

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.

Cornerstone Christian Academy Parent and Student Handbook

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CORNERSTONE CHRISTIAN ACADEMY PROFILE

". . .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 and write persuasively.

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 an intrinsic dignity and is worthy of our love and service. Our salvation in Christ will transform all of 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. (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 Crest

School Logo:

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
School Fundraiser(s):	Vision Fellowship Dinner/Fall Concert Cornerstone Classic Golf Tournament Spring Fling Gala and Auction

Accountability and Accreditation

Cornerstone Christian Academy is accredited by ACSI. CCA is a member of the Association of Christian Schools International (ACSI) and the Association of Classical and Christian Schools (ACCS). The faculty of Cornerstone Christian Academy are required to hold a Bachelors Degree and either hold or be in the process of attaining ACSI 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 grades K-12.

Affiliation with the Association of Christian Schools, International (ACSI)

ACSI is a service organization serving Christian schools across the United States and around the world. Each member school or college retains its individual distinctives and operating independence. Participation in any or all of the services of ACSI is voluntary.

ACSI member schools must agree with a common statement of faith and must not be affiliated with the World or National Council of Churches. Cornerstone Christian Academy is in full agreement with both of these requirements.

Additionally, Cornerstone Christian Academy participates in the following ACSI sponsored programs:

- Annual Southeast Regional convention for professional development of faculty and staff.
- Certification program for faculty and staff.
- Various annual academic competitions, meets and festivals.
- Annual standardized testing program (grades K-10).
- Receipt of all regional and national items of interest.

Junior Kindergarten

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

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 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.
2. We seek to teach and discipline 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. 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. Cornerstone Christian Academy strives to provide an environment where this development is fostered. We teach that all knowledge is interrelated and can instruct us about God Himself.
4. 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. The moral principles of the Bible are considered by Cornerstone Christian Academy as indisputable and wholly practical. We believe God has written His law upon the hearts of His children; and we teach this reality to our students. Furthermore, we expect an effort to adhere to God's law by everyone involved with Cornerstone Christian Academy – students, parents, faculty/staff, and Board.
5. Cornerstone Christian Academy seeks to enrich its students' understanding of culture, both past and present, by instilling a knowledge and appreciation of history, literature, languages, the arts, mathematics, and the sciences. We believe culture can be properly understood only within the context of a Christian worldview.
6. The Bible teaches that one way true Christian discipleship is displayed is through Christ-like love of others. In other words, one's beliefs are displayed in social interaction. Cornerstone Christian Academy offers students service opportunities in hopes of fostering in them a Biblical attitude that seeks to serve others.
7. Cornerstone Christian Academy recognizes the importance of the whole person, including the physical body. We emphasize the value of rest, nutrition, physical activity, and personal hygiene. Organized sport, exercise, and recreation are part of the regular school day. Students are encouraged to respect and take care of the body which God has graciously given them.
8. 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. Our Student Government Association (SGA) is one opportunity for students to serve.

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 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.
- Provides a clear model of the Biblical, Christian life through our staff and board.
- Encourages every student to begin and develop a personal relationship with God the Father through Jesus Christ.
- 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.

Cornerstone Christian Academy holds that God is the author of all truth and the Creator of all things. We seek to teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17). Our intent is to provide a clear model of the Biblical Christian life and worldview through our faculty, staff and Board (Matthew 22:37-40). We encourage every student to develop a genuine and meaningful relationship with God the Father through Jesus Christ, His Son (Matthew 28:18 – 10, Matthew 19:13-15).

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 logic/rhetoric doctrine arise, i.e., mode of baptism, observance of holidays, etc., students will be referred back to their family for final authority.

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

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.

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.

Chapel

Chapel services are normally held on Wednesday for Grammar and Tuesday for Logic/Rhetoric 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.

Distinctive #2: Classical Methodology

Cornerstone Christian Academy employs the classical method of learning, based upon a system of education used in the Middle Ages and referred to as the Trivium as described in "The Lost Tools of Learning" by Dorothy Sayers. An early emphasis is placed upon basic learning skills during the grammar stage, followed by formal instruction in logic during the dialectic stage and finally by the development of clear verbal and written mechanisms of expression in each subject studied during the rhetoric stage. The goal is to teach students how to think as a basis for mastering specific subject areas as well as to assist each student in developing a life-long love for learning.

- 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.
- Promotes the term “classical education” in the context of the classical search for wisdom and virtue through the pursuit of truth, goodness and beauty.
- Emphasizes and seeks to preserve and pass 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.

Latin Instruction

At Cornerstone Christian Academy, students are exposed to an introductory course in Latin in the second grade, and 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 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. Latin instruction also promotes an appreciation for literature and an understanding of our cultural heritage.

Distinctive #3: In Loco Parentis

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 particular type of 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 education 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 in classrooms, and to join their child for lunch. Parent volunteers are needed in many areas in the school.

PVF (Parent Volunteer Fellowship) 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.
- 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 vocation 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

Organizational Structure of Cornerstone Christian Academy

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.

List of Faculty and Staff

Administration

Dr. Clay J. Brinson	Head of School	cbrinson@cornerstoneabingdon.org
Amanda Dillard	Grammar School Principal	adillard@cornerstoneabingdon.org
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Christine Berg	Director of Strategic Planning	cberg@cornerstoneabingdon.org
Sharon Bolling	School Counselor	sbolling@cornerstoneabingdon.org

Faculty and Staff

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Doug Smith	Logic & Rhetoric Bible, Government, Logic, Literature, & Technology	dsmith@cornerstoneabingdon.org
Holli Tignor	First Grade	htignor@cornerstoneabingdon.org
Mallory Whitman	Grammar Art & Yearbook	mwhitman@cornerstoneabingdon.org
Carrie Widener	Education Specialist	cwidener@cornerstoneabingdon.org
Carrie Beth Williams	Logic & Rhetoric Art History, Latin, Classic Literature & Yearbook	cwilliams@cornerstoneabingdon.org

ADMISSION AND FINANCIAL INFORMATION

Admission Procedures

Step One

Complete the online student application. The link to this can be found at www.cornerstoneabingdon.org.

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 is 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.)

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 required in this interview.

Step Three

After all of the above steps have been completed, the Admissions Committee will review and rule on the application. Notification of acceptance will be sent by mail or email, and a response must be received within ten business days. Completed immunization forms must be returned to the office before the student can attend school. All students are considered to be on probation for their first quarter at Cornerstone Christian Academy. Excessive behavior problems or extremely poor academic performance may result in dismissal or recommendation to a lower grade level.

Admission Requirements for the Parents

- A. 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.
- B. 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.
- C. Parents should be willing to cooperate with all the written policies of Cornerstone Christian Academy.

Students with Special Needs

Cornerstone Christian Academy has been established for several reasons, one of which is to provide an environment that promotes excellence in education. Because of these high academic standards, the board, administration, and faculty are charged with seeing that these standards are consistently upheld and not compromised. This in no way suggests that all of our students will make all A's, but rather that each student, regardless of their situation, should do their best academically so as to bring glory unto God. Students who have learning disabilities (Dyslexia, ADD, ADHD, or others) may find it harder to meet these academic standards.

The learning disabilities policy is intended to address what provisions, if any, can be made at Cornerstone Christian Academy within the classroom for those students who are learning disabled. Regardless of what adjustments are or are not allowed, the Cornerstone Christian Academy faculty and administration are committed to challenging each and every student toward academic excellence and loving God with their minds. By God's grace we seek to accomplish this goal with every student. We pray for God's wisdom and guidance as we employ methods and techniques that enable each student to persevere and reach their potential. The two categories of learning disabilities are listed and defined below:

Severe Learning Disability: Any condition including Down's syndrome, deafness, blindness or others in a potential incoming student which would require a separate classroom, program, and staff to provide the educational services desired by the parents. Cornerstone Christian Academy does not have a separate LD classroom, program, or staff.

