever possible to prevent publicly shaming them. We respond in ways that address the heart motive for their behavior rather than just their external actions. We seek for our students to know that the fruit of the Spirit will help them temper the temptations of the flesh, know they are more loved and accepted by God through Christ than they ever dared to hope, for in him we have redemption through his blood, the forgiveness of our trespasses, according to the riches of his grace which he lavished upon us (Eph 1:7-8). As our students experience these truths, they are being taught to repent and experience God's transforming grace. We see ourselves partnering alongside them in our words of encouragement as well as warning, correction, and guidance. We, too, are people flawed but forgiven and being renewed by grace. We seek to teach and disciple in a manner consistent with the Bible and a Godly home environment. We believe the Bible to be the infallible Word of God, wholly true, applicable to all of life; and its commandments and principles are foundational in all moral and ethical judgment. As such, all of Cornerstone Christian Academy's policies, procedures, curriculum, and interactions with one another are scrutinized through the lens of Holy Scripture. It is through this lens that all human behaviors, relationships, and intellectual activities are evaluated and deemed either wise or foolish.
3. ***Classical education is about shaping the affections.*** We seek to nurture our students' minds and affections through great literature, living books, rich ideas, virtuous habits, inspiring work, and meaningful conversations. We carefully select each book our students read by asking ourselves if the book is well written, beautifully illustrated, and offers a feast of ideas. In Grammar school, we carefully select activities that support our student's growing narration abilities as well as their creativity. This work continues into the development of clear articulation of ideas through strong rhetorical skills in the Logic and Rhetoric Schools. Our work is to be meaningful work with active student participation and conceptual understanding. We carefully plan lessons that will nurture rich conversation and help students make connections within the curriculum and the world. We want our focus to be learning about the stories of our subjects and guiding our students in wonder and awe rather than focusing only on facts, data, and skills.
4. ***Education is an atmosphere, a discipline, and a life.***
  - ***Education is an atmosphere:*** If we establish an atmosphere of grace, beauty, and goodness, our students will flourish. Our tone is one of support and partnership. We seek to create an atmosphere where the focus is on the delight of learning. We seek to create a space where our students see beauty and experience inspiration and peace. Our students need a healthy rhythm each day where there is time to work hard, there is time to play, and there is time to rest quietly.
  - ***Education is a discipline: the cultivation of habits.*** We take time to teach, model, and cultivate virtuous habits. We want our students to develop habits of caring for one another, for their materials, and for Creation. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to encourage quality academic work and maintain high standards of conduct. We want our students to develop habits of Godly friendship by learning how to resolve conflict and seek restoration.

- ***Education is a life:*** We teach our students that all truth is God’s truth, that we see His work in all subjects and not only Bible lessons. We look for Truth in all the subjects we teach. We also want our students to encounter real things as much as possible such as bird feathers and nests in science or spices from India in history lessons. We believe that God’s character is revealed not only in His Word but also in every facet of the creation. For man to exercise his God-given dominion over the world appropriately, he must understand the world in which he lives – its science, language, and logic. Lastly, we want our students to engage in the world of ideas. For example, discussing themes of character within history and literature. Learning becomes rich and vibrant when students make connections across subjects, in various books, and in their own lives. By engaging with ideas alongside facts and offering sensory-rich experiences, we can sow the seeds of a lifetime love of learning within our students.
5. ***Education is about who our students are becoming.*** As a classical school, we have a very high value of knowledge and teaching our students the best in art, music, literature, mathematics, history, and science. A classical student is a liberal arts student. Cornerstone Christian Academy seeks to enrich its students’ understanding of culture, both past and present, by instilling a knowledge and appreciation of mathematics, the sciences, history, literature, languages, and the arts. We believe culture can be properly understood only within the context of a Christian worldview and are chiefly concerned with character and the affections of our students’ hearts. We encourage discipleship through Christ-like love of others and service-oriented hearts. We invest time cultivating virtue in our students through habits of piety, deep and personal conversation, and bringing the redemptive work of the gospel into their lives. Cornerstone Christian Academy recognizes the importance of the whole person, including the physical body. Organized sport, exercise, and free play are part of the regular school day. Students are encouraged to respect and take care of the body which God has graciously given them. We take the time to play, pray, wonder, and delight with our students.

\*Adapted from Katie Earman’s “Philosophy and Practical Implications”

### CORE VALUES OF CORNERSTONE CHRISTIAN ACADEMY

CCA will serve the community by being a Christian school of influence, characterized by academic excellence and a caring community resulting in transformed lives.

CCA is passionate to nurture growth in our students by encouraging them to acquire a deep and personal relationship with Christ and knowledge of His Word.

CCA encourages students to develop a love for learning and to achieve the highest levels of Christian scholarship to live effective and productive lives in service to our Lord Jesus Christ.

CCA is committed to cultivating a biblical worldview within our students participating in their spiritual transformation and equipping them to reflect and extend God’s kingdom.

CCA will attract and retain a credentialed core of spiritually vibrant master educators and offer exceptional academic, athletic, and fine art programs for our students.

CCA will be good stewards of the resources God has entrusted to our care through fiscal prudence by cultivating a culture of philanthropic support for the school.

## DISTINCTIVES OF CORNERSTONE CHRISTIAN ACADEMY

### Distinctive #1: A Christ Centered Education

In providing a Christ centered education, Cornerstone Christian Academy:

- Teaches all subjects as part of an integrated whole with the Scriptures at the center (2 Tim 3:16-17).
- Provides a clear model of the biblical Christian life through our staff and board (Matt 22:37-40).
- Encourages every student to begin and develop a personal relationship with God the Father through Jesus Christ (Matt 19:13-15; 28:18-20).
- Declares that knowledge is made complete only when seen and understood in relation to the eternal glory and purposes of the triune God.
- Emphasizes that each aspect of our educational endeavor is founded upon and informed by a thoroughly biblical worldview.

### Primary Doctrine

There are key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is truth that is considered to be primary doctrine and is in accordance with the school's Statement of Faith. When issues involving doctrine arise, i.e., mode of baptism, observance of holidays, etc., students will be referred to their family for final authority.

When doctrinal issues arise, at no time should the school (teacher, administration, etc.) verbally endorse a specific doctrinal position. Endorsement of a specific doctrinal position should come only through the parents of the student to the student.

### Chapel

Chapel services are normally held on Wednesdays of each week. Local pastors, children's church ministers, youth pastors, and missionaries are invited to share truths from God's Word to the students.

### Bible Translation

At Cornerstone Christian Academy, we are thankful for God's written Word, and particularly for the gift of reading it in our native language of English. As our statement of faith says, "We believe the Bible to be the inspired and only infallible authoritative Word of God" (2 Tim 3:16-17; Rev 22:18-19). We believe that the Spirit of God breathed out the Word of God through holy men, such that every word was perfectly chosen, is completely trustworthy, and free from error (Prov. 30:5-6; Matt 22:29; John 10:35; 2 Pet 1:19-21). He breathed out the Old Testament Scriptures primarily in Hebrew, with some parts in Aramaic, and He breathed out the New Testament in the common Greek of the time. We believe that God not only inspired the Scriptures, but that He preserved them from attack and destruction, so that we continue to have the Word of God today. We gratefully acknowledge His work in the labors of those who copied, printed, and archived manuscripts, and of those who gave up comfort and risked their very lives to translate the Scriptures so that the common people who read and spoke English could have them in their native tongue. To provide continuity in the classrooms, Cornerstone Christian Academy has chosen the English Standard Version for Bible study and memory verse work. Please see Appendix A for further discussion on this choice of translation.

### Distinctive #2: Classical Methodology

Cornerstone Christian Academy employs the classical method of learning based upon a system of education first established by Plato in *The Republic* and further developed by great thinkers in the Western tradition throughout the ages. This system, named the trivium and quadrivium, is the foundation for a liberal arts education designed to illuminate cross-curricular connections and foster excellence in the arts of words (trivium) and numbers (quadrivium). Clark and Jain, authors of *The Liberal Arts Tradition*, describe classical education in the following: "The foundational distinction between traditional education and modern education is that the ancients believed that education was fundamentally about shaping loves... They taught passions more than skills and content. They sowed seeds which would grow into a lifelong love of learning." This love of learning is at the heart of our mission and vision for students at CCA. We desire for students to grow spiritually, intellectually, and socially and to then become transformational citizens who "introduce the values of the heavenly kingdom into the kingdom they presently inhabit... Christian education, properly considered, always includes the goal that students will use their schooling to impact the world around them" (Littleton and Evans, *Wisdom and Eloquence*).

A classical education invites and equips students to participate in the Great Conversation concerning essential questions encountered by humankind. This is accomplished through the tutelage of a highly trained faculty and by reading the great books of the Western tradition. In the Grammar stage, an early emphasis is placed upon the verbal arts and the cultivation of a life-long love for learning through a sense of awe and wonder of God's creation. This is followed by formal instruction in logic, learning the art of investigating the truth of opinions, reading increasingly complex texts, and learning to think and craft logical arguments. In the rhetoric stage, students will express their ideas with wisdom and eloquence through the development of clear verbal and written mechanisms of expression in each subject studied.

- Emphasizes the methodology of the Trivium-grammar, logic, and rhetoric-in all subjects
- Grammar: The fundamental rules of each subject.
- Logic: The ordered relationship of particulars in each subject.
- Rhetoric: How the grammar and logic of each subject may be clearly expressed.
- Emphasizes and seeks to preserve and pass on to successive generations the richness of our Western cultural heritage.
- Encourages all students to develop a love for learning and to live up to their academic potential.
- Provides an orderly atmosphere conducive to the attainment of the above goals.
- Promotes the term "classical education" in the context of the classical search for wisdom and virtue through the pursuit of truth, goodness, and beauty.

At Cornerstone Christian Academy, students are exposed to an introductory course in Latin in the second grade based primarily in songs, chants, and rhymes. Formal Latin instruction begins in third grade and continues through Latin 3 at the Rhetoric level. By introducing students to the language at an early age, CCA takes the educational advantage of their great capacity for learning vocabulary and their love for the rhythmic chanting of verb conjugations and noun declensions. The exercise of fitting the meaning, tense, number, case, and gender of a Latin word to its English equivalent strongly develops analytical skills as well as vocabulary. This equips students for future studies in the romance languages and promotes an appreciation for literature and an understanding of our cultural heritage.

### **Distinctive #3: In Loco Parentis (Latin for "In Place of the Parents")**

Cornerstone Christian Academy recognizes that God has established spheres of earthly authority, including the family. He has entrusted specifically to parents the responsibility to educate their children (Deuteronomy 6:4-9, Ephesians 6:4). Therefore, Cornerstone Christian Academy is established to operate as an extension of the family to cooperatively assist parents to carry out their God-given educational duty (In Loco Parentis – in the place of the Parent) by providing the Christian education outlined in the school's by-laws and mission statement. God, through His Word, indicates that the family is the most important human institution designed, comparing it to the relationship believers have with Christ. As an extension of and support for the family unit and because the responsibility for educating children rests with the parents (Deut. 4:9 and 6:6-9), Cornerstone Christian Academy continually seeks to actively involve the parents and all other family members of students in the functions of the school. (There are instances when siblings are not permitted to participate, such as classroom field trips and classroom activities because of the need of parents to act in a supervisory capacity.) Parents are encouraged to participate within the life of the school. Parents are welcome to attend all assemblies, to visit classrooms, and to join their child for lunch. Parent volunteers are needed in many areas in the school.

## ADMISSIONS

### Step One

Complete the online student application. The link to this can be found at [www.cornerstoneabingdon.com](http://www.cornerstoneabingdon.com).

Before the application can be processed, the following documents must be completed and received in our office:

- Complete online application for admission
- Application Fee of \$150.00 per student/\$75.00 each additional (non-refundable unless application denied)
- Copy of most recent report card
- Transcripts from all previous schools
- Copy of most recent standardized achievement test scores (If no test scores are available, parents may be responsible to pay additional testing fees.)
- Testing will be scheduled with Education specialist or Guidance Counselor as needed.
- Please mail the fee and other documents to: Cornerstone Christian Academy PO Box 2228 Abingdon, VA 24212

### Step Two

You will be notified when your information is received. Your family will be asked to meet with the Admissions Committee to discuss your completed application and give you the opportunity to ask questions. Participation by both parents is recommended in this interview.

### Step Three

After all the above steps have been completed, the Admissions Committee will review and rule on the application. A Pastoral Reference form must also be completed and returned to the school. Notification of acceptance will be sent by email, and a response must be received within ten business days. The Financial Policy with payment plan in place, a school entrance health exam and completed immunization forms, and a copy of the child's birth certificate must be returned to the office before the student can attend school. Excessive behavior problems or extremely poor academic performance may result in dismissal or recommendation to a lower grade level.

### Admission Requirements for the Parents

- As a covenant school, Cornerstone Christian Academy requires that at least one parent has accepted Christ as their Savior and regularly attends a local church.
- Parents of students at Cornerstone Christian Academy should have a clear understanding of the biblical philosophy and purpose of the school. This understanding includes a willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.
- Parents should be willing to cooperate with all the written policies of Cornerstone Christian Academy.

## ENROLLMENT

### Grade Placement

Cornerstone Christian Academy reserves the right to place students in the appropriate level as determined by test data and developmental maturity. Children must be four years of age by September 1 to be eligible for enrollment into Junior Kindergarten and five years of age by October 1 to be eligible for enrollment into kindergarten.

### Mid-Year Enrollment

With respect to Cornerstone Christian Academy's mission of academic excellence and high academic standards, it is difficult for students to enroll in classes during the middle of the school year. Cornerstone is committed to the success of all students and carefully considers circumstances which could impede that success such as mid-year enrollment.

