

# PARENT/STUDENT HANDBOOK



*CCA is committed to partner with parents in developing the academic, athletic, creative, and moral virtues of students to become Christian disciples who are ready to fulfill their specific God-given purpose.*

**CERTIFIED BY UNIVERSITY-MODEL SCHOOLS INTERNATIONAL**



**FORMERLY NATIONAL ASSOCIATION OF UNIVERSITY-MODEL SCHOOLS (NAUMS)**



**ACCREDITED SPRING 2012**



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# HISTORY AND CONCEPT

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

## ***The Model***

University-Model Schooling (UMS) takes the best aspects of traditional, full-time public and private schools, as well as home schools, and molds them into one model. UMS uses a university-style schedule adapted to the elementary, junior, and senior high levels. Professional teachers teaching in their areas of expertise conduct central classroom instruction. Students attend classes on Monday, Wednesday, and Friday. Students spend alternate days at home where a parent or guardian (“parent”) continues their instruction or monitors student progress. Within our

model of partnership between home and school is an understanding that the parent is an essential ingredient to a successful educational experience and therefore requires their direct involvement in educating their children. Teachers provide parents with detailed instructions for days spent at home in the satellite classroom. These instructions are parent friendly and clear, and require no previous expertise on the parents’ part to complete.

Other proven elements, which are part of this school’s programming, include low student/teacher ratios, a highly engaging learning environment, a strong work ethic for students, effective curriculum, and local school operation and management.

UMS caters to a wide variety of student needs by allowing a range of enrollment opportunities. This approach is similar to that of a college campus. In the catalog, each course description contains information about the course, prerequisites, and parental involvement for that class.

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

## ***Mission Statement***

CCA is committed to partner with parents in developing the academic, athletic, creative, and moral virtues of students to become Christian disciples who are ready to fulfill their specific God-given purpose.



## ***Vision Statement***

### **Partnering**

1. CCA personnel and families exhibit a collaborative attitude built on mutual concern and empathy for students, trust, and a unity of purpose.
2. CCA supports and protects its families by respecting the family's time together, avoiding unnecessary academic pressures, mollifying financial strain, and doing all to protect the family's physical, spiritual, and emotional health.
3. CCA provides ample extra-curricular activities to augment its overall academic program and provide edifying socialization for all its students and families.

### **Academic**

1. CCA students exhibit thinking that is open-minded, wholehearted, responsible, and fair.
2. CCA students are strong critical and creative thinkers.
3. CCA students utilize meta-cognition to become self-reflective about the learning process leading to more efficient learning, greater engagement in the learning process, and increased autonomous transfer of the learning responsibility.
4. CCA students excel in knowledge acquisition, make content memorable, and transfer the applicability of that knowledge to diverse contexts.
5. CCA students cultivate strong learning habits such as diligence, persistence, attentiveness, organization, self-control, humility, and patience.

### **Athletic**

1. CCA students understand that their bodies are the "temple of the Lord" and treat it with respect and care.
2. CCA students demonstrate an attitude of sportsmanship and graciousness to opponents, coaches, and teammates in all situations.
3. CCA students show willingness to respect authority and the rules derived from it; they submit to and trust coaches to achieve personal and team goals.
4. CCA students utilize self-discipline, diligence, self-control, and humility to increase and maximize athletic skill.
5. CCA students make the most of their athletic strengths to augment classroom learning and *vice versa*.

### **Creative**

1. CCA students recognize and appreciate God's beauty and creative acts as reflected in the world or as reflected in the works of His creatures.
2. CCA students are able and willing to imitate the creativity of the Creator for the sake of the Kingdom and the edification of others.
3. CCA students are in touch with the creative aspects of the image of God and express it outwardly in all endeavors (academic, athletic, ministry, etc.).
4. CCA students are able to judge effective and appropriate displays of creativity against the ineffective and inappropriate.

## **Spiritual Moral**

1. CCA students maintain a close, personal, growing relationship with God the Father through Jesus Christ.
2. CCA students display humility and a Christ-like attitude.
3. CCA students display the fruit of the spirit and the other virtues of Christian character.
4. CCA students understand and can readily articulate a variety of worldviews while demonstrating adeptness at defending a biblical one.
5. CCA students share a biblical worldview and the Gospel with skill, meekness, and respect.
6. CCA students readily participate in mission efforts and community service with a sincere and grateful heart and with the goals of edifying all people and glorifying God.
7. CCA students diligently seek God's will for their lives and submit to the Spirit's leadership in fulfilling it.
8. CCA students are Christian disciples and willingly submit to the process of sanctification with humility, diligence, and meekness.