Learning Disability: Any condition including hyperactivity, attention deficit disorder, AD/HD, dyslexia in a current or potential incoming student which does not require a separate classroom, program, and staff to provide the educational services desired by the parents.

Evaluation & Diagnosis

If a parent or teacher is concerned that a student might have a learning disability that either is affecting or could affect their performance in the classroom and seeks a professional evaluation, there are two ways that this can be accomplished:

1. A parent may, at their own expense, seek an evaluation for their child through an independent child/educational psychologist.
2. A parent may go to the Washington County school system and ask for an evaluation. County funds are set aside for any student in the county seeking an educational evaluation.

If the student is already enrolled at Cornerstone Christian Academy, it is recommended that the parents involve the teacher(s) in the evaluation process either by keeping them informed or asking them to sit in on the final consultation with the child psychologist. Should the final evaluation indicate a positive LD diagnosis, the school's official Learning Disability Policy will come into play.

Learning Disability Policy

Cornerstone Christian Academy has adopted the following guidelines for addressing students with diagnosed learning disabilities:

Students who have been diagnosed with a learning disability will be required to meet the same academic standards as all the other students in their grade level. For example, if the rest of the students are given a written exam, learning disabled student must also take the same written exam and if a 90 is an A- for the rest of the students 90 will be an A- for the learning disabled student as well.

There are certain provisions which can be allowed which will not compromise the academic standards. For example, (a) seating a student in the front of the classroom, (b) giving necessary individual attention, (c) calling on a student frequently to keep their attention. The teachers are charged with teaching and encouraging each student in their classroom with the love of Christ. They are willing to make necessary adjustments that will aid the student in reaching their academic potential. However, school administration will make the final determination as to what adjustments can and cannot be allowed.

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 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 in order for consideration of enrollment. For students in lower grammar grades K-1, a faculty/administrative evaluation of the student's ability to transition easily in to a new school setting is an additional factor of consideration.

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 turn around 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 pro-rated and refunded only if the withdrawal is due to out-of-town relocation by the student's family or death of a parent.

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, or 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 for challenging 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.

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 in order 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 managed by FACTS.

An application fee \$150 per student/\$75.00 each additional will be required before the application can be processed.

A matriculation fee of \$450 per student will be paid on July 1.

Tuition for 2019-2020 is \$7,400.00 for grades K-12 and \$5,400.00 for the Junior Kindergarten program.

Tuition payment options include:

1 payment of \$7400.00 by August 20.

2 payments of \$3370.00, due August 20 and December 20.

10 monthly payments of \$740.00.

12 monthly payments of \$616.67.

Accounts in Arrears

A late fee of \$30.00 is assessed for payments received after the 25th 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: 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.

Withdrawal and Reenrollment

WITHDRAWAL: If it becomes necessary to withdraw a student during the school year, tuition is charged for the full month even if the student attends for only part of the month. If the withdrawal is at the school's request, tuition for the remainder of the month will be refunded on a pro rata basis only in the case of job transfer or death of parent.

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

STUDENT WITHDRAWAL AND FINANCIAL OBLIGATIONS

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 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.

REFUND 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 Administrator may authorize a refund upon written request. A move from the area is defined as fifty or more miles from the school.

RE-ENROLLMENT OF STUDENTS: 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.

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 can officially welcome everyone and communicate 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.

The Pride Fellowship (Parent Volunteer Fellowship)

The Pride Fellowship is comprised of Den Moms and Dads who represent their student's grade to minister to the families in that grade and school. The purpose of the Pride Fellowship 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
- * Work with the School Prayer Group to facilitate a culture of prayer at CCA
- * Support teachers and staff

School Prayer Group

The School Prayer Group is comprised of parents, relatives, and friends of students at Cornerstone Christian Academy and generally meets weekly to intercede in prayer on behalf of the school community.

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, Pride Fellowship, and the Finance Committee.

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 weekly communication is sent via email and occasionally via text or printer copy. Notices are also posted in the upper school building.

Parent/Teacher Conferences

Communication between home and school is essential. Conferences are always encouraged throughout the school year with specific days 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. At least one parent must sign the report card and return it to the grammar child's teacher or logic/ rhetoric student's first period 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 be held in the office until the family account is cleared. Any grammar report cards remaining after the last day of school may be picked up in the school office the following week.

Communications text and email

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.

School Website

www.cornerstoneabingdon.org

Information such as supply lists, sports calendars, and school closings are posted on the CCA website throughout the school year for students and parents. The school's activities calendar and athletic calendar will also be available in real time on the website.

RenWeb

Cornerstone uses RenWeb 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.

CAMPUS LIFE

Student Arrival and Dismissal

School Schedule

Arrival 7:30 – 8:00 a.m.

Early Dismissal Days

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

Office Hours

School Months 7:30 a.m. – 3:30 p.m.

Daily Schedules

Grades JK - 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

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Meeting 8:00 a.m. - 8:15 a.m.	CHAPEL 8:00 a.m. - 9:00 a.m.	Morning Meeting 8:00 a.m. - 8:15 a.m.	Morning Meeting 8:00 a.m. - 8:15 a.m.	Morning Meeting 8:00 a.m. - 8:15 a.m.
LAB 8:20 a.m. - 9:00 a.m.		LAB 8:20 a.m. - 9:00 a.m.	LAB 8:20 a.m. - 9:00 a.m.	LAB 8:20 a.m. - 9:00 a.m.
1st Block 9:05 a.m.-10:25 a.m.	1st Block 9:05 a.m.-10:25 a.m.	1st Block 9:05 a.m.-10:25 a.m.	1st Block 9:05 a.m.-10:25 a.m.	1st Block 9:05 a.m.-10:25 a.m.
2nd Block 10:30 a.m.-11:50 a.m.	2nd Block 10:30 a.m. - 11:50 a.m.	2nd Block 10:30 a.m. - 11:50 a.m.	2nd Block 10:30 a.m. - 11:50 a.m.	2nd Block 10:30 a.m. - 11:50 a.m.
LUNCH 11:50 a.m. - 12:20 p.m.	LUNCH 11:50 a.m. - 12:20 p.m.	LUNCH 11:50 a.m. - 12:20 p.m.	LUNCH 11:50 a.m. - 12:20 p.m.	LUNCH 11:50 a.m. - 12:20 p.m.
3rd Block 12:25 p.m. - 1:45 p.m.	3rd Block 12:25 p.m. - 1:45 p.m.	3rd Block 12:25 p.m. - 1:45 p.m.	3rd Block 12:25 p.m. - 1:45 p.m.	3rd Block 12:25 p.m. - 1:45 p.m.
4th Block 1:50 p.m. - 3:10 p.m.	4th Block 1:50 p.m. - 3:10 p.m.	4th Block 1:50 p.m. - 3:10 p.m.	4th Block 1:50 p.m. - 3:10 p.m.	4th Block 1:50 p.m. - 3:10 p.m.

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 sidewalk as this is car line. Faculty and staff park in the front spaces near the road. For the safety of the students, please follow flow of traffic signs and speed limits.

Student Parking:

Student drivers should park on the side of the parking lot close to the upper school building with the carport. The student needs to turn in proof of insurance, copy of license and tag number for all vehicles they may drive.

Arrival Procedures:

Arrival: 7:30 a.m. – 8:00 a.m.