Student admission grades JK-12 after the first quarter grading period is at the discretion of the administration. Solid academic mastery must be reflected on the Cornerstone Christian Academy assessment and a strong faculty/administrative recommendation for entry given per evaluation of the assessment results for consideration of enrollment. For students in lower grammar grades K-1, a faculty/administrative evaluation of the student's ability to transition easily into a new school setting is an additional factor of consideration.



## RE-ENROLLMENT

### Re-enrollment of Students:

Families will be asked to sign the Financial Policy and choose a tuition payment plan. The enrollment fee deposit will then be billed in February and is due by March 1 to secure enrollment for the upcoming school year. Re-Enrollment fees will be automatically withdrawn by March 1<sup>st</sup> if not paid prior.

Priority re-enrollment of students already attending CCA is contingent on tuition and fees being current at the time of re-enrollment. If the family account is in arrears, and class enrollment reaches capacity, space cannot be assured. Students are eligible to begin the new school year only if all charges from previous years have been satisfactorily met.

## TUITION AND FEES

### Tuition Payment and Collection

Although we believe that the parents whose children attend Cornerstone Christian Academy should assume most of the financial responsibility, we also feel that the community receives a great benefit from this type of educational institution. Our desire is to form a partnership with community members, churches, and other organizations to keep the tuition as low as possible to make it available to as many as possible who desire a Christian education. Expenditures are carefully controlled to maintain affordable tuition.

Tuition and fees are intended to cover the basic operating expenses of the school. While maintaining a high-quality program of Christian education may well entail sacrifice, God has promised to “supply all our needs according to His riches in glory by Christ Jesus.” Families, school personnel, and the school itself all rely on this firm assurance.

The operating budget includes staff salaries and benefits, educational materials, facility operation and maintenance, and some minimal capital expenditures for furniture and equipment. Financial aid and most student activities are not funded through tuition.

Tuition payments will be collected directly from each family by setting up an automatic withdrawal through CCA.

An application fee \$150 per student/\$75 each additional will be required before the application can be processed.

A re-enrollment fee of \$100 per student/\$50 for each additional student will be required at re-enrollment. A matriculation fee of \$450 per student (\$250 per Junior Kindergarten student) will be paid on July 1.

#### 2023-2024 Tuition

Junior Kindergarten	\$5,600	Kindergarten	\$7,500
Grades 1-6	\$8,225	Grades 7-12	\$8,425

### Late Payments

A late fee of \$30.00 is assessed for payments received after the 25<sup>th</sup> of each month.

Prompt payment of tuition is essential if the school is to meet its own financial obligations on time.

Accounts in arrears will be reviewed by the Head of School, who reserves the right to dismiss students from the school when the family account is overdue by 30 days or more and satisfactory arrangements for payment have not been made. Academic records will not be released or forwarded until all financial accounts have been cleared. Likewise, a student will not receive their report card or be allowed to view the report card if the account is not current.

### Other Student Fees

**Matriculation Fee:** Each year a matriculation fee is paid for each student. This fee includes the funds necessary to provide the teacher’s manuals, visual aids, worksheets, testing materials, classroom supplies, books, and other student materials.

**Athletic Fee:** \$50 athletic fee per child, per sport. Homeschool students will pay a \$200.00 fee per sport.

**Field Trip Fee:** Parents will be responsible for any outside of school field trip fees. These will be communicated in advance.

**After School Fees:** After school is available for students in JK-12. The cost is \$12 a day or \$150 a month.

## Tuition Assistance

Tuition assistance preference will be given to those who have completed the application process in the order that the applications were received. This assistance will be awarded based on financial need with the financial assessment completed by the FACTS Grant & Aid Program.

**All applications should be completed by May 1st to be considered for scholarship assistance.**

## Student Withdrawal and Records Release

Once a student is enrolled in Cornerstone Christian Academy, written notice by the parent or the guardian is required to withdraw the student. Withdrawal forms from the school office must be completed, noting the effective date of withdrawal and the reasons for the withdrawal, and all school accounts must be paid in full in order for student records to be released. Additionally, all materials belonging to the school must be returned. The turnaround time for record requests is two full business days.

Tuition that has been paid in advance for days which the student will not be attending Cornerstone Christian Academy will be prorated and refunded only if the withdrawal is due to out-of-town relocation by the student's family or death of a parent.

**Withdrawal:** If a student withdraws prior to the end of the school year, all financial obligations such as monthly invoices must be met before student records can be forwarded to the transfer school.

**Graduates:** Students eligible for graduation who have overdue financial obligations such as fines, fees, and tuition will not be allowed to participate in graduation ceremonies and other activities related to graduation unless the obligations are met, or a satisfactory payment plan has been accepted by the CCA administration. The payment plan may include a percentage of outstanding monies required to be paid prior to the graduation ceremonies.

Although students may be allowed to participate in graduation upon approval of a payment plan, no academic records will be released or transferred until all outstanding obligations have been satisfied.

It is the responsibility of the parent, guardian, or sponsor of the affected student(s) to make arrangements with the administration to satisfy financial obligations in a timely manner.

**Non-Refundable Policy:** Enrollment and student fees are non-refundable and non-transferable. Tuition is charged for each month the student is officially enrolled and is non-refundable. Tuition paid during the summer months of June, July, and August is non-refundable and non-transferable. In exceptional circumstances, such as an unexpected family move away from the area, the administration may authorize a refund upon written request. A move from the area is defined as fifty or more miles from the school.

## Student Records

### Confidentiality

Student records are confidential. Such records include all information relating to student academic performance, financial status of a student or the student's parent or guardian, and medical or psychological treatment or testing. Access and disclosure to student information shall be done solely for an educational purpose. Such records shall not be made available to unauthorized personnel of CCA, to the public, or any outside agency without the consent of the student or the parent or guardian of a minor student except as otherwise provided by law.

## Right of Access of Records

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within forty-five days of a parent's written request. The request must be submitted to the Administration. Available records include grades, evaluations, and standardized test results. Parents and legal guardians may request that their student's records be released to persons or institutions outside CCA.

The Buckley Amendment affords the right to challenge the accuracy of recording information. The content may be challenged by a parent by making a written statement of his position. That statement shall be inserted into the records. A copying fee may be charged for copying student records.

## Rights of Non-Custodial Parents

Non-custodial parents of a student enrolled at CCA may request to receive a copy of their student's report card, notice of school attendance, names of teachers, class schedules, standardized test scores, and any other records customarily available to parents. This request must be in writing and must include the non-custodial parent's mailing address.

## PARENT INVOLVEMENT

### Back to School Night

Back to School Night is scheduled each year during the week prior to the first day of school. Students and parents have an opportunity to visit classrooms at this time. The school administration officially welcomes everyone and communicates various important facts regarding the new school year. The date of this orientation is announced to families in writing prior to the opening day of school and is published in the school's yearly calendar.

### Parent Teacher Organization (PTO)

The PTO is comprised of moms and dads who minister to the families in the school. The purpose of the PTO is to:

- \* Promote parent involvement in their students' grade and school (Grammar, Logic and Rhetoric Schools)
- \* Cultivate strong relationships among Cornerstone families in each grade and school as well as school-wide
- \* Support teachers and staff

PTO is the organized body of volunteers comprised of all parents of students within the school and offers support for special services and programs and is a constant source of encouragement to the students, parents, faculty, staff, and Board.

A few examples of opportunities for involvement include the following:

- Pray regularly for the faculty and staff at Cornerstone Christian Academy.
- Attend PTO meetings
- Help plan and facilitate special events at the school
- Visit the school/class. Please call ahead to schedule visits and check-in at office upon arrival.
- Assist in the classroom regularly or on an as-needed basis.
- Serve as a chaperone on field trips
- Offer special talents, hobbies and/or skills.
- Share vocations with the class or invite the class to places of business.
- Share experiences, travels as they may relate to an area of study in a class.
- Volunteer to help in the many tasks related to school functions.
- Help host class parties.
- Stay informed about your child's progress through communication with faculty and staff.
- Enhance the development of the Cornerstone Christian Academy family through positive, supportive relationships built with faculty, staff and families in the school.
- Serve as lunchroom volunteers.
- Help raise money for teacher specific needs
- Serve as classroom parents
- Help promote school spirit

## Developing CCA

Parents are an integral part of CCA. We appreciate so much your enthusiasm, help and generosity to the school with your time, talents, and treasures for all our events and fundraising needs. Your kind words of testimony are the best way for us to successfully recruit new students and financial supporters. Thank you for your commitment to CCA and making all our special events successful.

## COMMUNICATION

### FACTS Family App and Website (Formerly RenWeb)

Cornerstone uses FACTS for our student management software. You can check on your child's progress in each class, see daily assignments, find helpful teacher links, and much more. Download the FACTS app on your cell phones for easier access to school information. You can also access your student's information at [www.FACTSMGT.com](http://www.FACTSMGT.com).

### School Website

[www.cornerstoneabingdon.org](http://www.cornerstoneabingdon.org)

Information such as the school's activity calendar, supply lists, sports calendars, and school closings are posted on the CCA website throughout the school year for students and parents.

### Weekly Communication Folders

In grammar grades JK – 6, student folders are sent home each Tuesday to be reviewed and signed by parents and returned to teachers. These folders may contain student's work from the previous week, a letter from the student's teacher, and other school information from the office. Consistent communication between school and home is essential in providing an educational process that is as productive as possible for the student.

In grades 7 – 12, only information that cannot be electronically sent home will be sent with the youngest sibling on Wednesdays. Most of the Logic and Rhetoric communication is sent via email and occasionally via text or printer copy. Notices are also posted in the upper school building. A monthly electronic newsletter will also be emailed.

### The Pawprint

The Development Department publishes *The Pawprint* newsletter to inform our parents and our community about the exciting things going on at CCA.

### Parent/Staff Communications

Parents may contact teachers during the school day by calling the office. Teachers will return calls as soon as their daily schedule allows. Parents are asked to refrain from calling faculty and staff at their homes unless it is an emergency. Staff are expected to check email at least one time during the school day and to respond within 24-48 hours. Email is often the most convenient means to contact staff.

### Parent/Teacher Conferences

Communication between home and school is essential. Conferences are always encouraged throughout the school year with a specific day set aside each year for this purpose.

### Report Cards

Report cards are issued to students at the close of each quarter grading period during the school year. In the Grammar School, at least one parent must sign the report card and return it to the grammar child's teacher by Friday of the week of issuance. The last report card of the school year is issued to grammar students on the last day of school and to logic/rhetoric students during the week after school is out. All school fees must be paid, and all school materials returned for the student's report card to be issued. Report cards will not be issued until the family account is cleared. All report cards, with the exception of junior kindergarten and kindergarten, are sent electronically.

### Annual State of School Meeting

The CCA Board of Directors holds an Annual State of School Meeting in the spring of each year in order to reflect upon the current year and communicate relevant information regarding the short and long-term future of Cornerstone Christian Academy. Reports are also given by the school administration, PTO, and the Finance Committee.

## CAMPUS LIFE

### School Schedule

#### Office Hours

School Year: 7:30 a.m. – 3:30 p.m.  
 Summer: 9:00 a.m. -1:00 p.m. TWR

**Arrival** 7:30 a.m. – 7:55 a.m.

#### Early Dismissal Days

Grades JK – 6 Dismissal at 11:30 (Lunch is not served on early dismissal days.)  
 Grades 7 – 12: Dismissal at 11:45 (Lunch is not served on early dismissal days.)

#### Daily Schedules

Grades JK, K 8:00 a.m. – 2:45 p.m.  
 Grades 1-6 8:00 a.m. -- 3:00 p.m.  
 Grades 7 - 12 8:00 a.m. – 3:10 p.m.

#### Daily Logic/Rhetoric Bell Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:10	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
8:14-9:33	1st	1st	1st	1st	1st
9:37-10:56	2nd	2nd	2nd	2nd	2nd
11:00-11:49	3rd	3rd	CHAPEL	3rd	3rd
11:53-12:24	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:28-1:47	4th	4th	4th	4th	4th
1:51-3:10	5th	5th	5th	5th	5th

### Parking Regulations

Parents and visitors may park in the parking lots on either side of the church. Please avoid parking in the front row near the sidewalk as this is car line. Grammar school staff park in the front spaces near the road. Logic/Rhetoric staff park in the spaces closest to the modular. For the safety of the students, please follow traffic signs and speed limits.

### Student Parking

Student drivers should park in the modular parking lot in the spaces near Elementary Drive. This helps to avoid traffic confusion during morning drop-off and afternoon pick-up. The student needs to complete a Student Driver Permission Form from the Logic/Rhetoric Office and turn it in to be on file with the school.

### Arrival Procedures

Grammar students are to enter the building through the Welcome Center and go straight to their classrooms beginning at 7:30.

8<sup>th</sup> – 12<sup>th</sup> grade students enter through the gym. They will remain in the gym for morning meeting. 7<sup>th</sup> grade students report to homeroom in the modular. 7<sup>th</sup> grade students will join morning meeting in the gym during the spring semester.

Students are tardy if they arrive to the classroom /gym after 8:00 a.m.

### Dismissal Procedures

Grammar students are dismissed from the upper door at the far end of the parking lot following carline pickup procedures. Logic & Rhetoric students are dismissed from the upper school building.

Only in the event of an emergency may grammar students be checked out through the front office during carline formation and dismissal.

Students remaining after carline dismissal concludes at 3:30 p.m. will be sent to the After School Program. People arriving after 3:30 p.m. to pick up students must pick them up in the afterschool classroom. Students will be released only to parents, or an adult appointed by the parent.