## ***Our Philosophy***

Cornerstone Christian Academy bases its educational philosophy on three main components: (1) a Biblical foundation with an emphasis on discipleship, (2) preparing each student for life, and (3) emphasizing the parents' role.

1. **Biblical Foundation:** All education is inescapably Christian in that all truth is God's truth. The Bible, as the infallible, inerrant, and inspired Word of God, is the foundation and guide

for all knowledge and basic to all elements of education. Because God created, sustains, and will consummate all things through His Son, the Lord Jesus Christ, the universe, and all life are dynamically related to Him and have the purpose of glorifying Him. This purpose is fundamental to Christian education and permeates every aspect of our goals and objectives, our teaching methods, and our curriculum. All representatives of the school will strive to demonstrate and teach values, character, and "Christ-likeness" as well as facts.

2. **Preparing Each Student for Life:** The primary goal of all Christian education is to prepare each student to glorify and honor God in all that he does. We seek to fulfil this goal by:
  - a. Training and encouraging students to become committed disciples of Christ,
  - b. Supporting the family as the primary social and educational unit instituted by God,
  - c. Promoting personal responsibility for academic excellence and a strong work ethic, and
  - d. Integrating home and school for the development of life skills and strong, Christian character in balance with academics and co-curricular activities.
3. **The Role of Parents:** We recognize that parents are commanded to rear their children for God's glory by bringing them up in the nurture and discipline of the Lord. The home, therefore, is to be a place of training and teaching one's own children as

seen from God's command. Yet, the home is not the only established agency of instruction from the Biblical standpoint. The community of believers, the church, is commanded and authorized by God for training and disciplining. CCA is designed to facilitate parents equip the Lord's command for education and training of children for His glory.

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

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

## **Statement of Faith**

The primary goal of CCA is to love and glorify God. CCA exists for the Christian discipleship and education of children. In order to excel in this endeavor, Christian unity within the body, the "School" is a requirement. Therefore, families applying for admission must be "likeminded" in regard to the practice and acceptance of the CCA Statement of Faith. CCA families must be active members of a Christian church that keeps with the CCA Statement of Faith and Protestant A-Denominational position. Please read the Statement of Faith closely to determine if it is in accordance to your personal family's beliefs.

### **CCA Statement of Faith**

*We believe* the Bible in its original conveyance to be the only inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21), and we adhere to its orthodox interpretation regarding all matters, including but not limited to the sanctity of life beginning at conception, the sanctity of marriage between one man and one woman, the imperative nature of salvation in Jesus Christ alone, et al. We believe all other books external to the Bible, i.e., Book of Mormon, Non-Protestant Bible Translations, Modern Day Writings from Bible Teachers, etc., are rooted in man's inability to know the one true God and His revelation as stated in God's Holy Bible.

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

We believe in the deity of Christ (*John 10:33*) in that He was completely God

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

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

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

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

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

### **Protestant A-Denominational Position**

This ministry's Statement of Faith is fundamental to basic Protestant Christian tenets and contains those

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

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

This is *not* to say that discussion regarding these issues is avoided at CCA. However, instructors and administrators will not compel a student or parent to believe one way or another,

nor will they be so dogmatic as to pronounce another's opinion of such matters invalid or biblically unsupported.

origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs, and employment policies.

### **Statement of Affiliation**

Cornerstone Christian Academy neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national or regional organization which gives Christian recognition to unbelievers, or which advocates multi-faith union. (Amos 3:3, II Cor. 6:14-17)

### ***Board of Director's Rights***

The Board of Directors of Cornerstone Christian Academy reserves the right to disallow entrance or to remove any family or teacher at any time. This would occur only if necessary, and only if the board deems a student or family is interfering with CCA's ability to achieve its mission effectively. This may include, but is not limited to, issues concerning the acceptance, actions, or verbalizations that do not appear to comply with Cornerstone Christian Academy's Mission Statement, Statement of Faith, Discipline Policy, philosophies, or overall unity, or a student's academic achievement, learning issues or disabilities arising during the school year, etc.