Grammar students are to enter the building through the Welcome Center. Any student arriving prior to 7:45 will wait quietly in the halls until classroom doors are opened by teachers prior to 8:00 a.m. Grammar classroom doors will remain closed during faculty morning preparation time.

Running in the hallways is not permitted.

Logic/Rhetoric students enter through the upper school building and will wait in the hallway until dismissed to their classrooms.

Students are tardy if arrival to the classroom is after 8:00 a.m. Tardy students should check in at the front office where they will be issued a tardy slip to take to their classroom teacher to permit late entry into the classroom.

Dismissal Procedures:

Dismissal: 3:00 – 3:10 p.m.

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 3:15-3:30 p.m. will be sent to the After School Program. Persons 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. No grammar student will be released to a sibling or other student.

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 7th-12th 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, the equivalent of two class periods for each block period missed on Monday, Tuesday, Thursday, or Friday. If you miss a block, you miss a lot. 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 likely have an adverse effect on a student's grade.

Inclement Weather

School Cancellations & Dismissal

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 RenWeb.

Announcements will also be made on the following stations:

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

GRAMMAR CURRICULUM

Philosophy of Bible Instruction:

We seek to assist parents in the nurture and admonition of their children by providing an environment in which students learn about God. The Bible is revered as the holy, inspired, and infallible word of God and is taught to be the standard by which our lives are to be lived in order to honor and glorify God. Students are encouraged to come to the Father, through the Son, and grow in his or her knowledge and love of Him. Biblical integration underlies all instruction at Cornerstone Christian Academy as we seek to assist each student to develop a Christian worldview. Servant leadership is encouraged.

In the grammar stage, the objective is to survey the Bible, learning the names of the books of the Bible, names of significant individuals in the Bible, details of Bible history, memorization of various scriptures that coincide with biblical studies at each grade level, a study for the grammar of doctrine (such as the doctrine of the trinity), the plan of salvation, and personal application of Biblical principles

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”
II Timothy 3:16 – 17 (NIV)

English:

- Equip every student with the skills necessary for good writing including spelling, grammar, style, and clarity.
- Emphasize good writing by requiring the students to write often and correctly in each subject area.
- Encourage clear thinking by the students through requiring clear writing.
- Introduce the students to many styles of writing using the Bible and other high quality literature.

History and Geography:

- Teach the students that God is in control of history and He will determine its ultimate outcome.
- Enable the students to see God’s hand in the history of the world and the United States.
- Broaden the students’ understanding of history and geography as the students mature.
- Make history and geography “come alive” for the students through the use of many forms of information and research (i.e. biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc.).

Science:

- Teach that the biblical account of creation (six 24 hour days) is true and that the theory of evolution is false.
- Teach the students the basic elements of both origin accounts and that both systems are based on either sound or unsound faith.
- Show the students that because God made the universe, it has inherent order which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths God put into creation.
- Treat the study of science as a “means to an end” not an end in itself. That is, curiosity, experimentation, demonstration, and research should be emphasized as the process and way of using science, as opposed to the study of facts. Facts should be attained as the result of research and discovery, versus lecture.
- Use many forms of instruction to teach scientific concepts and methods (i.e. a large variety of experiments, demonstrations, research projects, illustrations, field trips, guest speakers, etc.).

Mathematics:

- Ensure that the students have a thorough mastery of basic mathematical functions and tables.
- Put an emphasis on conceptual, as well as practical understanding of math through the frequent use of story problems and manipulatives.
- Illustrate God’s unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.

Reading and Literature:

- Use phonics as the primary building blocks for teaching students to read.
- Encourage the students to read correctly as soon as possible.
- Introduce the students to high quality children's literature as soon as possible.
- Carefully monitor the student's reading abilities to ensure he is at a reasonable level, comprehends adequately, and is reading fluently, both orally and silently. This includes the proper use of word-attack skills.
- Foster a life-long love of reading and high quality literature, after being taught to recognize the characteristics of such literature.

Art:

- Teach all students the basic fundamentals of drawing to enable them to create adequate renderings.
- Encourage the students to appreciate and imitate the beauty of the creation in their own works.
- Equip the students to use a variety of art media knowledgeably.
- Ensure that the students have a thorough understanding of art history and an appreciation of art as a God-given form of expression.

Music:

- Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
- Systematically instruct the students in the fundamentals of vocal and instrumental music.
- Enrich the teaching of Scripture through the teaching of many classical, meaningful hymns.
- Encourage the students to select some area of music, vocal or instrumental, to pursue on their own.

Physical Education:

- Systematically work with the students to teach them basic exercises and game skills (i.e. throwing, hitting, kicking, catching, etc.).
- In cooperation with families, encourage the students to establish and maintain good health and nutritional habits.
- To enhance biblical patterns of behavior through activities requiring cooperation, team work, and general good sportsmanship.

LOGIC AND RHETORIC CURRICULUM

Curriculum Goals

Cornerstone Christian Academy is a college preparatory Christian high school. The academic program is founded upon the classical liberal arts. Our purpose is to promote the Lordship of Christ over all areas of academics, athletics, and artistic endeavor. In doing so, our goal is to produce generations of people who will be able to unleash their faith in all aspects of human endeavor.

Bible:

We seek to develop students who

1. Study the Old and New Testaments to gain an understanding of our Triune God as He revealed Himself in history and unfolded His plan of redemption.
2. Understand important events and people in the historical redemptive plan of God.
3. Identify important geographical sites of the ancient and biblical world.
4. Become acquainted with the foundational doctrines of the Christian faith.
5. Learn about the nature of God, His tri-unity, His attributes, and His works.
6. Understand how Old Testament messianic prophecies and types were fulfilled in Christ.
7. Learn that the Bible is the divinely inspired, inerrant, and infallible Word of God.
8. Understand that he or she has a sinful nature as a result of the fall and acknowledge the need of a Savior.
9. Learn to affirm the truth of Christianity while identifying and denying non-Christian positions.
10. Develop habits that contribute to spiritual growth.

11. Demonstrate understanding of biblical lifelong principles, including biblical stewardship with time, talents, and finances.
12. Identify and analyze various world views and establish oral and written arguments for the Christian position.
13. Read relevant Christian literature.
14. Become familiar with major events and characters in church history from New Testament times to the present.
15. Develop understanding of and support for biblically based missions.
16. Memorize and recall select Bible passages and biblical truths.
17. Apply study skills to the reading, studying, and sharing of the Bible and Bible-based topics.
18. Realize the importance of studying the Scriptures as a pattern for holy and obedient living that brings honor and glory to God.
19. Develop an appreciation for the principles and content presented in Bible class.
20. Graduate with a solid biblical foundation, an increasingly passionate relationship with the Lord, and understanding of the call to be salt and light in the world in which we live, and the ability to effectively communicate and defend his/her faith with others.

English:

We seek to develop students who

1. Relate the Bible to language (I Cor. 10:31).
2. Relate the Bible to literature (Phil. 4:8).
3. Apply biblical principles to personal use of language (Psalm 20:14).
4. Master basic grammar by the end of eighth grade.
5. Use in original writing all basic grammatical constructions, as appropriate to grade level, with correct and appropriate grammar, vocabulary, spelling, and mechanics.
6. Use composition skills in a variety of modes and forms, with an emphasis on rhetoric at the junior and senior levels.
7. Utilize research and study skills as an aid for learning and for success in life.
8. Understand and enjoy various literary genres from World, American, and English literature.
9. Identify and discuss elements of literature in a variety of literary selections.
10. Analyze literature for its literary techniques, style, and biblical principles (Phil. 4:8).
11. Correlate specific literature with its related history, society, and philosophy, including integration with the humanities.
12. Become familiar with basic literary "literacy": authors, works, trends, "schools."
13. Develop, by graduation, reading comprehension skills at the college level.
14. Develop, by graduation, a college-level vocabulary, with a focus on classical roots.
15. Use speaking and listening skills effectively in the classroom setting.
16. Use higher level thinking skills in a variety of settings and activities.
17. Produce, the senior year, a college level research/argument project, including sharing the project via a professional oral presentation.
18. Graduate with an appreciation of his/her literary/religious heritage.
19. Graduate with the desire to be a life-long reader.
20. Graduate with a love for God's gift of language, an appreciation of the communicative gifts God has given to mankind in general and to himself/herself uniquely, and an understanding that, as God's Word, the Bible is the greatest literature in existence.