### **Early Student Checkout/Release**

It is preferable that any appointment be arranged for after school hours. When this is not possible, the parent or authorized adult picking up their student must come into the office to sign out the student. The office will call the student from the classroom, and the student will then report to the office to meet their parent or the parent's designated representative. Parents should not go directly to classrooms to pick up a student. Adequate checkout time should be allowed by the parents when picking up students in order to arrive on time at scheduled appointments outside of school. Announcements concerning school cancellations or delayed openings will be made as soon as possible. Every effort will be made to alert the media of school schedules by 6:15 a.m. When possible, the announcement will be made in time for the 11:00 p.m. news the evening before. If there is no announcement, school will be in session.

Due to the 7<sup>th</sup>-12<sup>th</sup> grade modified block schedule, any student who sets up a regular appointment time on the same day of the week and time will be missing substantial class time. When daytime appointments are unavoidable, appointment times should be staggered in order to avoid missing the same class each time. Regularly missing a single class will have an adverse effect on a student's grade. Parents will check out Logic and Rhetoric students through the main office. Students will then be sent to the main office. If desired, the main office can notify the modular office and students may meet their parents at the modular bridge. Students who drive must have parent permission to check out. They must also receive permission from the Logic and Rhetoric principal. If the principal is unavailable, then the student must get permission from other Logic/Rhetoric administration or the Head of School. The administrator who gives permission for student drivers to leave will document the check-out on the check-out log.

### **After School Children Monitoring Policies**

It is expected for grammar students to always be under the supervision of their parents or parent-appointed persons while attending school events or programs that take place after school. Grammar students are never permitted to roam freely or to run through the building, classrooms, gymnasium, at any time unless directed to do so by the faculty or staff. Compliance with the school guidelines is a necessity for the safety of all.

### **School Cancellations due to Inclement Weather**

In the event of inclement weather, CCA will follow its own schedule for closings. We recommend that you sign up for the Parent Alert Notification through FACTS. Announcements will also be made on the following stations:

**Television:** WJHL (CBS) Channel 11 & WCYB (NBC) Channel 5

## ATTENDANCE POLICIES

### Attendance Requirements

A student enrolled at Cornerstone Christian Academy is expected to be present and on time in school every day school is in session. Attendance records for the students are kept by the individual classroom teachers and recorded on student report cards each grading period.

**Students are considered chronic absentees if they miss 10% (17 days) or more of the academic year. This includes excused absences.** Students in chronic absenteeism may not be able to earn credit for the course work taken. An academic and attendance plan will be created for students in truancy.

For Logic and Rhetoric students, absences will be counted for each course. Logic and Rhetoric students are responsible for retrieving and completing all assignments given during the time the student is absent. The student is also responsible for going to each Logic/Rhetoric teacher to determine due dates for these items. If an absence is anticipated, students should request assignments before leaving and should have all work completed upon their return to school. A student must be present for at least ½ a class period to be counted as present for that class period. Please see full make-up work policy on page 33 of this handbook.

It is the responsibility of the parent to contact the school by phone or email by 8:15 a.m. on days when students will be absent.

Logic/Rhetoric Absences for Special Service Projects: Logic/Rhetoric students with a failing grade in any course at the nine weeks may not be allowed to miss instructional time to attend special service events (for the completion of service hours) during the school day.

### Attendance for Athletes

Students must be present in school for a minimum of ½ of the school day (3 hours and 15 minutes for grammar students and 3 hours and 30 minutes for Logic/Rhetoric students) either to practice for any sport after school or to dress with the team on a game day. Students will not participate in athletic events on days they are absent from school. Extenuating circumstances will be reviewed by the Athletic Director on a case-by-case basis.

### Absences due to Suspension

Any student who is suspended from school will have one point deducted from his final nine-week average for each class that he missed for each day of the suspension. The student must still complete all missed work from the suspension period.

### Long-Term Absences

If a student needs to be absent from school for three or more consecutive days, the parents should notify the principal and the child's teacher(s) in writing explaining the circumstances. Notification should be made prior to absences, or as soon as possible for emergency situations that may arise as well as for voluntary absences.

### Requesting Assignments During Absences

Grammar: Parents of grammar students who are absent from school for any reason other than a voluntary absence may call the school by 10:00 a.m. to request homework assignments for that day. Assignments may be picked up in the office at 3:00 p.m. on that day or may be sent home with a sibling or other student as specified by the parent. Homework assignments will not be compiled for requests that are received after 10:00 a.m.

For a planned voluntary absence, parents need to let their child's teacher know a week in advance in order to have work prepared for them to work on prior to being absent.

Logic/ Rhetoric: Parents need to call the office by 8:15 a.m. each day a student is absent and report the reason for the absence. Parents should access lesson plans through the FACTS website to help their student keep up with assignments.

### College Visit Absences

*In rhetoric school, students are encouraged to use the school breaks built into CCA's schedule for making college visits. However, juniors and seniors may use one school day per year for a college visit. This will not be counted as an absence.*

## Tardiness

Grammar and Logic/Rhetoric Students:

School begins at 8:00 a.m. Students are tardy if they are not in the classroom/gym by 8:00 a.m. **Three excused or unexcused tardies within a grading period equals one day of excused or unexcused absence recorded on the report card. Other tardiness policies include:**

Grammar School's excessive tardiness policy includes the following:

- After the 3<sup>rd</sup> unexcused tardy, there will be 30 minutes of recess detention.
- After unexcused tardy 6, 9, 12, etc., there will be 60 minutes of after-school detention every 3<sup>rd</sup> unexcused tardy.

Logic/Rhetoric School's excessive tardiness policy includes the following:

- After the 3<sup>rd</sup> unexcused tardy there will be 30 minutes of afterschool detention.
- After unexcused tardy 6, 9, 12, etc., there will be 60 minutes of after school detention every 3<sup>rd</sup> unexcused tardy.

## Students Leaving Campus

- a. Any student leaving campus after arrival on campus must have appropriate permission from a parent or legal guardian and the principal.
- b. Students with cars:
  - (1) If a student becomes ill during the day, he may drive home only after clearing his/her leaving with the office. The office is to telephone the student's parent or legal guardian before the student departs.
  - (2) Under certain and rare circumstances, students may use personal cars to run errands. However, this requires permission from the Head of School and/or Logic/Rhetoric principal and parent or legal guardian and signing in and out at the office.
  - (3) No students are permitted in cars or parking areas during the school day without permission.
  - (4) Parking is in designated areas only as assigned.
- c. Students without cars:

No student may leave campus at any time after arriving on campus unless accompanied by the student's parent or guardian. CCA will not release a student to any other person unless permission has been requested of and approval given by the principal.



## ACADEMIC POLICIES

### Latin At Cornerstone Christian Academy (Grades 2-12)

“I will say at once, quite firmly, that the best grounding for education is the Latin grammar. I say this not because Latin is traditional and medieval, but simply because even a rudimentary knowledge of Latin cuts down the labor and pains of learning almost any other subject by at least 50 percent.” –Dorothy L. Sayers

Considering the sheer number of years and amount of quality schools wherein the teaching of Latin was an integral part of any good academic training, the instruction of Latin at Cornerstone Christian Academy should need no explanation or defense. However, like many traditional particulars of good education lost in the name of modern or progressive education, Latin’s advantages have been neglected and forgotten by recent generations. Latin was taught even in American high schools as late as the 1940’s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

Cornerstone Christian Academy teaches Latin for the following reasons:

- Latin is not a dead language, but rather a language that lives on in almost all major western languages, including English. Instruction in Latin not only gives the student a better understanding of the roots of English vocabulary but also lays the foundation for learning other Romance languages, such as French, Spanish, Italian, Romanian, and Portuguese.
- Learning the grammar of Latin reinforces the student’s understanding of the reasons for, and the use of, the parts of speech being taught in our traditional Grammar class work.
- Latin is a language which requires attention to detail. Therefore, instruction in Latin will train a mind with a discipline toward detail which will better prepare the students for advanced subjects later in their education.

### Honors and Awards

Cornerstone Christian Academy maintains a system of formal honors and awards for several reasons. The recognition of excellent work is endorsed in the Scriptures from the writings of Solomon in Proverbs to those of Paul in Romans, Ephesians, and I Timothy. Therefore, the school seeks to recognize publicly those students accomplishing the necessary prerequisites to receive the applicable award/honor. The school seeks to encourage the motivation to excellent work among all students by demonstrating to them that such work is not overlooked or taken for granted, but it is noticed and commended.

## GRAMMAR SCHOOL

### Grading Guidelines

Grade level assessment is made in the areas of academics and conduct for all grammar students each grading period. Grades are based on various types of assignments such as tests, quizzes, homework, class work, book reports, compositions, presentations, research, projects, class participation, etc. Grades for projects may count as test grades. No single assignment should be worth more than 25% of the students’ total grade for anyone grading period. School Performances are required and will be a part of your child’s grade. If your child is unable to attend a performance the grade for that class will be reduced by a percentage.

### Report Cards

**Grammar:** Report cards are issued at the end of each grading period for all grammar students in grades JK - 6. These cards contain grades for academic achievement and for conduct. A check list of objective mastery is used for assessment for Junior Kindergarten and Kindergarten.

### Grammar Subjects and Grade Scale Use

**Junior Kindergarten:** An assessment of skill mastery will be checked each grading period in all academic areas. The student’s report card will list specific skills that should be mastered by the end of the school year in each subject area during each grading period. A check mark denotes skill mastery in: Bible, Phonics, Reading, Math, Handwriting, History / Science, Art, Music, PE and Conduct

**Kindergarten:** An assessment of skill mastery will be checked each grading period in all academic areas. The student's report card will list specific skills that should be mastered by the end of the school year in each subject area. The grading scale is M=Mastery, P=Progressing and N=Not Yet Covered. Kindergarteners will also be assessed in their habits of relationships and learning. The scale for those areas will be C=consistently, G=Growing, and W=Weak.

<b>Grade 1</b>	<b>S+, S, S-, U:</b>	Bible, Reading, Spelling / Phonics, Math, Grammar, Handwriting, History, Science / Health & Conduct A summary of skill mastery will be reported each grading period in Art, Music, PE.
<b>Grade 2</b>	<b>A, B, C, D, F: S+, S, S-, U:</b>	Bible, Reading / Literature, Phonics, Spelling, Math, Grammar Latin, History, Science/Health, Handwriting, & Conduct A summary of skill mastery will be reported each grading period in Art, Music, PE.
<b>Grade 3</b>	<b>A, B, C, D, F: S+, S, S-, U:</b>	Bible, Reading/Literature, Spelling, Math, Grammar, History, Science/Health & Latin Penmanship A summary of skill mastery will be reported each grading period in Art, Music, PE.
<b>Grade 4</b>	<b>A, B, C, D, F:</b>	Bible, Reading/Literature, Spelling, Math, Grammar, History, Science/Health & Latin, Penmanship A summary of skill mastery will be reported each grading period in Art, Music, PE.
<b>Grade 5</b>	<b>A, B, C, D, F:</b>	Bible, Reading/Literature, Spelling, Math, Grammar, History/Geography, Science/Health & Latin A summary of skill mastery will be reported each grading period in Art, Music, PE.
<b>Grade 6</b>	<b>A, B, C, D, F:</b>	Bible, Reading/Literature, Spelling, Math, Grammar, History/Geography, Science/Health & Latin A summary of skill mastery will be reported each grading period in Art, Music, PE.

## **Grammar Grade Scale**

A+ = 100 – 97	S+ = Excellent
A = 96 - 93	S = Satisfactory
A- = 92 – 90	S- = Needs Improvement
B+ = 89 – 87	U = Unsatisfactory
B = 86 – 83	
B- = 82 – 80	
C+ = 79 – 77	
C = 76 – 73	
C- = 72 – 70	
D = 69-60	
F =59 and below	

## **Student Promotion in Grammar**

To be promoted to the next successive grade, a student must

- Pass Reading and Math with a minimum of a 70% (C) yearly average at their current grade level.
- Show academic maturity in all areas by not having frequent failing grades in multiple subjects.

Final determination regarding student promotion will be at the discretion of the grammar principal, with the chief goal to do what is ultimately in the best interest of the student.

## **Transfer Grammar Students, Grades 2 – 6**

Students transferring into grammar grades 2 – 6 may be exempt from grading in the following specific subjects for a minimum of three weeks to ensure adequate integration by the student into these subject areas:

Latin	Grades 3-6
Cursive Penmanship	

The minimum exemption period of three weeks may be extended if deemed necessary by the teacher in order for adequate transition of the student to take place.

During the three-week transitional period, grades may be taken and incorporated into a final grading period average if deemed beneficial to the student by the teacher.

### Academic Probation Grades 3 - 6

The academic probation policy is intended to motivate students toward doing their best academically. It also gives notice to the parents and students that a serious academic problem exists. This early notice will enable both school and home to work together toward improving the student's academic progress.

Academic probation will be implemented as follows:

- If a student falls below a "C" average (2.0 GPA) in any grading period, he/she will be placed on academic probation.
- The student's parents will receive a written notice of academic probation status.
- A conference will be held with the parents to give an explanation of the probation and develop a plan of action for improvement.
- The principal academic progress of the student will be closely monitored during the subsequent grading period.
- A student who improves to a "C" average (2.0 GPA) in the subsequent grading period will be removed from academic probation.
- A student who remains below a "C" average (2.0 GPA) and/or receives "F's" in the subsequent grading period will be subject to expulsion; at the discretion of the administration.
- Following removal or withdrawal for academic reasons, a student may re-apply for enrollment at the beginning of the next school year.

## LOGIC AND RHETORIC GRADING

### Grading Guidelines

Logic/Rhetoric grades are based on diverse types of assignments such as tests, quizzes, homework, class work, book reports, compositions, presentations, discussions, research, projects, class participation, etc. Grades for projects may count as test grades. Courses grading is set up in the following categories. Tests/Major Assessments count as 50% of the quarterly grade. Quizzes/Minor Assessments count as 30% of the quarterly grade. Homework/Daily/Classwork counts as 20% of the quarterly grade. Parents receive evaluation of their child's academic accomplishment through mid-term reports, report cards each quarter, and a system of grading which is reviewed below.

### Midterm Reports

An electronic progress report shall be sent to each family halfway through each quarter.

### Report Cards

For grades 7-12, numeric grades are used to indicate the level of performance in each course. A full range of comments by each teacher is available to the report card to communicate to parents the student's participation, attitude and effort level in class. Report cards are issued at the end of each quarterly grading period. ***Final high school transcripts will be sent to colleges upon request following graduation and pending all financial accounts are cleared.***

### Logic/Rhetoric Grade Scale

Course grades **for report cards** are calculated on a 100-point system as follows:

Grading Scale	GPA (Grade Point Average)
A+ = 97 - 100	4.0
A = 93 - 96	4.0
A- = 90 - 92	3.7
B+ = 87 - 89	3.3
B = 83 - 86	3.0
B- = 80 - 82	2.7
C+ = 77 - 79	2.3
C = 73 - 76	2.0
C- = 70 - 72	1.7
D+ = 67 - 69	1.3
D = 63 - 66	1.0
D- = 60 - 62	0.7
F = 59 and below	0.0

## Student Promotion in Logic:

Students are expected to pass math and English with at least a 70% average. If a student barely maintains this 70% average, the school may recommend that he/she repeat the grade with the goal of seeing that the student is successful in future grades. In addition, students who get an F in any class may be asked to repeat the course. Students who fail more than one class may be asked to repeat the grade level.

## Student Promotion in Rhetoric

**New students** enrolling in Cornerstone Christian Academy must have earned the number of credits in the necessary courses to be accepted into the next successive grade level. This number is determined by CCA Administration.

**Current Students** may progress to the next successive grade level based upon the number of credits they have earned. Students are expected to take and pass a full schedule of courses. Students whose GPA falls below a 2.0 and/or who fails more than one class may be asked to repeat a grade level. Students who fail a course will be required to retake the course in most situations.

## Academic Probation Grades 7-12

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” 2 Timothy 2:15

The academic probation policy is intended to motivate our students toward doing their best academically. It also gives notice to the parents and students that a serious academic problem exists. This early notice will enable both school and home to work together toward improving the student's academic progress.

Academic probation will be implemented as follows:

1. If a student falls below a 2.0 GPA or receives an “F” in any grading period, he/she will be placed on academic probation.
2. The student's parents will receive a written notice of academic probation status.
3. A conference (phone or face to face) will be held with the parents to explain the probation and to develop a “plan of action” for improvement.
4. The principal and teacher(s) will monitor the academic progress of the student during the subsequent grading period.
5. A student who improves to above a 2.0 GPA in the subsequent grading period will be removed from academic probation.
6. A student who remains below a 2.0 GPA and/or receives “F's” in the subsequent grading period may be subject to expulsion, at the discretion of the school administration. If the student is allowed to remain at CCA, then the academic plan of action will be modified.
7. Following removal or withdrawal for academic reasons, a student may re-apply for enrollment at the beginning of the next school year.

If the principal determines that, because of various circumstances, academic probation would be counterproductive to the objective of improving the student's grades, an exception will be allowed. In this case, a written record explaining this decision will be signed by the principal and placed in the student's file.

## Rhetoric School Exam Exemptions

Students in the 9<sup>th</sup>-11<sup>th</sup> grades may exempt one final exam for each semester with a grade of A in the class and no more than 5 absences for the course. If a student is eligible to be exempt from more than one class per semester, then the student may choose which final exam they wish to take, but only one exam per semester may be exempted.

Seniors may exempt the final exam in any class in which they have not missed more than 8 days of school (including for documented college visits and for which they have a grade of A in the course as determined by their average up to the midterm progress report of the final term. If both of these are true, there is no limit on the number of exams a senior may exempt.)

## GPA & Class Rank

Grades on report cards do not reflect a student's cumulative grade point average (GPA). At the end of the school year, all completed courses and the final grade for each course is used to calculate the student's GPA. The courses and the final grade for each course are then recorded on the student's high school transcript at the completion of each academic year. Both weighted and unweighted GPAs are included on student's high school transcripts. An unweighted GPA assigns four to zero points per course (for a grade of A to F respectively) averaged by the total number of credits completed. Weighted GPA is assigned for any honors and/or Dual Enrollment course that a student completes in grades 9-12. For each honors and/or Dual Enrollment course, a student receives up to 5 points for a grade of A. Successful honors students can achieve a weighted GPA above a 4.0 on the 4.0 scale. Class rank is not fully calculated due to class size/ however, in senior year valedictorian and salutatorian are determined from the average of weighted numerical course grades for all courses in which they received high school credits in 8<sup>th</sup> – 12<sup>th</sup> grades.

## Graduation Requirements

All students at Cornerstone Christian Academy are automatically paced to receive an advanced diploma. No student may choose the standard track without the permission of the CCA administration. A conference will be conducted between the CCA administration, the student, and the student's parents in order to come to this decision. ***Final high school transcripts will be sent to colleges upon request following graduation and pending all financial accounts are cleared.***

Honor's Distinction:

- Take at least 2 honors classes each year in grades 9-12
- Must maintain B average or higher in each honors class
- Overall GPA 3.5 or higher

Valedictorian requirements:

- No final grade below a B
- No suspension or major disciplinary action
- Completed all service hours by April 15 of senior year
- Advanced diploma track
- Must be enrolled full time
- Must receive Honors Distinction

### Advanced Studies Diploma: 30 CREDITS ARE REQUIRED FOR GRADUATION

English (4)

Mathematics (4)

History (4)

Laboratory Science (4)

Bible (4)

Latin (1-3)

Or Spanish (3)

Fine Arts (1)

Health/PE (2)

Rhetoric 11 and 12 (2)

Economics and Personal Finance (1)

Electives (1)

Students are expected to be enrolled full time at CCA with a full course load even after meeting minimum requirements. Rare exceptions must be approved by CCA administration.

## Senior Integration Project

“The senior thesis is a capstone project, the crowning achievement in a student's academic journey. In completing the thesis, students bring all that they have learned—reading, writing, and arguing—to bear on one issue. They learn the background of the topic, analyze other people's arguments, and synthesize their findings and discoveries, putting it all together to form a true, good, and beautiful whole.”—Rhetoric Alive, Classical Academic Press

This graduation requirement is completed throughout a student's senior year. Each student will present their thesis to the school board in May before graduation.

## Required Service Hours

Throughout the Gospels, we see Jesus model serving. Jesus gives us the perfect example of living a life serving others. As Mark 10:45 explains, “For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” At Cornerstone we want to model this example. We require our students to serve a minimum of ten hours of service a year. These hours can be in our community or on a mission trip. We do allow students to use three hours to serve in their local church, however it is our desire to have the students stretch their reach into our community and around the globe!

To have a consistent and organized place to keep track of service hours we are using an app and website called Helper Helper. This app allows us to put service opportunities in so that students can see upcoming events. It also allows each student to keep track of their individual hours. At any time, the student can upload a document to a college or job application. The Helper Helper is located on the school app under the link tab.

## ACADEMIC SUPPORT PROGRAM

### Program Purpose

The goal of the Academic Support Program is to provide students with the learning tools they need to be successful in all academic areas. Students learn in different styles and at varying paces. The heart of CCA is that all students receive the support, accommodations, modifications, and services needed to help them achieve their academic potential. We desire collaboration among parents, teachers, students and administration to meet students where they are and encourage them both academically and spiritually to become lifelong learners for Christ. The Academic Support Program will provide a variety of options to facilitate skill development and learning strategies both in and out of the classroom setting.

### Referral Process

*The Academic Support Team will include the student’s teacher/ teachers, the academic support coordinator, the parents and a representative from school administration.*

**Teacher Referral-** The classroom teacher will complete a teacher referral form explaining the concerns and reason for referral. The academic support coordinator will then communicate with parents to obtain permission to proceed with the referral. The academic support coordinator will then request additional information from teachers, review data, and obtain any assessments or surveys needed to determine eligibility for services and develop a service plan if needed. The academic support team will meet to discuss eligibility and the proposed service plan. Once agreed upon, the academic support coordinator will then begin coordinating services and regularly communicating with the parent through progress reports and individual contacts. If the student is not eligible for services, the academic support coordinator will continue to monitor the student’s progress for an extended period of time and take appropriate steps to review eligibility if needed.

**Parent Referral-** If parents have concerns (student expressing concerns about classes, resistance to complete assignments, homework struggles, emotional reactions, anxiety, etc.), they may contact the academic support coordinator to refer the student for services. The academic support coordinator will then request additional information from teachers, review data, and obtain any assessments or surveys needed to determine eligibility for services and develop a service plan if needed. The academic support team will meet to discuss eligibility and the proposed service plan. Once agreed upon, the academic support coordinator will then begin coordinating services and regularly communicating with the parent through progress reports and individual contacts. If the student is not eligible for services, the academic support coordinator will continue to monitor the student’s progress for an extended period of time and take appropriate steps to review eligibility if needed.

- Parents may also pursue referrals with Washington County Schools at any time by making a parent referral. Washington County will work with CCA on evaluations and recommendations for services.
- Evaluations or assessments completed by outside agencies may also be used for referrals.
- If a student enters CCA with an existing IEP, please provide the IEP upon enrollment in order for a similar service plan to be implemented.

## Criteria for Support (Data)

- Referral
- Teacher Input
- Parent Input
- Student Input
- Administration Input
- Student Grades and Progress
- Assessments
- Classroom Observations

## Services

- Peer Tutoring
- Content Area Tutoring
- Academic Support Intervention
- Testing Accommodations
- Assignment Modifications
- Testing Modifications
- Preferential Seating
- Differentiated Instruction
- Extra Practice
- Extended Time
- Mentoring
- Progress Rewards
- Positive Reinforcement

## TESTING PROGRAM

### Achievement Testing

All students in grades K – 8 are administered the Stanford 10 during the spring of each year to measure their achievement in basic academic areas. The student scores are compared to those in other public and private schools across the nation (national norms) as well as within Cornerstone Christian Academy (local) and with other Association of Christian Schools International (ACSI) schools. Results of this testing are normally received by the end of the school year or at the beginning of the following school year.

### Pre-ACT

9<sup>th</sup>-10<sup>th</sup> graders will take the Pre-ACT test in the spring of each year, which is an ACT preparatory test. The test helps show areas of academic strength and weakness before the student's senior year and helps prepare the student for the ACT. Students will receive a standardized score which predicts performance on the ACT.

### PSAT

Each year 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade students take the PSAT-NMSQT during the fall. The test helps show areas of academic strengths and weakness before the student's senior year and helps prepare the student for the SAT. Students will receive a standardized score which predicts performance on the SAT.

It will be required that all sophomores and juniors take the PSAT.

## ACT & SAT

All juniors/seniors must take either the ACT or SAT at least once, between March of their junior year and December of their senior year. Students pay the standard fee, which is charged for the test nationwide. They are notified in advance of the times and places for the examination. Students will report their scores to Cornerstone to be included in their academic record.

## NATIONAL LATIN EXAM

Latin students in Latin I, II, and III will take the NLE in the spring semester. While the exam is for individual merit, it provides CCA with quality data to compare with other schools in America. Students who perform well may earn several accolades and rewards including final exam exemption.

## HOMework GUIDELINES

### Philosophy

Cornerstone Christian Academy may assign some amount of homework to students at any given time. Students often need some amount of extra practice in specific subjects, new concepts, skills, or facts. Reasonable in-class time will be given to complete these assignments at school; however, depending on the work study skills of the student and various other factors, these assignments may not be fully completed at school and time at home may be required to complete these assignments. Homework at Cornerstone Christian Academy plays a vital role in the overall academic program. However, reasonable limitations have been established to encourage after-school playtime, church involvement, sports, outside interests, and family time.

Cornerstone Christian Academy recognizes that the responsibility of education of the students is the responsibility of the parents, and that parental involvement is critical in the education of the students. Therefore, the school believes that it is the responsibility of the Grammar school parents to ensure that their child's homework is completed and turned in on time. In the Logic and Rhetoric schools, homework is a student's responsibility.

Below are the primary reasons or causes for homework being assigned:

- Students often need some amount of extra practice in specific subjects, concepts, and skills. In certain subjects extra time is needed for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
- Since Cornerstone Christian Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies.

### Homework Estimated Time Guidelines

To meet the mission of Cornerstone Christian Academy, homework is necessary and should be expected. The necessity for doing homework will vary from grade to grade and from student to student. Normally, daily homework assignments are not made over holidays and school vacation periods. Homework assignments that are to be graded and are not completed will receive a grade of zero (F).

The following schedule is an **estimation** of the amount of time required per night for students to complete assignments:

<u>Grade</u>	<u>Time Guidelines Per Weeknight</u>
Junior Kindergarten	0 Minutes (We encourage all parents to read with their student every day.)
Kindergarten	Up to 10 minutes (We encourage all parents to read with their student every day.)
1st Grade	Up to 10 Minutes (We encourage all parents to read with their student every day.)
2nd Grade	Up to 20 Minutes (We encourage all parents to read with their student every day.)
3rd - 4th Grade	Up to 30 Minutes (We encourage students to read every day.)
5th-6th Grade	Up to 45 Minutes (We encourage students to read every day.)
7th - 8th Grade	Up to 60 minutes per night.
9th - 12th Grade	Up to 90 minutes per night, but on average 60 minutes

While weekend homework is allowed, it will be kept to a minimum. Weekends should generally not be viewed as "extra homework time" by teachers or students. Weekend homework should generally be reserved for short "extra practice" assignments and studying. Honors, A.P. and dual enrollment students should expect more homework as this path is obviously more rigorous. However, the homework load should never become overwhelming. In general, honors, A.P., and dual enrolled



students should expect upwards of 90 minutes of homework per night. Teachers will still give ample time in class, and students must learn to maximize their time during the school day while balancing after school activities, jobs, etc.