History:

We seek to develop students who

1. Understand God's purpose for history (Deut. 4:32-34, I Cor. 10:11).
2. Begin the formation of a Christian "filter" through which to view the world (Rom. 12:2).
3. Comprehend the contributions of Ancient and Classical Civilizations and Empires (Genesis, Acts, etc.).
4. Understand the basic tenets of major world religions and determine why all but biblical Christianity are false.
5. Understand the importance of the Renaissance and the Reformation to history and to Christians.
6. Develop understanding and knowledge of the basic facts and occurrences of world history.
7. Develop understanding and knowledge of the basic facts and occurrences of American history.
8. Develop understanding and knowledge of the basic facts and occurrences of Virginia history.
9. Develop knowledge of the geography of the world, United States, and Virginia (Acts 17:26).
10. Develop map skills.

11. Develop an appreciation for the Christian and classical foundations of the U.S. Constitution and government
12. Develop an understanding of the American form of government.
13. Develop an understanding of various political and economic systems (I Tim 6:6-8).
14. Develop an understanding of the importance of patriotism and character development to society
15. Develop an understanding of world cultures, while recognizing that when a culture conflicts with the Bible, it is wrong
16. Integrate the humanities with the understanding and appreciation of a culture.
17. Apply biblical principles to psychological topics (Gal. 5:22, 23).
18. Apply biblical principles to historical and contemporary philosophies (I John 4:1-4).
19. Develop a personal Christian philosophy related to historical and contemporary events (II Tim. 3:14-17).
20. Understand the importance of the Bible as the basis for man's history (particularly Gen 1-11).
21. Understand the importance of God's providence in history.
22. Understand the impact of God and religion in the development of historical events.
23. Appreciate the Christian heritage of the United States.
24. Develop study skills.

Science:

We seek to develop students who

1. Relate the Bible to science.
2. Understand and defend the Truth of creation as opposed to the false theory of evolution.
3. Understand and use the scientific method.
4. Develop a basic knowledge of the cell.
5. Develop a basic knowledge of the principles of heredity.
6. Develop an understanding of the field of microbiology.
7. Understand the basic classifications of organisms.
8. Develop a basic knowledge of the plant kingdom.
9. Develop a basic knowledge of the animal kingdom.
10. Develop a basic knowledge of ecosystems and ecology.
11. Develop a basic knowledge of the systems of the body.
12. Develop a basic knowledge of the nutrition and hygiene.
13. Develop a basic knowledge of the solar system.
14. Develop a basic knowledge of the atmosphere.
15. Develop a basic knowledge of geology.
16. Master scientific measurement skills.
17. Develop an understanding of the field of chemistry.
18. Develop an understanding of the field of physics.
19. Develop knowledge and appreciation of important scientists.
20. Appreciate the value of science and the scientific method to the Christian and daily life.
21. Develop study skills.

Mathematics:

We seek to develop students who

1. Relate the Bible to mathematics.
2. Maintain arithmetic skills.
3. Master measurement skills.
4. Master number and set concepts.
5. Develop understanding of number theory.
6. Develop graphing knowledge and skills, including the use of a graphing calculator.
7. Master ratio, proportion, percent and rate.
8. Develop understanding of exponents and roots.
9. Develop an understanding of probability and statistics.
10. Develop algebraic and higher order skills for expressions, equations, and functions.
11. Develop understanding of trigonometry, logarithms, and antilogarithms.
12. Develop geometric knowledge, skills and analysis.
13. Develop understanding and application of differentiation, antidifferentiation, and series.
14. Apply mathematics to real-life situations.

15. Develop understanding and appreciation of the history of mathematics.
16. Develop study skills as related to mathematics.
17. Appreciate the value of mathematics to the Christian and daily life.

Logic:

We seek to develop students who:

1. Understand basic logic terminology.
2. Appreciate that God made man with the ability to reason.
3. Appreciate the blessing of living in the age of biblical revelation.
4. Develop analytical thinking skills.
5. Recognize the most common informal fallacies.
6. Recognize that the great majority of what passes for argument is not legitimately transferable into logical form.
7. Use logic in oral and written communication.
8. Understand basic logic terminology.
9. Appreciate that God made man with the ability to reason.
10. Appreciate the blessing of living in the age of biblical revelation.

Music:

We seek to develop students who

1. Relate the Bible to music (Ephesians 5:19-20).
2. Relate the Bible to responding to music (Isaiah 55:12).
3. Apply biblical principles to personal expression of music (Psalm 108:5).
4. Master basic music reading skills.
5. Identify and discuss elements of music in a variety of musical selections.
6. Analyze music for compositional techniques, style, and biblical principles (Philippians 4:8).
7. Become familiar with music style periods, composers, and works.
8. Correlate specific music pieces with history, society, and philosophy, including integration with humanities.
9. Understand and enjoy various musical genres from World and American music.
10. Develop individual and group singing skills.
11. Perform for an audience.
12. Appreciate music and its value in the Christian life.

Physical Education:

We seek to develop students who

1. Perform exercises which will demonstrate flexibility and coordination (I Tim. 4:8, Isaiah 40:31).
2. Perform fitness activities which develop muscular strength and cardiovascular endurance (Ps. 147: 10-11, I Tim. 4:8).
3. Develop fundamental skills in volleyball (I Sam. 17: 34-37).
4. Develop fundamental skills in basketball (I Chron. 12: 1-7).
5. Develop fundamental skills in soccer (II Sam. 2:18).
6. Develop fundamental skills in floor hockey (I Chron. 12:8).
7. Develop fundamental softball skills (II Sam 1:23).
8. Develop fundamental skills in tennis (Philip. 3:12 - 14).
9. Develop fundamental skills in golf (I Cor. 9:24-27).
10. Develop fundamental skills in bowling (Judges 20:16).
11. Demonstrate cooperation and Christ-like actions in teamwork situations (I Tim. 2:5, Heb. 12:1-2).
12. Develop an awareness of safety skills and habits with respect to self and others.

Art:

We seek to develop students who

1. Integrate Biblical principles with the teaching of art.
2. Relate Biblical principles to daily life.
3. Expand knowledge of art history and art technique based, in part, on materials covered in grammar.
4. Learn various approaches with varied mediums to resolve compositional problems in regards to artwork.
5. Overview processes that accumulate into a final art exhibit.

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.

Latin:

We seek to develop students who

1. Relate the Bible to language (I Cor. 10:31, 14:40).
2. Appreciate that God made man with the ability to reason.
3. Appreciate the blessing of living in the age of biblical revelation.
4. Translate intermediate Latin into fluent, grammatical English.
5. Understand that, without the help of the Holy Spirit, perfect translation is impossible (Gen. 11:1-9; Acts 2:5-12).
6. Translate unsimplified Latin into fluent, grammatical English.
7. Explain the characteristics of heroic epic poetry.
8. Understand the place of Virgil’s Aeneid in Golden Age Latin literary history.
9. Understand the rationale of syllogisms.
10. Outline the history of Latin literature from its origin through the Renaissance.
11. Pass a standardized test to exempt one or more semesters of Latin in college.
12. Recognize English derivatives from Latin words and hypothesize meanings for unfamiliar derivatives.
13. Understand how Latin prefixes and suffixes contribute to the history of English.
14. Improve reading comprehension skills.
15. Recognize Latin phrases in everyday use.
16. Graduate with an appreciation of the place of Latin language and literature in the literary and religious history of the western world.
17. Graduate with a love for God’s gift of language and literature.
18. Increase his love for God and his appreciation of God’s revealed religion through comparison with Roman ideas about the supernatural.
19. Use logic in oral and written communication.