If a student is regularly taking longer to complete their homework please contact their teacher to discuss.  
No homework will be given on Wednesday nights in grammar grades.  
No homework will be issued over scheduled school breaks and holidays.

## Make-Up Work

If a student is present the day an assignment is given, the student is required to have the work completed upon return to school or on the due date. For work assigned during the absence, the student is allowed one calendar day per day absent + one additional day to make up the work. For example, students missing one day will have two days to make up their work. Students missing three days will have four days to make up their work. **Assignments not turned in on the due date will be counted late and will receive a grade no higher than 80, thus a 20% reduction is warranted.** It is at the teacher's discretion to accept any late assignments beyond the written policy.

It is the student's responsibility to get the missed assignments and turn them in during the allotted make-up time. Tests will be administered the day a student returns, unless prior arrangements have been made with the instructor, or there has been a serious illness. For example:

1. If a student has advance knowledge of an upcoming test, and he or she has missed it due to family travel, a college visit, etc., then the student must take the test upon return to school. No make-up days will be allowed. If prior arrangements were not made with the instructor in advance of a non-emergency absence, the student's grade on missed work (tests, quizzes, or homework) will be multiplied by 80%.
2. If a student has been sick or has experienced some type of family emergency, then the student will have two days from the first missed day to take the test. In addition, the student will have one make-up day for each additional day of school missed.
3. In the case of a long period of absence, students will be encouraged to take care of missed tests as soon as possible.

Homework assignments which are not completed on time will receive a grade of zero (0) for the first day. If the assignments are turned in the next day, a maximum grade of 80 (or 20% reduction) will be assigned. After the second day a zero (0) will remain in the gradebook.

Grammar: For a planned voluntary absence, parents need to let their child's teacher know a week in advance in order to have work prepared for them to work on prior to being absent for a vacation.

The students should continue working through routine assignments (math problem sets, reading the next chapters of a novel, etc.) if they are going to be out for more than a few days. If not requested a week ahead of time, other assignments will be given to the student once they return.

Logic/ Rhetoric: Logic/ Rhetoric students are responsible for retrieving and completing all assignments given during the time that the student is absent. The student is also responsible for going to each logic/ rhetoric teacher to determine due dates for these assignments.

## EXTRA CURRICULAR ACTIVITIES

We offer various clubs, activities, and athletic programs at Cornerstone Christian Academy. Additional programs will be added over the course of time. Adoption of clubs, activities, and sport programs is contingent upon (a) student interest, (b) costs involved, and (c) whether the activity conforms to the philosophy and standards of Cornerstone Christian Academy. Some clubs that may be offered: Board Game Club, Drama Club, Bible Study Club, and Art Club.

## Student Government Association

**Advisor: Merrill Hudgins**

Student Government executive officers will be elected in the spring for 2022/23 school year. These include President, Vice President, Secretary/Treasurer, and each class will have a representative. The class officers for grades 7-12 will be elected in the spring of each year for the following school year. The purpose of Student Government is to promote positive student leadership among the student body and to provide a forum for student ideas and discussion. In addition, Student Government promotes

social events throughout the school year. Student Government officers are also responsible for planning Rhetoric Reunions in the future.

### **National Honor Society (Website)**

**Advisor: Rachel Kopp**

Cornerstone is a recognized chapter of the National Honor Society. The National Honor Society is a nationwide organization for high school students in the United States. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding service, scholarship, leadership, and character. Members have requirements in order to maintain their NHS status.

### **Fellowship of Christian Athletes (Website)**

**Advisor: Noah Whitt**

“The Fellowship of Christian Athletes is touching millions of lives...one heart at a time. Since 1954, FCA has been challenging coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful platform of sport to reach every coach and every athlete with the transforming power of Jesus Christ. FCA focuses on serving local communities around the globe by engaging, equipping and empowering coaches and athletes to unite, inspire and change the world through the gospel.”—FCA Website

The CCA FCA club for Logic and Rhetoric students meets monthly during designated activity periods.

### **Chick-Fil-A Leadership Academy (Website)**

**Advisor: Hannah Pollard**

Students meet each month to gain valuable experience in leadership. Monthly “Leader Labs” give students the inspiration, the information and the tools they need to engage their world. As they re-imagine leadership, they put their own ideas into practice to make a positive impact on our community.

## **ATHLETICS**

**(See the Online CCA Athletic Handbook for complete information)**

### **Athletics Philosophy:**

It is the goal of Cornerstone Christian Academy to teach fundamental physical development to our students to benefit them for the rest of their lives. We teach each student to take proper care of his/her body, the temple of the Holy Spirit; to exhort one another in times of trial; to complete tasks which are begun; and to cooperate with team members.

Athletics is offered so that the student can learn to face tough circumstances with determination and to continue on even if victory seems impossible. We desire for our athletes to learn to persevere, lose with grace, and win with humility.

Finally, the athletics program at Cornerstone Christian Academy will be one that teaches self-sacrifice, self-discipline, and personal commitment to attain the goal of excellence. The primary goal is to develop characteristics in students that will enable them to overcome challenges they will have throughout their lives.

## **Athletic Guidelines:**

Students participating in athletics must observe the following guidelines:

1. Each athlete must have a medical physical before each new school year. The athletic department will set a date when physicals are due for each year, and the athlete cannot compete without a physical on file. Student athletes and their parents must also fill out an athletic registration form each year, which requires reading the Athletic Handbook and signing their agreement with the Statement of Faith and policies of the Athletic Department.
2. All those involved in the athletic program must be in school at least 3 hours and 30 minutes (half of the school day) to participate in a practice or game scheduled for that day. The only exception is a previously scheduled doctor or dentist appointment or a previously scheduled commitment approved by the athletic director. If you do not attend school you cannot attend a practice or game scheduled on that day.
3. No athletes will be added to a team's roster after 50% of its regular season games have been completed.
4. An athlete must have no F's on their mid-term progress reports or at the end of the nine-week grading period report card to be eligible to compete. If a student has a grade of F on their mid-term progress report or at the end of a nine-week grading period report card, they will be put on athletic probation.
  - A. An athlete on probation can practice but will not be allowed to compete in games/matches/meets with the team while on probation. If an athlete attends games/matches/meets while on probation, they are to sit on the team bench in school attire.
  - B. Students on academic probation will have weekly grade checks on Monday mornings to determine the end of their probation period.
  - C. These guidelines also apply to managers, statisticians, and scorekeepers. Any violation of the probation guidelines may result in dismissal or suspension from the team.
5. The administration is responsible for the determination of eligibility of students and communicating to coaches. The length and impact of the probation period will be at the discretion of the administration and assessed weekly.
6. An athlete who receives a detention that forces him/her to miss practice must serve that detention. Coaches will discipline players who are late or miss practice for detentions.
7. Athletes are expected to be examples of good conduct to other students. In that regard, when an athlete receives an in or out of school suspension, the student will be suspended from his/her team during that period. Further action will be at the discretion of the administrator.

## **LIBRARY AND MEDIA CENTER**

Cornerstone Christian Academy operates a library/media center to implement and enrich the educational offering of a classical Christian school. Resources are allocated for the purchase of books and reference materials in support of the school's instructional program and enrichment purposes.

### **Selection of Library Materials**

Responsibility for the purchase of library/media center materials is delegated to the librarian. The librarian, aided by suggestions from administration, faculty, staff, students, and parents, makes the actual selections for purchase.

Cornerstone Christian Academy's classical methodology encourages the reading of primary sources. Such works may include views not consistent with Cornerstone Christian Academy's statement of beliefs and principles but are included in the library collection for their educational value. There is a procedure in place for content review of any selections in the library. Any selection that does not meet the criteria for remaining in the school library will be removed.

### **Acceptable Videos/DVDs**

Only approved videos may be shown to grammar students during any school activity that takes place, whether that be in the classroom, while being transported on field trips, or in any other programs connected with the school.

In the Logic/Rhetoric schools, all teachers should include in the course syllabus a list of videos/DVDs that will be shown for that class during the year. All media shown are selected because they add to the teaching of course objectives. Logic/Rhetoric videos will be approved by the upper school principal. Teachers will complete a video request form with a statement that they have previewed the material.

### **Damaged or Lost Book Replacement**

Students will be held responsible for the replacement of any library/media center materials that are lost or damaged.

## CORNERSTONE CHRISTIAN ACADEMY HONOR CODE

One of the most important qualities expected demanded of each student enrolled at Cornerstone Christian Academy is honor. The differences among the student body are many, but a common thread that should mark us individually and collectively is that we are people who prize individual honor. This is a quality that no one can strip from us. Likewise, the writer to the Hebrews states, “We are sure that we have a clear conscience and desire to live honorably in every way” (Hebrews 13:18b). To have an environment of academic, athletic, artistic and social vibrancy, we must make it a priority to “desire to live honorably in every way.”

An important quality of your growth in the years to come will be the development of character. Character development involves a commitment to high moral standards, a sense of integrity and honor before God and others, and a personal striving to understand what becoming a man or woman means.

The Honor Code provides a Christian foundation for character and virtue that encompasses all aspects of student life. To provide a context that is conducive to robust student growth, this Code is binding upon all students.

**Article I. The honor of a student’s word is true at all times.**

- a. All responses given to questions asked regarding behavior or an academic product will be complete and completely truthful.
- b. It is a violation of this Code to distort the truth in any way.

**Article II. The honor of a student’s treatment of another student forbids any kind of abuse.**

- a. Abuse is defined as the occurrence of verbal and/or physical harassment or intimidation of another student.
- b. It is a violation of this Code for a student to verbally abuse another student to his/her face or to others or through social media.
- c. Any threats of, or occurrence of, physical abuse is a violation of this Code.

**Article III. In keeping with the eighth commandment, a student must not steal the property of another individual or institution.**

- a. The damaging, defacing, or taking of any property without the expressed permission of the owner is a violation of this Code.

**Article IV: Students shall be accountable to each other and to the administration for the reporting of violations of this Code.**

- a. In accordance with the teachings of Jesus in Matthew 18, a student who witnesses a violation or has a clear knowledge of another student’s violation of this Code should first ask that student to report himself to the administration.
- b. If the student refuses to report himself, the confronting student should, with complete confidentiality, report the violation to the teacher or principal.

**Article V. Plagiarism and Cheating**

- a. The use of an author’s words in any written project without permission or without giving recognition to the author is plagiarism. Plagiarism is a violation of this Code.
- b. All work a student submits (including homework) must have originated with the student, singly reflects the effort of the student, and be solely produced by that student.

## CONDUCT AND DISCIPLINE

“All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11

### Code of Conduct

- 1. We will do all things to the glory of God.** 1 Corinthians 10:31, Colossians 3:17
- 2. We cheerfully and promptly obey the authority under which we are placed.** 1 Peter 2:17, Romans 13:1
- 3. We do not argue or negotiate.** Philippians 2:14, Hebrews 13:17
- 4. We strive to love, honor, encourage and humble ourselves before one another.** Philippians 2:3-4, Matthew 7:12
- 5. We give encouragement and show compassion to one another.** 1John 3:18, Colossians 3:12-17
- 6. We do not point out the shortcomings of others in order to build ourselves up.** Proverbs 16:18, 1John 3:12
- 7. We tell the truth before God and men.** Ephesians 4:15, Exodus 20:16
- 8. We do not disrespect the teacher and our fellow students by being a distraction with our comments or our actions.** 1 Peter 2:17, Matthew 7:12
- 9. We do not spread rumors or gossip.** Proverbs 16:28, Proverbs 26:20
- 10. We will not make excuses for our wrong actions but will admit them.** 1John 1:9, Psalm 51:3
- 11. We will always avoid cliques and behaviors that exclude other students.** 1Thessalonians 5:11, Matthew 22:39
- 12. We will forgive others.** Matthew 6:14, Luke 6:37
- 13. When others are sad or experiencing hardship, we comfort them.** Isaiah 40:1, 2 Corinthians 1:4
- 14. When we have assignments to complete, questions to answer, or other work to do, we do it without complaining.** Ephesians 4:29, Philippians 2:14
- 15. We will treat one another with respect, patience, and kindness while showing self-control.** Galatians 5:22, Ephesians 4:32

## DISCIPLINE

Cornerstone Christian Academy believes that discipline should come from the home. However, it is sometimes necessary for CCA to take appropriate disciplinary actions. It is important to note that the word discipline is related to disciple. Discipline is intended to correct a student who is in violation of CCA's policies. More importantly, it is used to disciple the student and help him to make better and scriptural choices. No two situations are the same, yet we will strive to be fair to all parties involved. Students in violation will be referred to the CCA Code of Conduct and/or Code of Honor to teach them the error of the violation.

The school discipline policy has four aspects which reflect God's principles for human behavior. These are given so that His children may function harmoniously in all aspects of human endeavor.

- Order is the organization which provides a good environment for learning.
- Training is the process of practicing what is right.
- Correction is the discouragement of incorrect behavior.
- Praise or affirmations are used to encourage students to continue in obedience.

Appropriate Christ-like behavior is required from all students to effectively provide the opportunity for a good, quality education. Attendance at Cornerstone Christian Academy is a privilege, not a right. Disruptive behavior by a few students may impede the progress of other students. Therefore, we have instituted behavior guidelines and penalties for disruptive students. Most discipline problems are dealt with at the classroom level. The kind and amount of discipline will be determined by the teachers, and if necessary, the administration.