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. The actual number of days school is in session will be reflected on the yearly school calendar. Attendance records for the students are kept by the individual classroom teachers and recorded on student report cards each grading period.

Sixteen days' absences in a full year is the maximum allowed during one school year unless a home-bound teacher has been assigned to teach the student. After sixteen days absent, the student then becomes ineligible to receive credit for the year's work in that class. Students hoping to be considered for Washington County Scholars are required to miss no more than eight days.

For Logic and Rhetoric students, absences will be counted for each course. A block day counts as two absences. Missing a Wednesday class counts as one absence. Logic and Rhetoric students are responsible for retrieving and completing all assignments given during the time the student is gone. 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 $\frac{1}{2}$ a class period to be counted as present for that class period. In order to be counted present for the day a student must be in attendance for at least $\frac{1}{2}$ the day.

If a student needs to be absent from school for any reason a written and dated note, signed by the parent, must be presented to the child's teacher (grammar) or principal (logic/ rhetoric) on the first day back to school.

*Logic/ rhetoric Absences for Special Service Projects: Logic/ rhetoric students with a failing grade in any course at the nine weeks will 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 $\frac{1}{2}$ 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. It is expected that students will not participate in athletic events on days they are absent from school due to illness.

Absences due to Suspension

A grammar student who is suspended from school will receive a grade of "F" for any graded assignment due on the day(s) of the suspension. In logic/ rhetoric a 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.

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 each day a student is absent and report the reason for the absence. Voice mail is available for parents calling outside normal office hours. In grades 7-12, a student representative will write down assignments on the assignment sheet and leave them in the office. Parents (or a sibling) can retrieve books for the student at the end of the school day.

Tardiness

All Students: School begins at 8:00 a.m. Students are tardy if they are not in the classroom by 8:00 a.m. Five tardies within a grading period equals one day of absence recorded on the report card.

Grammar Student After School Dismissal

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 this school guideline is a necessity for the safety of all.

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 leaving with the office. The office is to telephone the student's parent or legal guardian before the student departs.
 - (2) Under certain circumstances, students may use personal cars to run errands. However this requires permission from the Head of School and/or Dean of Faculty and Students 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

Grammar 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. Grades for projects may count as test grades. No single assignment should be worth more than 25% of the students' total grade for any one 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.

Logic/Rhetoric Grading Guideline

Logic/Rhetoric 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. **In most instances, no single assignment should be worth more than 25% of the students' total grade for any one grading period** (exceptions to this will be outlined in the course syllabus). 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

Grammar: To ensure complete understanding and communication, midterm reports are issued during each grading period for students in grades 2 – 6 who have an average of “C” (2.0 GPA) or below in any subject area.

Logic/Rhetoric: To ensure complete understanding and communication, mid-term notices are sent to parents of students grades 7-12 whose grade point average is C- or below in any given subject.

Report Cards

Grammar: Report cards are issued at the end of each grading period for all grammar students grades JK - 6. These cards contain grades for academic achievement and for conduct. Report cards are to be reviewed and signed by parents and returned to their child's teacher the following day. A check list of objective mastery is used for assessment at the Kindergarten level only.

Logic/Rhetoric: For grades 7-12, numeric grades are used to indicate 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 quarter grading period.

Grammar Subjects and Grade Scale Use

JK & Kindergarten: In 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
K S+, S, S-, U: Bible, Reading/Phonics, Math, Handwriting, Art, Music, PE & Conduct

Grade 1 S+, S, S-, U: Bible, Reading, Spelling / Phonics, Math, Grammar, Handwriting, History, Science / Health & Conduct

Grade 2 A, B, C, D, F: Bible, Reading / Literature, Phonics, Spelling, Math, Grammar
S+, S, S-, U: Latin, History, Science / Health, Handwriting & Conduct

Grade 3 A, B, C, D, F: Bible, Reading / Literature, Spelling, Math, Grammar, History, Science / Health & Latin
S+, S, S-, U: Keyboarding, Penmanship & Conduct

Grade 4 A, B, C, D, F: Bible, Reading / Literature, Spelling, Math, Grammar, History, Science / Health & Latin
S+, S, S-, U: Keyboarding, Penmanship & Conduct

Grade 5 A, B, C, D, F: Bible, Reading / Literature, Spelling, Math, Grammar, History / Geography, Science / Health & Latin
S+, S, S-, U: Keyboarding, Penmanship & Conduct

Grade 6 A, B, C, D, F: Bible, Reading / Literature, Spelling, Math, Grammar, History / Geography, Science / Health & Latin
S+, S, S-, U: Keyboarding, Penmanship & Conduct

Art, Music, PE

In the subjects of Art, Music, and PE., a grade scale of **S+, S, S-, and U** is used as assessment in all grades **K – 5**.

Grammar Grade Scale

A+ = 100 – 98	S+ = Excellent
A = 97 - 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	

Conduct Grades K-2 S+, S, S-, U

Logic/Rhetoric Grade Scale

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

A= 100-90
B= 80-89
C= 70-79
D= 60-69
F= 59 and below

Student Promotion

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.

Logic School: To be promoted to the next successive grade, current students must:

- 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.
- Show academic maturity in all areas by not having frequent failing grades in multiple subjects.

Rhetoric School:

New students enrolling in Cornerstone Christian Academy must have earned the number of credits needed to be accepted into the next successive grade level.

Current Students may progress to the next successive grade level based upon the number of credits they have earned. These credits are as follows:

Freshman to Sophomore	6
Sophomore to Junior	12
Junior to Senior	18
Senior to Graduate	25

Notice: These totals meet the minimum credit requirement for the Standard Diploma in the state of Virginia. In order to earn the Advanced Studies Diploma in Virginia, students must earn sufficient credit in each subject area as determined by the Virginia Department of Education.

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	Grades 2

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 student 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.

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 student 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 give an explanation of 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.
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.

Students Who Fail A Course

If a high school student fails a required course, the course must be repeated for a passing grade. Arrangements as to how and when the course must be repeated will be decided between the Cornerstone Christian Academy principal and the parents of the student. The grade from the failed course and the grade from the repeated course will be averaged for a final grade (70% passing). A note will appear on the student’s high school transcript explaining the course was repeated.

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 students’ high school transcripts. 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 course that a student completes in grades 9-12. For each honors 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 8th – 12th grades.

Graduation Requirements

Standard Diploma: 25 CREDITS ARE REQUIRED FOR GRADUATION

English	4
Mathematics	3
History	3
Laboratory Science	3
Bible	4
Latin	3
Health/PE	2
Rhetoric	2
Electives	1
Total	25

- **Courses in bold print are required**
- Non-bold print courses are electives
- Students must take a minimum of six credits each year

Advanced Studies Diploma: 28 CREDITS ARE REQUIRED FOR GRADUATION

English	4
Mathematics	4
History	4
Laboratory Science	4
Bible	4
Latin	3
Fine Arts	1
Health/PE	2
Rhetoric	2
Electives	(Optional in addition)
Total	28

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.

Aspire

9th-10th graders will take the Aspire test, which is an ACT preparatory test.

PSAT

Each year sophomores and juniors take the PSAT-NMSQT during the fall; a fee is involved. The test helps show areas of academic strength and weakness before the student's senior year and helps prepare the student for the SAT and/or ACT. It will be required that all sophomores and juniors take the PSAT.

ACT & SAT

All seniors must take the ACT or SAT at least once, between June and October 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. ***Final high school transcripts will be sent to colleges upon request following graduation and pending all financial accounts are cleared.***

Rhetoric School Exam Exemptions:

Students in the 9th-11th grades may exempt one final exam with a grade of A in the class and no more than 2 absences for the year (remembering that a block day counts as two days attendance in a class). If a student is eligible to exempt in more than one class, then the student may choose which final exam they wish to exempt, but only one exam 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 remembering that block day counts as two days attendance in a class) 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 hold true, there is no limit on the number of exams a senior may exempt.

HOMWORK 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 have to be given to complete these assignments. Homework at Cornerstone Christian Academy during the grammar school years will be limited so as 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, new concepts, skills, or facts. In certain subjects (i.e., math or languages), there is not enough time in a school day to do as much practice as may be necessary 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

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. Long-range assignments that are given over a period of days may fall due on Mondays or Thursdays requiring some studying on Wednesdays or over the weekend, i.e., studying for tests, quizzes, etc. 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>Approximate time guidelines per weeknight</u>
Jr Kindergarten- 2	up to 30 minutes
Grades 3 - 6	30 - 60 minutes
Grades 7 – 12	up to 90 minutes

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.

In logic/rhetoric, homework depends upon the grade level and courses being taken. Students may have homework on Wednesday nights, but not so much that they should not be able to attend Wednesday evening church services.

Make-Up Work

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 gone. The student is also responsible for going to each logic/ rhetoric teacher to determine due dates for these assignments

If a student is absent not due to illness or a family emergency, the grade earned on any assignment or test assigned before the absence will be multiplied by 80%. In order to receive full credit, a student must provide a doctor's note documenting illness or a parent's note documenting a family emergency. For assignments missed for non-emergency or planned absences, students must make arrangements with each teacher to turn in assignments or to take tests before the absence in order to receive full credit.

Late Assignment and Missed Test Policy

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 to make up the work. **Assignments not turned in on the due date will be counted late and will receive a grade no higher than 80.**

If the student misses class work because of an absence, he or she will have two days from the first day missed to turn in any make-up work. In addition, the student will have one make-up day for each additional day of school missed. 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 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 will be assigned. After the second day a zero (0) will remain in the grade book.

HONORS AND AWARDS

Cornerstone Christian Academy maintains a system of formal honors and awards for several reasons. The recognition of good 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 good work among all students by demonstrating to them that such work is not overlooked or taken for granted, but rather it is noticed and commended.

EXTRA-CURRICULAR ACTIVITIES

We offer various clubs, activities, and athletic programs currently 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.

Student Government

Student Government executive officers will be elected in the spring of each year. These include President, Vice President, Secretary/Treasurer, and Chaplain. 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.

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. A waiver form and a physical signed by a physician must be on file before the athlete can practice in an official practice.
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 an athletic director. If you are sick and 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 at the end of the nine-week grading period to be eligible to compete. (Low mid-term grades will not hinder eligibility.) If a student earns a grade of F at the end of a nine-week grading period, they will be put on athletic probation. During the probation period athletes are not allowed to compete in games/matches/meets until their grade is no longer an F. They are still allowed to practice with their team. Students on athletic probation will have weekly grade checks on Monday mornings to determine the end of their probation period.
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 accessed weekly.
6. An athlete must abide by the following guidelines if placed on a probationary period:
 - A. Before being reinstated to a team, an athlete on academic probation must obtain a grade verification form from the principal/athletic director. The athlete is to give this form to his/her teachers and have the teachers fill in the grade and sign the form. The athlete is to acquire grades at the teacher's convenience. After all grades have been received, the athlete is to give the form to the principal/athletic director for evaluation. If the proper improvements have been made, the athlete may return to the team at that time.
 - B. 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.
 - 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.
7. 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.
8. Athletes are expected to be examples of good conduct to other students. In that regard, when an athlete receives a suspension from school, the student will be suspended from his/her team during that period. Further action will be at the discretion of the administrator.

If a student is suspended for disciplinary reasons, he/she will be prohibited from participating in athletic practices or games.

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 videos or DVDs that are part of the Cornerstone Christian Academy library 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, all teachers 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.

Damaged or Lost Book Replacement

Students will be held responsible for 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. Abuse is defined as occurrences of verbal and/or physical harassment or intimidation of another student.

- a. It is a violation of this Code for a student to verbally abuse another student to his/her face or to others.
- b. 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.
- b. 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.
- c. 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.

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

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 one 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.

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

(Revised 2016)

Basic School Rules

*** All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.**

Students are required to adhere to the following list of school rules and expectations. The purpose of these guidelines is not to promote legalism, but to create an orderly atmosphere conducive to learning.

- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
- The following are not allowed at school: guns, knives, weapons of any kind, electronic devices (i.e. cellular phones, smart watches, beepers, personal stereos and headphones, video games, Ipods)
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
- Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks.

Classroom Expectations

1. Be in seat working when the bell rings.
2. Bring all books, materials and homework to class.
3. Be respectful; don't interrupt others.
4. Follow directions the first time they are given.
5. Stay focused and on task

Cell Phone, Smart Watch and Fitbit Usage

Students who bring cell phones, smart watches or Fitbits 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:

- 1st offense – Phone, smart watch or Fitbit taken away for one week.
- 2nd offense – Phone, smart watch or Fitbit taken away for three weeks; Parents must pick up phone or smart watch at the end of the three week period.
- 3rd offense – Phone, smart watch or Fitbit taken for two months; Parents must pick up the phone or smart watch at the end of the two month period.
- 4th offense – Phone, smart watch or Fitbit taken for the remainder of the school year.

If a student has a phone, smart watch or Fitbit at any point between 8:00 AM and 3:10 PM, it will be confiscated by the teacher and turned in to the front office.

Phone Policy & Devices Not Permitted on Campus

Students are not permitted to bring radios, audio players, voice recorders (unless required for a class), MP3 players, television sets, beepers or pagers, laser pointers, and such items to school. These items may be confiscated by the teacher and turned over to the office. Parents may make arrangements to pick up the item from the Principal after the appropriate time has passed.

CCA recognizes the value of cellular telephones, smart watches and Fitbits. However, **students may not use cellular telephones, smart watches or Fitbits during the school day.** They may be used outside of the building before 8:00 a.m. and after 3:10 p.m. If any student brings a cellular phone, smart watch or Fitbit to school, it should be turned off and either be left in the car or dropped off at the front desk for grammar students and in the basket in the upper school office for Logic/Rhetoric students. Students may always call home from the front desk or upper school office with teacher permission.

Public Display of Affection and Student Dating

Cornerstone Christian Academy does not endorse student to student “dating,” nor do we sit in judgment of those families who allow such since we recognize that parents have varying views on all things related to dating and courtship. One of CCA’s core goals as a school is to “provide a structured and orderly environment conducive to learning.” There are so many tenets of these adolescent relationships that have a tendency to frustrate this goal including, but not limited to, constant distractions/disruptions, temptations, hurtful outcomes from broken relationships. Therefore, **any** sort of public displays of affection between students will **not** be permitted on campus or at any CCA sponsored event (on or off campus) at any time. This includes hand holding, kissing, boyfriend to girlfriend hugging, or even sitting or standing at a less than comfortable (to others) distance or simply following each other up and down the hallways. Violators will receive a one-time warning, which will include a call home. Afterward, other forms of discipline will be implemented. Regardless of one’s personal views on this subject, we graciously ask for all parents and students to abide by this rule so that CCA can focus on providing a quality Christian education to our students without these types of distractions.