## Office Visits for Conduct

Five basic behaviors will automatically necessitate discipline from administration. The nature of the discipline will be determined during the visit with administration. Parents of the student will always be contacted by administration whenever a student is sent to administration for disciplinary reasons. The five behaviors are:

- **Disrespect** shown to any staff member. The staff member will be the judge of whether disrespect has been shown.
- **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
- **Rebellion** outright disobedience in response to instructions.
- **Fighting** striking in anger with the intention to harm the other student(s).
- **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.

## Detention

Should a student commit an act of a non-serious nature, school detention may be assigned. The detention may take place early in the morning before school begins or it may take place at the end of the school day. If detention is assigned at the end of the school day, then the student will not be allowed to attend an extra-curricular practice or event until the full detention has been served. Often a work detention may be assigned in which the student is assigned to do manual labor in and around the building including, but not limited to, cleaning and picking up trash. Attendance-related detentions will be used to make up for lost instructional time. The length of detentions may vary according to the number of past offences and the severity of the current offence. After a third detention within a school year, the student may face in or out of school suspension.

## In-School Suspension

In certain situations, students may be placed on in-school suspension. In this event, students will report to the principal's office or other assigned area for the entire day. The student will complete all work assigned by his teachers and any additional assignments given by the administration. After three in-school suspensions, a student may face out-of-school suspension.

## Out-of-School Suspension

Should a student commit an act with such serious consequences as the administration deems necessary, then the office-visit process may be bypassed, and suspension or expulsion imposed immediately. It is important to note that major disciplinary actions can result in lasting negative effects, such as remaining on a student record.

If the student is suspended from the school, the duration of the suspension will be determined by administration and will be consistent with the offense or the pattern of offenses. Suspended students are not allowed to participate in school-sponsored events during the suspension. The suspended student's grades will be affected as follows:

- One point will be taken off the final nine-week average for each day missed in each subject area. Students are still required to make-up any missed work according to the make-up policy in this handbook.

If Cornerstone Christian Academy cancels school for snow (or any other reason), the student suspension date or dates will be moved to the next regular day(s) of school. School closures will NOT count as suspension days. However, in the case of long-term suspensions, the Logic/Rhetoric principal may apply administrative discretion to address unusually long layoffs due to unexpected school closures. Multiple out-of-school suspensions may lead to expulsion.

## Expulsion

The Board and administration of the school realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his/her parents not be able to eliminate behavioral problems, expulsion may be deemed appropriate by the administration. Should the expelled student desire to be readmitted to Cornerstone Christian Academy at a later date, the Board, its delegated committee, and/or CCA administration will decide based upon the severity of the issue and the student's attitude and circumstances at the time of re-entry.

## MEANS OF DISCIPLINE

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

**Mild (Detention)** - Generally handled by the teacher.

**Moderate (Detention or ISS)**- Handled by the teacher and/or Principal or Director of Student Activities. The Principal will issue all detentions as deemed appropriate.

**Serious (ISS or OSS)** - Administered by the Principal

**Very Serious (OSS or Expulsion)** - Administered by the Principal with the advice and approval of the Head of School. The Head of School may consult with the Chairman of the School Board

The following examples of misconduct are not exhaustive.

### Mild Disciplinary Cases

Mild disciplinary cases will be handled by the individual teacher in harmony with their own methods and abilities consistent with school policies. Mild discipline could range from reprimands to detention. These could include, but are not limited to, cleaning a room or writing an essay based upon the Code of Conduct/Honor Code.

Detentions, used only for grades 7-12, may be issued by the logic/rhetoric principal upon receipt of a disciplinary referral from a teacher. An administrator will receive each referral and evaluate a proper course of action for correction and training. If the principal assigns detention, a detention notice will be sent through FACTS to document the event and inform the parent or guardian about the event.

- Detentions will be served throughout the school year at a time agreed upon by the supervising administrator. Detentions typically last for one hour.
- Dress code violations may result in detention. Students will not be released to after school activities until the detention is finished.
- School transportation will not be provided for students serving detention.
- Any missed detention without prior communication and approval by school administration may result in additional detention or other school consequences
- After three detentions in a school in-school suspension may be issued. Continued, multiple detentions may result in out of school suspension, expulsion, or a request for withdrawal.

### Moderate Disciplinary Cases

Moderate discipline cases could result in detention or in school suspension.

- Repeated detentions-in school suspension may result after the third detention has been issued.
- Minor foul or inappropriate language, flagrantly abusive language, or disrespectful conduct.
- Repeated Cell Phone infractions
- Disrespect
- Repeated mild disciplinary cases

### Serious Disciplinary

Serious disciplinary cases could result with in school suspension or out of school suspension. The school reserves the right to suspend any student for a serious infraction of school rules. The principal will administer all suspensions. Suspension may be given for a period of up to five days. Examples for which suspensions may be given are:

- Fighting - on school property or at school functions. This would include assault of one student by another student while on school property or at school functions.
- Foul or inappropriate language, flagrantly abusive language, bullying, racial disrespect and/or disrespectful conduct.
- Cheating on any test or assignment. On major tests or assignments, in addition to a suspension, the student will receive a zero on the test or assignment. Note: Plagiarism falls under the definition of cheating.
- Skipping class or leaving school without permission.
- Possession of pornography and computer/internet use for pornographic, defiant, or vicious purposes.

- Other serious behavior deemed by the administration to be inconsistent, contrary, or detrimental to the spiritual mission or school climate/culture of the school.
- Stealing- including personal property of others and school property
- Intentional damage or misuse of school property-including personal property of others
- Leaving school without permission

### Very Serious Disciplinary Cases

Very serious discipline cases could result in immediate out of school suspension or expulsion. The principal will administer expulsion with the advice and approval of the Head of School. Appeal of an expulsion may be made in writing to Cornerstone's Board of Directors within three days of the expulsion. This appeal should consist of a written request by the parent for continued enrollment as well as a letter from the student expressing repentance, a desire for reconciliation, and sincere intention to abide by CCA's Honor Code, Code of Conduct, and academic policies. The Board will consider such appeals. A student may not attend classes during request for an appeal. Days missed during the waiting period will be treated as a suspension. The decision of the School Board is final.

### Examples of Very Serious Cases

- Possession of firearms, knives of any type or size, or weapons on campus. This would include having these items in automobiles.
- Possession or use of controlled substances of any kind, or the misuse of any prescribed drugs of any kind, on or off school property.
- Possession or use of an electronic delivery system ('e-cig' or 'vape'). 'Vaping' is considered by the school to be a 'very serious violation of school policy and may subject the student to expulsion due to the danger of unregulated, manufactured liquid substances that are marketed and sold to be used in such devices. The possession/use of this device is subject to this punishment regardless of the actual content of any liquid within the container. This includes both on and off campus use or possession.
- Possession, consumption, supplying or selling of alcohol on or off school property or at school-sponsored events.
- Repeated violations that have resulted in previous suspensions.
- Failure of parents to cooperate with the school in discipline of their children.
- Threats related to the school environment and/or to people, assault or battery of a teacher.
- Sexual misconduct, including but not limited to:
  - Any sexual contact or activity outside the allowances of the God ordained institution of marriage
  - Verbal abuse of a sexual nature
  - Possession or distribution of pornographic materials
  - Sexual harassment or other sexual misconduct.
- Possession of pornography and computer/internet use for pornographic, defiant, or vicious purposes.
- Other serious behavior deemed by the administration to be inconsistent, contrary, or detrimental to the spiritual mission or school climate/culture of the school.
- Bullying and/or harassment on school property or at school sponsored events
- Any violation of US, VA, or local laws
- Acts endangering the lives of other students or staff members
- Gross violence/vandalism to the school facilities
- Extremely vulgar social media posts
- **Any rejection of the statement of faith is considered a very serious disciplinary action and could result in suspension or dismissal**

\*It should be noted that the serious misconduct does not have to take place at Cornerstone Christian Academy, during school hours, or at school events for Cornerstone Christian Academy to take disciplinary action.

### Plagiarism Cases:

If a student is accused of plagiarism (using an author's words without permission OR submitting the work of another as one's own), he or she will be confronted by the teacher AND or more administrators. For a first offence, if the student is guilty and admits that guilt, he/she will receive a grade of 0 on the assignment and his/her parents will be notified. If the student denies guilt and the teacher and administrator(s) determine that reasonable evidence of plagiarism is in evidence, the student will receive



a grade of 0 and may face further disciplinary consequences including suspension. The parents and student may be required to meet with the administration. If there is uncertainty about the accusation from the teacher and/or administrator(s) and the student denies guilt, no consequences will follow. A second offence may result in serious disciplinary consequences.

### **Bullying/Harassment Policy**

While harassment can be a one-time occurrence, bullying is any *repeated* gesture, written, verbal, graphic, or physical act or communication (including electronically transmitted act and/or communication) that is reasonably perceived to be directed at one or more students; substantially interferes with educational opportunities, benefits or programs of one or more students; adversely affects the ability of a student to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the student and school staff to be so severe, pervasive, and objectively offensive as to have this effect and are clearly in violations of the school's standards of conduct. As no two cases are the same, each case of bullying will be handled on a case-by-case basis.

Since bystander support of harassment or bullying can support these behaviors, the school prohibits both active and passive support for acts of harassment or bullying. Students are expected to support their peers, constructively attempt to discourage inappropriate behavior, and report them to school staff.

The school prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administration based on the facts of the case.

The school prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate action for a person found to have falsely accused another will be determined by the administration on a case-by-case basis.

### **Cell Phone and Smart Watch**

Students who bring cell phones or smart watches to school property will turn them in at 8:00 am and will collect them when dismissed. If a student uses a cell phone or smart watch to place a call, receive a call, or send or receive a text message during the day, the phone or smart watch shall be confiscated and given to the administration until a designated time period, which will be communicated to the student and parents as follows:

- 1<sup>st</sup> offense-Device left in principal's office until a parent comes and picks it up.
- 2<sup>nd</sup> offense-Device left in principal's office until a parent comes and picks it up. The student will receive detention.
- 3<sup>rd</sup> offense-Device left in principal's office until a parent comes and picks it up. The student will receive in school suspension for one day.
- Future offenses-If a student commits a fourth offense, then he or she will receive a one day out of school suspension. A parent/student/administration conference will be scheduled. Any future offenses may result in additional out of school suspension or expulsion.

### **Public Display of Affection**

One of CCA's core goals as a school is to "provide a structured and orderly environment conducive to learning." Therefore, public displays of affection between students will not be permitted on campus. Violators will receive a one-time warning, which will include parent notification. Afterward, this will move through the CCA disciplinary procedure.

### **Student Pranks**

Student pranks which disrupt any aspect of the school program, cause any property damage, or have an adverse effect on students and/or faculty, may subject the student to serious disciplinary action. The student will also be responsible for any financial liabilities resulting from the prank. The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Virginia) to the proper authorities and to press charges against the student if the situation should so warrant. This action would require the approval of the Head of School and the School Board.

## GRIEVANCE POLICY

It is important that conflicts within the school family be handled politely and promptly. The following steps are based upon the biblical principle set forth in Matthew 18. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Cornerstone Christian Academy operations or between any two parties connected in a direct way to the school. Those include students, parents, faculty and staff, volunteers, administration, and board. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

### **Students/Parents to Teachers:**

- All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
- If the problem is not resolved, the parents or student may bring the concern to the principal. If the student brings the concern, he must have permission from his/her parents to do so.
- If the problem is still not resolved, the parents or student may bring the concern to the Head of School. If the student brings the concern, he must have permission from his/her parents to do so.
- If the problem is still not resolved, the parents should request a hearing from the Cornerstone Christian Academy Board.

### **Parents to Principals/Head of School:**

- If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of School.
- If there is still no resolution, they should request a hearing from the Cornerstone Christian Academy Board.
- This procedure applies to board members who are acting in their capacity as parents, and not as representatives of the board.

### **Volunteers to Staff/Administration:**

- If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
- If the problem is not resolved, then the concern should be presented in writing to the Head of School, followed by a meeting with the Head of School to discuss the concern.
- If the problem is still not resolved, the volunteer may request a hearing from the board in writing. The request will be passed through the Head of School. The Head of School is required to pass the request on to the board.

### **Parent to Board**

- If a parent has a grievance directed towards the Board, they should state the grievance and a request for a meeting in writing to the Board.
- Based upon the merits of the grievance, the Board will determine whether the meeting will take place.
- If the Board determines the grievance does not merit a meeting, the parent will be required to drop the issue.

## CORNERSTONE CHRISTIAN ACADEMY DRESS CODE

### General Dress Code:

- All students are required to have a red polo with CCA Logo and a long sleeve white oxford with CCA Logo.
- All boys are required to have a Uniform Tie in Classic Navy Large Plaid.
- All grammar school girls are required to have an A-Line Skirt Below the Knee in Classic Navy Large Plaid.
- All Logic/Rhetoric school girls are required to have a Solid A-Line Skirt Below the Knee in Navy.
- 9th-12th grade boys are required to have a Navy Blazer.
- 9th-12th grade girls are required to have a Fine Gauge Red Cardigan with CCA Logo.
- All items on the Lands' End CCA Uniform Shop are permissible. CCA's Lands' End preferred school code is 900145715.
- Uniform shirts which display the school logo are required. Shirts are to be purchased from Lands' End.
- All uniform shirts must be a solid color and approved style and have the standard embroidered school logo.
- **Embroidered sweaters, fleece jackets and vests may be worn but only over an undershirt.** Undershirts must be in approved dress code solid colors (gray, black, red, white, navy) with no visible writing on the front or sleeves. (example: Simply Southern or Under Armor).
- **Logic/Rhetoric-** Approved uniform pants are non-form fitting pants with a functional button and zipper in khaki, navy, black and gray.
- **Grammar-** Approved uniform pants are non-form fitting pants with elastic waist or with a functional button and zipper in khaki, navy, black and gray.