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 or not 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 times 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. The length of detentions may vary according to the number of past offences and the severity of the current offence. After the third offense student may face suspension.

Suspension

Should a student commit an act with such serious consequences that the administration deems necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, under-age drinking or any other violations of civil law, or any act in clear contradiction of scriptural commands.

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:

- In grammar, grades for any assignments due during the suspension period will be issued as “F’s.”
- In logic/rhetoric, one point will be taken off the final nine-week average for each day missed in each subject area.

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. Snow days 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 snow.

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 administration.

Examples of inappropriate conduct that will be considered grounds for suspension or expulsion include:

- Leaving campus (truancy) without written permission
- Serious attendance infractions
- Cutting classes
- Willful or malicious defacing of property
- Smoking or drinking (on or off campus)
- Vulgar or profane language
- Abuse of other students and their rights
- Verbal abuse of faculty or staff
- Sexual promiscuity
- Activities that threaten the safety of the student or students (fighting, etc.)
- Any form of physical assault (including the threat of an assault)
- Activities that demonstrate a lack of respect for authority or property
- Frequent or repeated violations in previous categories
- Activities that violate Biblical moral codes of conduct
- Any form of sexual gesture, comment, picture, note, or physical harassment
- A consistently negative attitude toward the school, its personnel and policies
- Any breach of conduct on campus that has an adverse effect on the image of social/spiritual environment of the school
- Any breach of conduct off campus that has an adverse effect on the testimony of the school in the community

Serious Misconduct/Infractions:

The following violations are considered conditions for immediate expulsion.

- Acts endangering the lives of other students or staff members
- Gross violence/vandalism to the school facilities
- Any violation of US, VA, or local laws (this includes carrying a weapon of any kind)
- Any act in clear contradiction of scriptural commands
- Use and/or possession of drugs of any kind, on or off campus

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

Re-admittance

Should the expelled student desire to be readmitted to Cornerstone Christian Academy at a later date, the Board or its delegated committee will make a decision based on the student's attitude and circumstances at the time of re-application.

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:

1. 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.
2. 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.
3. 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.
4. If the problem is still not resolved, the parents should request a hearing from the Cornerstone Christian Academy Board.

Parents / Patrons to Head of School:

1. If parents or patrons 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.
2. If there is still no resolution, they should request a hearing from the Cornerstone Christian Academy Board.
3. This procedure applies to board members who are acting in their capacity as parents, and not as representatives of the board.

Staff to Administration:

1. All concerns about the standards of the school must first be presented to the Head of School. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal to the board in writing and request a hearing. The request will be passed to the board through the Head of School. The Head of School must pass on all such requests.

Volunteers to Staff / Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
2. 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.
3. 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.

Individual Board Members to Head of School:

1. If specific concerns arise during a board meeting, board members may not challenge, rebuke, or debate directly with the Head of School in the board meeting, but any concerns will be channeled through the chairman instead.
2. Any board member may call the board into executive session if a potential grievance or dispute arises during a board meeting.
3. If the board decides that the issue does not warrant executive session, the board will return immediately to open session.
4. If the board decides further investigation is warranted, the administrator will meet with the board in executive session to present his perspective and answer questions.
5. If the board decides against the administrator (2/3 vote required), the board will attach a written description of their decision to the administrator's annual job evaluation.

6. If the board does not decide against the administrator, any board member(s) who is/are still not satisfied will be instructed by the board to drop the issue.

Parent to Board

1. 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.
2. Based upon the merits of the grievance, the Board will determine whether or not the meeting will take place.
3. If the Board determines the grievance does not merit a meeting, the Parent will be required to drop the issue.

The school discipline policy has four aspects which reflect God's principles of human behavior, 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 wrong 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. The vast majority of discipline problems are dealt with at the classroom level. The kind and amount of discipline will be determined by the teachers, and if necessary, administration.

CORNERSTONE CHRISTIAN ACADEMY DRESS CODE

DRESS CODE FOR PARENTS & VOLUNTEERS

Persons who are volunteering in grammar classrooms are also expected to comply with grammar dress code guidelines.

Boys & Girls:

- 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.
- Uniforms 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 a dress code polo shirt.**
- 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).
- Please purchase chino style, straight leg or relaxed fit pants. No joggers or jeggings. No skinny pants. No denim material.

NOT PERMITTED:

- Hats and caps in classes or hallways during school hours
- Shorts that do not come within 2" of the knee (grammar)
- Shorts (Boys & Girls: 7th grade and above)
- Roller shoes
- "Five Fingers" Shoes
- Flip Flops (Grammar school)
- Tattoos (permanent or temporary)
- Visible body piercings of any kind, other than earrings for girls including gauges.
- Jeans, jeans style or denim pants regardless of color, stonewashed, blue cotton/denim pants, bib overalls, yoga pants, sweat pants or warm-up suits.

*Special days: On Fridays students may wear approved CCA spirit t-shirts or sweatshirts and approved style athletic pants or shorts (Grammar school only). No sweatpants, wind pants or nylon warm-up pants are acceptable. **Any CCA hooded sweatshirt/jacket can only be worn on Fridays.***

Free Dress Days: No tanks, spaghetti straps, jeans with holes, jeggings, low cut shirts, inappropriate t-shirts.

Girls:

- Uniforms 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.
- 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 reach the top of the knee.

Cornerstone Christian Academy Parent and Student Handbook

- Sneakers are required for P.E.
- 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 inappropriate for elementary school (including colored lip gloss). Logic/Rhetoric students (7th – 12th 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 and should be tucked in at all times. Shirts are to be purchased from Lands' End. Anything worn under a CCA uniform shirt must be a dress code approved solid color and tucked in at all times.
- Pants and shorts (Grammar only) must be worn at the natural waist.
- Belts must be worn by boys in grades 7-12.
- Sneakers are required for P.E.
- Hair must be neatly trimmed, no longer than a dress shirt collar; hair should not come below the bottom of the ear. When combed straight down, it may not extend below the ear or the bridge of the nose. It must be a natural and uniform color. Putting hair up 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.
- Earrings or visible body piercings of any kind are not permitted.
- Male students must be clean shaven

Students should be properly attired for the season. Outdoor jackets are not to be worn inside the building except at arrival and dismissal. Only sweaters and fleece that are purchased from Lands' End with the school logo are permitted **over the uniform**.

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. Students who are out of dress code will be removed from class until the violation is corrected. Students are responsible for any work missed in class. In addition to correcting the dress code violation, the student will receive the following disciplinary actions:

First offense: notification of parents

Second offense & each offense thereafter: after-school detention

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, 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 have the Cornerstone Christian Academy or CCA logo on them.

CORNERSTONE CHRISTIAN ACADEMY SPECIAL EVENT DRESS

Required Items for ALL Grammar Boys

*Lands' End School Uniform
Long-Sleeve White Oxford
with CCA Logo*



CCA Logo



*Lands' End
School Uniform Tie
Classic Navy Large Plaid*



Special Event Dress: 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.

Required Items for ALL Grammar Girls

*Lands' End School Uniform
Long-Sleeve White Oxford
with CCA Logo*



CCA Logo



*Lands' End A-Line Skirt
Below The Knee Classic
Navy Large Plaid*



Special Event Dress: For all CCA school special events, 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 be bare legged.

CORNERSTONE CHRISTIAN ACADEMY SPECIAL EVENT DRESS

Required Items for ALL Logic Boys

*Lands' End School Uniform
Long-Sleeve White Oxford
with CCA Logo*



CCA Logo



*Lands' End
School Uniform Tie
Classic Navy Large Plaid*



Special Event Dress: 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.

Required Items for ALL Logic Girls

*Lands' End School Uniform
Long-Sleeve White Oxford
with CCA Logo*



CCA Logo



*Lands' End Solid
A-Line Skirt Below The
Knee in Classic Navy*



Special Event Dress: 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 be bare legged.

CORNERSTONE CHRISTIAN ACADEMY SPECIAL EVENT DRESS

Required Items for ALL Rhetoric Boys

Lands' End School
Uniform Long-Sleeve
White Oxford
with CCA Logo



Lands' End
School Uniform Tie
Classic Navy
Large Plaid



Lands' End Navy Blazer
with OR without
CCA Logo



Special Event Dress: 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.

Required Items for ALL Rhetoric Girls

Lands' End School
Uniform Long-Sleeve
White Oxford
with CCA Logo

CCA Logo



Lands' End Solid
A-Line Skirt
Below The Knee
in Classic Navy



Lands' End Fine Gauge
Red Cardigan
with CCA Logo



Special Event Dress: 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.

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.

Grammar Girls: For all CCA school special events, 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 be 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.

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 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.

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.

Girls Grades K-6 (Any combination of the following)	
Polo:	Mesh, Interlock; Co-ed or Feminine Fit styles; Peter Pan, Peter Pan Ruffle Front
Color:	Maize, Red, White, Gray Heather, Blue, Ice Pink, Black, Navy
Sleeve:	Long or Short
Shirt:	Oxford
Color:	White, Chamois, Blue, French Blue
Sleeve:	Long, Short, ¾ Sleeve
Dress:	Mesh Polo Dress, Ruffle Front Dress, Ruffle Knit Dress
Color:	Maize, Red, Chambray Blue, Ice Pink
Sleeves:	Long or Short
Jumper:	Knit, Solid, Side Pleat, Side Buckle, Plaid
Color:	Khaki, Classic Navy, Red Plaid
Sweater:	Drifter
Color:	Maize, Red, White, Black, Gray, Navy
Style:	Vest, V-Neck, Crew, V-Neck Cardigan
Cardigan:	
Color:	Maize, Red, White, Black, Gray, Navy
Style:	Button Front Drifter, Drifter, Fine Gauge, Hooded Cable, Hooded Zip Front, V-Neck
Fleece:	Vest, Half-zip, Jacket, Shawl-collar Cardigan, Pea Coat Cardigan
Color:	Red, Pewter Heather, Navy, Black
Jacket:	
Color:	Black, Navy
Style:	School Uniform Active Track Jacket
Tights, Leggings to be worn under skirts and dresses or Cable Knee Socks:	
Color: *Must be SOLID in color: White, Navy, Gray, Black, Pink	
Athletic Pants:	Dark Red, Dark Navy, Black, Gray
Girls Grades 7 - 12 (Any combination of the following)	
Polo:	Mesh, Interlock; Co-ed or Feminine Fit styles, Peter Pan, Peter Pan Ruffle Front
Color:	Maize, Red, White, Heather, Pewter, Chambray Blue, Ice Pink, Navy, Black
Sleeve:	Long or Short
Shirt:	Oxford
Color:	White, Chamois, Blue, French Blue, Light Pink
Sleeve:	Long, Short, ¾ Sleeve
Sweater:	Drifter
Color:	Maize, Red, White, Navy, Black, Gray
Style:	Vest, V-Neck, Crew
Cardigan:	
Color:	Maize, Red, White, Navy, Black, Gray
Style:	Button Front Drifter, Drifter, Fine Gauge
Tights, Leggings to be worn under skirts and dresses or Cable Knee Socks:	
Color: *Must be SOLID in color: White, Navy, Gray, Black, Pink	
Fleece:	Vest, Half-zip, Jacket
Color:	Red, Black, Gray, Navy
Jacket:	
Color:	Black, Navy
Style:	School Uniform Active Track Jacket
Athletic Pants:	Dark Red, Dark Navy, Black, Gray

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Boys Grades K-6 (Any combination of the following)	
Polo:	Mesh, Interlock
Color:	Maize, Red, White, Heather, Chambray Blue, Navy, Black
Sleeve:	Long or Short
Shirt:	Oxford
Color:	White, Chamois, Blue, French Blue
Sleeve:	Long, Short
Sweater:	Drifter
Color:	Maize, Red, White, Navy, Black, Gray
Style:	Vest, V-Neck, Crew
Cardigan:	
Color:	Maize, Red, White, Navy, Black, Gray
Style:	Button Front Drifter, Drifter
Fleece:	Vest, Half-zip, Jacket
Color:	Red, Navy, Black, Gray
Jacket:	
Color:	Black, Navy
Style:	<u>School Uniform Boys Active Track Jacket</u>
Belt:	
Color:	Solid Navy, White, Brown or Black
Athletic Pants:	Dark Red, Dark Navy, Black, Gray
Boys Grades 7 - 12 (Any combination of the following)	
Polo:	Mesh, Interlock,
Color:	Maize, Red, White, Heather, Chambray Blue, Navy, Black
Sleeve:	Long or Short
Shirt:	Oxford
Color:	White, Chamois, Blue, French Blue
Sleeve:	Long, Short
Sweater:	Drifter
Color:	Maize, Red, White, Navy, Gray, Black
Style:	Vest, V-Neck, Crew
Cardigan:	
Color:	Maize, Red, White, Navy, Gray, Black
Style:	Button Front Drifter, Drifter
Fleece:	Vest, Half-zip, Jacket
Color:	Red, Navy, Black, Gray
Belt:	
Color:	Solid Navy, White, Brown or Black
Athletic Pants:	Dark Red, Dark Navy, Black, Gray

STUDENT HEALTH POLICIES

All information related to 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.

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 reviewed, discussed and often times enhanced on a monthly basis. 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. A copy of the school Critical Incident plan is available in the school office. The school has video surveillance throughout the building and is monitored throughout the day by the Washington County Sheriff's Department.

ADDITIONAL SCHOOL INFORMATION

Automobile Policy:

Students Who Drive to School (during school hours)

- 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 to know and follow 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. (See *Searches*.)

Driver's Licenses:

When a student applies for a driver's license, he must present certification of compulsory attendance. The necessary forms are available at the front office and must be completed and signed by the Head of School before a license can be granted. (Excused absences are not granted for a student to take a driving examination.)

School Lunch Program:

Catered lunches are provided each day for \$4.50 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.

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.

Field Trips – Parent Chaperones

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

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 element and the curriculum element are the reasons we plan these trips, the students get so much more than that from these experiences. In order for the total experience to be a good 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. All class parties will be held on campus to maximize the school day.

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

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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.
3. No sing-a-grams or any other type of special occasion deliveries will be allowed to logic/rhetoric students at any time throughout the year. There will be no exceptions.
4. 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.
5. Older siblings who wish to have lunch with their grammar CCA siblings may only do so if accompanied by a parent.
6. 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 voice-mail will be forwarded to the child's teacher.

Lost and Found:

Items that are lost and found are placed in a designated area. Unlabelled 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.

Nondiscrimination 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 administration of its educational policies, athletic, or other school administered programs except where necessitated by specific religious tenets held by the institution and its controlling body.

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 at any time any vehicle parked in the school parking lot.

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.

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.).

Damaged textbook fines will be \$2 for slight damage, \$5 for moderate damage, the cost of rebinding if it is necessary, or the replacement cost if a book cannot be re-used. Parents will be billed at the end of the school year or during the school year if necessary.

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 chat rooms 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.