### **Uniform Pants Not Permitted**

- Jeggings
- Knit pants
- Jeans (colored jeans)
- Leggings unless worn under a skirt (any leggings worn under a skirt or dress must be the approved colors of gray, black, white, or navy).

### Dress Code Monday-Thursday

#### **Girls:**

- Uniform shirts which display the school logo are required. Shirts are to be purchased from Lands' End. Anything worn under a CCA uniform shirt must be a dress code approved solid color.
- Lands End Crested crewneck sweatshirts
- Skirts, skorts, slacks and shorts (grammar grades only) are appropriate for school. Polo dresses and jumpers are also appropriate for grammar grades but must display the school logo.
- All skirts and skorts must come within 2 inches of the knee (L/R and Grammar School)
- Hairstyles should not be distracting. No extreme styles. Hair must be kept neat. Unnatural hair color is unacceptable. The administration reserves the right to deem any hairstyle as a violation due to style or color.
- Make-up is not permitted in grammar school. Logic/Rhetoric students (7<sup>th</sup> – 12<sup>th</sup> grade only) who choose to wear makeup to school must do so with the permission of their parents. Students who have permission may wear age- appropriate cosmetics and maintain a modest appearance as determined by the school.

#### **Boys:**

- Uniform shirts which display the school logo are required. Shirts are to be purchased from Lands' End. Anything worn under a CCA uniform shirt must be a dress code approved solid color. (gray, black, red, white, navy) with no visible writing on the front or sleeves. (example: Simply Southern or Under Armor).
- Lands End Crested crewneck sweatshirts
- Pants and shorts (Grammar only) must be worn at the natural waist.
- Hair must be neatly trimmed and should not extend below the tops of the shoulders or below the eyebrows. It must be a natural color. Putting up hair in a bun, knot, ponytail, or any other type of hair accessory does

not meet this requirement. The administration reserves the right to deem any hairstyle as a violation due to style or color. All decisions of the CCA administration are final.

- Earrings or visible body piercings of any kind are not permitted.
- Male students may choose to have facial hair. However, it must be neatly trimmed. Long beards and very thick facial hair will not be allowed. The CCA administration has the sole right to deem any facial hair style as acceptable or unacceptable.

### **NOT PERMITTED Monday-Thursday**

- Hats and caps in classes or hallways during school hours
- Shorts that do not come within 2" of the knee (grammar)
- Shorts (Boys & Girls: 7<sup>th</sup> grade and above)
- Roller shoes
- Tattoos (permanent or temporary)
- Visible body piercings of any kind, including gauges, other than earrings for girls
- Leggings (unless under a skirt or dress in approved colors of gray, black, white or navy).
- Flared leggings
- Yoga pants
- Jeans
- Hoodies

### **Spirit Friday**

#### **Permitted for Spirit Friday:**

- CCA spirit t-shirts, CCA sweatshirts or CCA Hoodies
- Sweatpants
- Joggers
- Loose fitting athletic pants
- Loose fitting jeans without holes
- Grammar School Only- Athletic shorts (finger-tip length) in black, navy, red, gray

#### **NOT PERMITTED Spirit Friday:**

- Hats and caps in classes or hallways during school hours
- Shorts that are above finger-tip length (grammar)
- Shorts (Boys & Girls: 7<sup>th</sup> grade and above)
- Roller shoes
- Tattoos (permanent or temporary)
- Visible body piercings of any kind, including gauges, other than earrings for girls
- Leggings (unless under a skirt or dress in approved colors of gray, black, white or navy).
- Athletic leggings
- Flared leggings
- Yoga pants
- Tight jeans or jeans with holes

**Letterman jackets may be worn every day.**

### **Logic/Rhetoric PE Class:**

#### **Permitted for PE:**

- Any fingertip, loose fitting, athletic, BLACK shorts (no spandex or compression shorts unless worn underneath athletic shorts and no sport uniform top or bottom can be worn in PE class)
- CCA PE t-shirt
- CCA spirit wear hoodie or CCA crewneck sweatshirt
- Sweatpants (Black)
- Loose fitting athletic pants (Black)

#### **Not permitted for PE:**

- No leggings
- No athletic leggings
- No flared leggings
- No yoga pants

### **Free Dress Days:**

Free Dress Days will follow the same guidelines as Spirit Friday; however, students are not required to wear CCA spirit wear.

There are occasions when Logic/Rhetoric students will be allowed to wear shorts. All shorts on school-sponsored trips and at school-sponsored events must be finger-tip length. CCA staff set specific times when shorts are allowed, and this will be clearly communicated.

#### **Not permitted on Free Dress Days:**

- tanks
- spaghetti straps
- jeans with holes
- jeggings,
- leggings (unless under a skirt or dress)
- flared leggings
- yoga pants
- low cut shirts
- inappropriate t-shirts

### **Convocation Dress:**

The first Wednesday of each month will be CCA Convocation. Grammar boys will wear khaki pants and red polos. Grammar girls will wear khaki pants or khaki skirts and red polos.

Logic girls will wear white CCA oxfords with navy performance wear skirt. Logic and Rhetoric boys will wear white oxfords with official CCA tie, khaki pants and belt.

Rhetoric girls will wear white oxfords with red cardigans and navy performance skirts.

Staff will wear full performance attire.

Students and staff will remain in this attire for the entirety of the school day (PE excepted).

## Special Event Dress/Performance Wear

### **Grammar Girls**

Grammar girls will wear the School Uniform Girls Plaid A-line Skirt Below the Knee in Classic Navy Large Plaid and Long Sleeve White Oxford with CCA Logo. Grammar girls may wear brown, nude, or navy dress shoes or dressy boots with white tights, white cable knee socks or bare legged.

### **Grammar Boys**

For all CCA school special events, Grammar Boys will wear the Long Sleeve White Oxford with CCA Logo, School Uniform Plaid To Be Tied Tie in Classic Navy Large Plaid and Khaki Pants with a brown belt and brown dress shoes.

### **Logic Girls**

For all CCA school special events, Logic girls (7th/8th grade) will wear the School Uniform Solid A-line Skirt Below the Knee in Classic Navy and Long Sleeve White Oxford with CCA Logo. Logic girls may wear brown, nude, or navy dress shoes or dressy boots with nude pantyhose, white cable knee socks or bare legged.

### **Logic Boys**

For all CCA school special events, Logic Boys (7th/8th Grades) will wear the Long Sleeve White Oxford with CCA Logo, School Uniform Plaid To Be Tied Tie in Classic Navy Large Plaid and Khaki Pants with a brown belt and brown dress shoes.

### **Rhetoric Girls**

For all CCA school special events, Rhetoric (9th-12th grade) girls will wear the Red Cardigan with CCA Logo, School Uniform Solid A-line Skirt Below the Knee in Classic Navy and White Oxford with CCA Logo. Rhetoric girls may wear brown, nude, or navy dress shoes or dressy boots with nude pantyhose, white cable knee socks or be bare legged.

### **Rhetoric Boys**

For all CCA school special events, Rhetoric Boys (9th-12th grade) will wear the Deep Navy Blazer, Long Sleeve White Oxford with CCA Logo, School Uniform Plaid To Be Tied Tie in Classic Navy Large Plaid and Khaki Pants with a brown belt and brown dress shoes.

## Winter & Spring Formal Dress

### Dress Guidelines:

- **Remember:** If your dress does not meet these guidelines, but can be altered to meet them, then your dress can be approved pending alterations.
- If your dress is short, it needs to be no shorter than 2 inches above the knee.
- If your dress has a slit, it may come up only 2 inches above the knee (same as the length).
- If your dress is cut low on the back, be sure it is no lower than the middle of your back (hand-length above waist).
- If you have see-through fabric (from the bodice to the knee), there must be another fabric layer underneath.
- Dresses with skin-colored panels in the bodice (to give the impression of bare skin) will not be approved without alterations.
- If your dress is cut lower in the front, strapless, or has spaghetti straps, be sure no cleavage is showing.
- If your dress is two pieces, it must cover the midriff at all times.

### Guidelines for Formal Attire for Gentlemen

When purchasing/renting a tuxedo or suit, please be considerate with the goal of dressing appropriately for the occasion. Gentlemen can wear a suit, tuxedo, or shirt and tie.

**Dress Code Enforcement:** The dress code is in effect throughout the school day and when students are representing the school. Parents are encouraged to teach their children to live happily and submissively within the school dress code guidelines. Students are expected to comply with the dress code, and parents are expected to monitor the compliance before their children leave home each morning. We desire that enforcement begin and end at home. School administrators and classroom teachers will regularly check for conformity to dress code standards. Final authority regarding dress code interpretation rests with the administration.

- First dress code violation- Parent Notification and change of clothes brought to the student
- Second dress code violation- Parent Notification and change of clothes brought to the student
- Third dress code violation- Parent Notification, change of clothes brought to the student, and one day detention
- Four or more violations- Parent meeting and in or out of school suspension depending on number of violations.

Sources for clothing: The Lands' End School Uniform Catalog will be the provider for all upper garments for Cornerstone Christian Academy. All upper garments must have the school logo embroidered on them. Shorts, pants, skorts and skirts must be from the approved options. P.E. uniforms for students in grades 7 to 12 will be available for purchase directly from Cornerstone Christian Academy. Spirit Wear is purchased through the House of Stiches and Prints, and all spirit wear must be CCA approved. Clothing from field trips, outside events participated in or hosted by CCA are not approved spirit wear unless they are official CCA spirit wear.

## STUDENT HEALTH POLICIES

All information related to a student's medical needs are kept on file in the office with the school nurse. Students with a temperature of 100 degrees or above will not be allowed to remain at school. Students presenting indications of communicable illness will not be allowed to remain at school. Students who are picked up early from school due to a visit to the First Aid station for illness or injury are not permitted to return to the classroom on that day and may not be brought back to the After-School Program.

### Student Health Requirements

All students attending Cornerstone Christian Academy must have on record with the school office, either a current immunization record or an exemption statement according to Virginia Code, before entering school in the fall. Standard immunization forms may be obtained from the family physician or the local health department and a copy given to the school office.

**Forms listed below are used as needed. These forms will be distributed at open house.**

- **Emergency Medical Authorization:** Describes the basic health / illness history of each student; lists the emergency contact names and phone numbers of people to be notified in the event your child incurs a medical emergency. Includes a signed waiver in order to facilitate necessary surgical intervention in the rare event that a parent or guardian cannot be located. Must be completed and signed by parent/guardian in order to facilitate the general dispensing of Tylenol and Ibuprofen kept in stock within the office.
- **Non-Prescription Medication Administration Consent Form:** Must be completed and signed in order to administer any special medication the student may be taking (i.e. Robitussin, Triaminic, etc.). The medication should be brought to the office by the parent. Medication must be clearly labeled with the child's name, dosage amount and times to be administered and accompanied by consent form. Unused medication will not be sent home with the student but will be held until parent comes to pick it up.
- **Prescription Medication Administration Consent Form:** Must be completed and signed in order to administer any prescription medication the student may need. The medication should be brought to the office by the parent. Medication must be labeled with the child's name, dosage amount and times of administration. Medication should be accompanied by consent form. Unused medication will not be sent home with the student but will be held until parent comes to pick it up.

### Medication Policies and Procedures

The criteria for administration of medication at school in accordance with the Virginia State Laws are as follows:

#### All Medications

A completed Medication Administration Consent form for either a prescription or non-prescription medication must be on file and include the following:

- Child's name
- Name of medication
- Name of physician
- Time to be administered
- Dosage and directions for administration
- Possible side effects
- Discontinuation date
- Physician's signature or a copy of the prescription
- Parent's/guardian's signature
- Reason for medication

All medications must be kept in the school office. The only exceptions are asthma inhalers, glucagon and insulin for diabetics. The school office must be informed if a student is carrying these medications.

- The parent or guardian is responsible for reporting any changes in a student's health or medication needs. A new Medication Administration Consent form must be completed and on file for any new medication or any changes in a medication. These forms are available in the school office.
- The parent or guardian is responsible for delivering in person the medication and Medication Administration Consent form to office personnel. No student is allowed to bring in or pick up his/her medication. If a medication must be sent home daily, then the parent or guardian must pick it up daily from the school office. If a medication is long term, the parent or guardian is responsible for removing any unused medication from the school after discontinuation of treatment or at the end of the school year.



- The parent's or guardian's signature on the Medication Administration Consent form verifies that their child is able to self-administer his/her medication after school personnel or a volunteer has measured the appropriate dose.

### **Prescription Medications**

A licensed prescriber must prescribe all prescription medications given at school. A copy of the prescription or a physician's consent, which includes reason for the medication, dosage, and side effects, must be on file in the school office. The pharmacy label on the prescription bottle is not sufficient.

School personnel or a volunteer cannot give a student a prescription medication without a physician's signature or a copy of the prescription. If this criterion is not met the parent or guardian is responsible for coming to school and giving his/her child the medication.

The prescribed medication must be in the original pharmacy labeled container, which displays the following:

- Child's name
- Prescription number
- Medication name and dosage
- Administration route or directions
- Date
- Licensed prescriber's name
- Pharmacy names, addresses, and phone number

All prescriptions for long-term medications must be renewed annually.

Changes in prescription medications must have written authorization from the licensed prescriber.

### **Non-prescription Medications**

Non-prescription medications must be in the manufacturer's packaging with the ingredients listed and the child's name clearly labeled on the container.

A Medication Administration Consent form must be completely filled out with the parent's or guardian's signature and on file in the school office.

The medication will be administered according to the manufacturer's instructions. A parent may request a lesser dose than the manufacturer's instructions but must complete a Medication Administration Consent form with the request. A greater dose cannot be given without a physician's written consent on file in the school office.

A non-prescription medication will be given according to the student's age unless his/her weight has been included on the Medication Administration Consent form.

Requests for non-prescription medications to be given at school must be renewed yearly.

### **Emergency Guidelines for Accidents**

In the event of major accident on the school grounds, an adult should remain on the scene while the principal or Head of School is informed.

Students with unknown or severe injuries should only be moved by a trained/certified staff member. [08]

Any accident or medical problem should be reported to the school office immediately and an incident report completed. The incident report should be as detailed as possible, outlining exactly what happened and who witnessed the accident. A parent must be informed of all bumps to the head, even if they seem inconsequential.

## CRISIS MANAGEMENT

Cornerstone Christian Academy has developed a comprehensive plan to address emergency instances that could occur such as fire, tornado, intruder, gas leak, or bomb threat. These procedures are regularly reviewed, discussed, and updated as needed. Drills are conducted on a regular basis throughout the school year, with fire drills being conducted on a monthly basis. Parent volunteers are expected to take part in the drills if they are on-campus during a called drill. The school has video surveillance throughout the building and is monitored throughout the day by the Washington County Sheriff's Office.

In the event of a real crisis that requires us to clear everyone from the building, all students will be gathered to the designated rally points. If students have been evacuated to rally points, the location for parent and student reunification will be the Food Country parking lot on Porterfield Highway 19.

## TECHNOLOGY

**General Principle:** All technology owned by Cornerstone Christian Academy is to be used in a manner consistent with the mission and established policies of Cornerstone Christian Academy.

**Acceptable Use of Hardware:** Hardware includes computers and all devices associated with them. Hardware may not be modified in a manner that affects its performance or appearance. Intentional defacement or sabotage of hardware will be treated as vandalism. If the damage to the hardware results in a loss of data or a disruption of school activities, additional penalties may result.

**Acceptable Use of Software:** Software refers to all sets of electronic instructions given to computers, including operating systems, application software, utility software, and networking software. Without permission from school administration, no software owned by Cornerstone Christian Academy may be copied and used elsewhere.

No software (including downloaded shareware, freeware, and plug-ins) may be installed on a CCA computer without permission from school administration. Any act intended to cause equipment failure, loss of data, modification of or access to other people's data or disruption of school activities is prohibited. Any attempt to defeat security systems is prohibited.

**Acceptable Use of Connectivity:** Connectivity refers to all activities involving networked computers. It refers both to activities among CCA computers (intranet) and activities involving computers not owned by CCA (internet). All files stored on or accessed by devices owned by CCA are subject to examination and deletion by the CCA administration. Students do not have the right to encrypt files stored on CCA devices. No technology owned or provided by CCA may be used to transmit or receive copyrighted materials without documented permission from the copyright holder. This includes text, images, audio, and video. All files transmitted by devices owned by CCA or by means of accounts paid for by CCA are subject to monitoring and examination by CCA administrators. The activities on all CCA devices may be monitored covertly.

**Internet Protocol:** Students are not permitted to visit social media sites while using computers at school. Students are not permitted to access sites that advocate anarchy, racism, hatred, or violence; sites that contain pornography; or sites that provide information used to support destructive activities (e.g., how to make weapons, how to hack computers). If a student accidentally enters a site that for whatever reason was not blocked by the school's firewall system of protection and that violates this acceptable use agreement policy, he is required to inform his teacher immediately, and the teacher will make a note of the infraction. The student will be given the benefit of the doubt and will not be punished for the first incident. However, if a student shows a pattern of entering unacceptable sites or enters an unacceptable site and fails to report it, he will be subject to disciplinary action. All internet activity is monitored by a social media. Students must never give online personal information to anyone.

### Social Media and Student/Staff Interaction

It is our desire at CCA that our families and staff build life-long relationships. However, we desire to maintain safe and appropriate relationships. We ask that students refrain from texting teachers on their private cell phones. If a teacher utilizes a group chat or text, then parents will be tagged in the notifications.

## ADDITIONAL SCHOOL INFORMATION

### Students Who Drive to School (during school hours)

- All students and parents must read, complete, and sign the Student Driver Permission form. Available in the Upper School office.
- All students providing their own transportation must park in the designated parking area and observe all traffic rules to maintain their privilege of driving to Cornerstone Christian Academy. Vehicles should be locked and are not to be removed after arrival at school except for reasons given below.
- All vehicles must occupy only one parking space. No parking is allowed in fire lanes, in loading zones, or on unpaved areas of the campus.
- Students are responsible for knowing and following all driving rules.
- The campus speed limit coming onto the property is ten miles per hour. The speed limit in the parking lots and around the building itself is five miles per hour.
- The school is not responsible for the automobile or its contents.
- The administration retains the right to search, at any time, any vehicle parked in the school parking areas.
- Students must follow check out procedures to leave campus early.

### School Lunch Program

Catered lunches are provided each day for \$5.00 and a la carte items are also available for purchase. Microwaves will be provided to heat up any items for grades 7-12. Menus are sent home monthly.

Bi-monthly statements will be sent with lunch balances. Parents may add money to their lunch accounts at Back to School Night and with their student's teachers as needed.

### Field Trips

All field trips must be scheduled by a faculty member and approved by the principal.

Signed parental permission slips must be received by the teacher before the trip. The student is not allowed to attend if the slip is not returned. Slips should indicate the nature of the trip, the date and time, the location, and the cost. A hold-harmless and medical release form will be given to all families. Parents providing transportation must be informed that:

- School liability does not cover private transportation.
- All parent drivers must have a valid driver's license and current liability insurance for their own vehicle. Copies of information regarding both of these must be on file in the office before a parent will be allowed to serve as a field trip driver.
- Each student must be restrained in either a booster seat (ages 5-8) or a seat belt according to VA Child Restraint Laws. Parents of students must supply booster seats if required by law. Booster seats should be labeled with child's name.
- Drivers are responsible for returning students to their classroom according to the teacher's directions upon arrival back to school after the trip.
- Drivers are not to stop anywhere while in transit that the entire group is not stopping, except in the event of an emergency stop. If there is an emergency, the driver should notify the teacher via cell and, if possible, another parent driver.
- Teachers must always take emergency medical information on all field trips.
- It is preferable that parent drivers supply the teacher with cell numbers for communication purposes on trips.
- Scheduled field trips are active times of learning and social interaction among the students and, therefore, require constant attentive supervision from teachers as well as from assisting parents. For this reason, younger siblings are not permitted to accompany parents on field trips.
- All school rules apply on all field trips.
- Students are not allowed to drive on field trips without permission from the principal and/or Head of School.

### Field Trips – Parent Chaperones

Please note the following procedures that relate to parents and CCA field trips:

0. All parent chaperones must clear a background check before chaperoning any event or field trip.
1. We need and desire to have many parent chaperones. Parent involvement is very important to us for both practical and philosophical reasons. Practically, we need your help for supervision purposes. Philosophically, these trips are a great opportunity for you to "plug in" to the educational experience your child is receiving at Cornerstone Christian Academy.

2. Parents going on a field are to ride with everyone else (students, teachers, etc.).
3. All parents going on a field trip need to serve as chaperones throughout the trip and stay with the group the whole time (the only exception to this would be a prior agreement with the teacher).
4. If a parent desires to drive separately, to stay in a different hotel, or to follow a different itinerary, he or she should consider visiting the area / site at a different time. This will allow us to avoid confusion and to create continuity with all of our chaperones.
5. Friends or family members who live near the places we are visiting are welcome to attend with the group. However, they must pay their own way, provide their own transportation, and accommodate Cornerstone Christian Academy's schedule and adhere to the CCA code of conduct for chaperones.

Please remember, as you participate in our field trips, you are creating lifetime memories for you and your child. Although the academic and curriculum elements are the reasons that we plan these trips, the students get so much more from these experiences. In order for the total experience to be a positive one for the whole group, we must have chaperones to oversee all of the students.

### **Class Parties (Grades JK – 6)**

#### **Student party Invitations**

Invitations to birthday parties may not be distributed at school unless EVERY member of the student's class is invited, or ALL boys or ALL girls within the class.

#### **Student Birthday Celebrations**

Birthday celebrations at school are generally limited to sharing a special treat with the class. Lunchtime is a preferable time to celebrate in this manner. Parents should notify their child's teacher to work out a time to celebrate which is convenient for all. Teachers should always be notified in advance of any celebrations or visitors that may be coming to the class. Summer birthdays are generally celebrated by classes in August or in May.

### **Class Parties, Celebrations, and Events**

Class parties are an opportunity to observe and celebrate holidays and special events together.

### **Visitors**

In consideration of the safety of our students, Cornerstone Christian Academy maintains a closed campus. All visitors to the school campus must sign in at the front office and wear a visitor badge while on campus. Visitors (student-aged) are not permitted to attend classes with CCA students, except when approved by CCA administration for possible enrollment purposes. The following guidelines have been established to determine the scope for receiving visitors in the Logic/Rhetoric program:

1. Parents are welcome to visit the school at any time during the school year and are more than welcome to have lunch with their children any day. If they would like to sit in on a class, we simply ask that they give the teacher and principal a one-day notice. Classes may not be visited during semester exam and achievement test weeks, and preferably not during testing of any kind.
2. Non-CCA students are not allowed to come to eat lunch with our students or to sit in on classes. This includes former students that no longer attend CCA, homeschooled students, boyfriends and girlfriends of current students or siblings not accompanied by parents. Students interested in attending CCA can shadow for a day with prior permission from CCA administration.
3. Pastors and youth pastors will be allowed to visit students during lunch. However, a profile sheet will initially need to be completed for each pastor/youth pastor and will be kept on file at the front office for future visits.
4. Older siblings who wish to have lunch with their grammar CCA siblings may only do so if accompanied by a parent.
5. Any exceptions to the policies stated above will rest solely at the discretion of the school administration, and these exceptions must be pre-approved with administration at least 24 hours before the visit is to occur.

### **Telephone Usage**

Students may, with the permission of the teacher, use the phone located in the school office to call their parents. Classes are not interrupted for in-coming non-emergency calls for students during the school day. For grammar students, a written message will be delivered to the classroom at an appropriate time so as not to interfere with class instruction or a voicemail will be forwarded to the child's teacher.

### **Lost and Found**

Items that are lost and found are placed in a designated area. Unlabeled items not claimed at the designated time will be donated to a charity organization. Parents are strongly encouraged to mark all of their children's belongings (lunch boxes, jackets, sweatshirts, uniforms) with their children's names.

## **Solicitations**

Weekly school folders and the school directory are not to be used for solicitation purposes. No items, including food, may be sold on the campus without authorization from administration.

## **Searches**

By law, a school's standards for searches differ from those under which the police or other law enforcement officials must operate.

All school-owned equipment – student storage areas, desks, lockers, computers, etc. – are subject to random or individualized searches at any time. Likewise, the administration retains the right to search any vehicle parked in the school parking lot at any time.

A student may be asked to empty his or her pockets, handbag, wallet, backpack, or locker, and the administration has the right to search the student's vehicle if there is a reasonable suspicion to believe that drugs, alcohol, tobacco, weapons, pornographic materials, or other contraband are being concealed by the student. If the student refuses to allow this search or empty his or her pockets, backpack, or handbag then the parents will be contacted as a means of encouraging compliance on the part of the student. If refusal still occurs, the student is subject to being dismissed from the school.

## **Textbooks**

Students should make a conscious effort to keep up with and take care of textbooks assigned to them. Each student should place his/her name in pencil on the top right section of the first page of each book.

## **Lost/Damaged Textbooks**

Textbooks and workbooks are provided to students for their use during the school year. All school-owned textbooks must be covered. Textbooks are to be kept clean and handled carefully or a fine will be levied at the end of the school year. Textbooks must not be used to store papers (worksheets, notes, etc.). Lost or severely damaged books must be replaced by the student.

## APPENDIX A

### **Bible Translation**

As an English-speaking people, we not only have the Word of God in our own language – something that is not yet true for every people on earth – but we also have an embarrassment of riches in the sheer number of available translations. From Tyndale to the King James Version, there was a steady stream of English translations, and there has been an explosion of English Bibles during the last century and a half. While these translations are not all of equal quality, insofar as they faithfully translate the original Hebrew and Greek, they communicate the Word of God. We firmly believe that neither God nor His Word are subject to change. However, human language does change. Biblical Hebrew and Greek are dead languages and their words have fixed meanings in their contexts. The English language, however, continues to change. We affirm the faithfulness, abiding value, beauty, and relevance of the King James Version as a translation of the Word of God, but we also understand that the English language has changed considerably in four centuries. One major reason for the Reformation in the sixteenth century was that the people and even many church leaders could no longer understand the Bible as it had been translated into the official Latin version of the Roman Church. Today's children and adults who have grown up without understanding the King James Version encounter unnecessary obstacles to understanding when they face archaic language and words that have changed meaning. In light of our understanding of the nature of the Scripture and the need for a faithful translation in modern English, CCA has adopted as our school Bible the English Standard Version, a translation in the tradition of the KJV. This is our standard Bible for class reading, studying, and particularly for Bible memory and recitation. We realize that some families have firm beliefs, convictions, and concerns regarding the King James Version and other translations, and we respect those views. We will allow students to read and memorize from the KJV for individual usage if that is the conviction of the parents. However, to avoid confusion, any class-wide memory assignments for recitation will need to be learned in the ESV. The ESV will be used for the public reading of Scripture in chapel and school programs. While teachers are allowed to reference other translations, including the KJV, each teacher will use the ESV as the primary Bible version in the classroom, especially for teaching Bible.

We hope this document helps answer any questions you may have had about CCA's choice of Bible translation and pray that God will bless you and your children as you read and study His inerrant, inspired, authoritative Word. To provide continuity within the classrooms, Cornerstone Christian Academy has chosen to use the ESV translation for Bible study and memory verse work. School-aged children easily understand the language of the ESV. The King James Version is accepted as an optional choice for student use at the request of the student's parents.