### ***Non-Discriminatory Policy***

Cornerstone Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. CCA does not discriminate on the basis of race, color, national or ethnic

# ADMISSIONS AND REGISTRATION

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

## ***Parent and Student Responsibilities***

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

position and commit to the following guidelines:

1. Parents must provide CCA with a completed application form and fee for each child applying for admission, including academic records (transcripts and transfer credit requests from previous schools or home school), health forms, and other information as specified in the application packet. *Students will not be admitted without complete records.*
2. Parents must be Christians—i.e., ardent followers of Jesus Christ in submission to Him and God's word, the Bible, and in complete agreement with CCA's *Statement of Faith* contained herein.
3. Parents and their CCA students must be active participants in a Christian church.
4. Parents and their students must be in agreement with the academy's purpose and spiritual objectives and abide by CCA's rules and regulations as expressed in our handbook or by the administrator and/or board of directors.
5. Parents must be committed to providing partnership instruction in the satellite classroom on the days that the child is not attending CCA in order to provide quality education in accordance with existing law.
6. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with the Bible.
7. Parents must be willing to use a Christian Conciliation Service if ever necessary. Claims and disputes shall be settled by Biblically based

mediation. If resolution does not occur, matters shall be submitted to a panel of three arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook. These methods shall be the sole remedy for any controversy or claim arising out of the school relationship. Parents agree to abide by the Parent-School Partnership document.

8. Parents must provide continually updated immunization records for each child.
9. Parents must be willing to have the child's picture in the academy's yearbook.
10. Parents must acknowledge that each of their children at CCA has reviewed the CCA Code of Conduct and Dress Code policies and is willing to abide by those policies.
11. Parents must accept the primary responsibility for their child's behavior at school and supervision at home.
12. Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
13. Parents must acknowledge that they are responsible to be familiar with the policies of the school as published in the current handbook and other official means of communication before making decisions affecting their child or their family's relationship with CCA. Parents must further agree should difficulties arise from their failure to be familiar with or consult published school policies when making decisions affecting their

relationship or their child's relationship with the school, they accept full responsibility for the results of their decisions.

14. Parents must be familiar with and consult the policies of the academy as published in the most recent edition of the CCA Parent/Student Handbook or its amendments and other official means of communication, and agree to any parent requirements that might be listed in the following Statement of Parent Responsibility:

### ***Statement of Parental Responsibility***

"In enrolling one or more of our children in Cornerstone Christian Academy, a school which affirms the comprehensive responsibility of parents for the education of their children, we acknowledge and accept primary responsibility for our child's behavior at school and supervision at home. We also acknowledge that we are responsible to be familiar with and consult the policies of the academy and published amendments, and other official means of communication, before making decisions affecting our child or our family's relationship with Cornerstone Christian Academy. We further agree that should difficulties arise from our failure to be familiar with or consult published academy policies when making decisions affecting our relationship or our child's relationship with the academy, we will accept full responsibility for the results of our decisions. In addition, we agree to attend parent meetings or individualized conferences that are intended to help parents better understand their role at Cornerstone Christian Academy, and to sign and

abide by a *Contract of Continuous Enrollment* for each child enrolled at CCA.”

## **Admissions and Registration Procedures**

### **Admissions Process**

1. Attend a CCA Information Meeting:  
Parents are required to attend an information meeting about Cornerstone Christian Academy. These meetings are held at scheduled times and families receive an admissions information packet at this meeting.

2. Review School Information and Pray about Your Decision:

Information may be found on the CCA website ([www.ccawarriors.com](http://www.ccawarriors.com)), at information meetings, or other publications available from the school such as the CCA Parent/Student Handbook.

3. Complete Online Application:

Once completed, submit the application along with the non-refundable fee of \$100.00 per student application. Please note that the actual date you formally apply for admission may be used in determining course registration priorities in relation to other new students. Incomplete applications cannot be submitted and will not be accepted.

4. Required Records:

A copy of each student’s birth certificate, immunization records, and two most recent transcripts/standardized testing

results must be provided **prior to the family interview**. Note on immunizations and records: Ensuring students are vaccinated according to the state and local vaccination requirements helps protect the health of our community, especially for those people who cannot be immunized for medical reasons. For that reason, we encourage all of our families to vaccinate their children according to the Center for Disease Control and Prevention state requirements. The state of Texas allows for vaccination exemptions for medical reasons as well as personal belief exemptions. No student will be allowed to attend school without the proper immunization records or exemption affidavit. In the event of an outbreak of vaccine preventable disease, students who have not had the disease and who have not been vaccinated may be excluded from school.

5. Student Reference Forms:

References are required for all applicants in the Online Application. These references must be received before the Family Interview can be scheduled.

6. Pre-admittance Academic Evaluation:

An academic evaluation in the areas of reading, math, and writing, and an assessment of verbal and nonverbal intelligence, will be administered all to students considering enrollment at Cornerstone. The results of the evaluation will be used to determine student strengths and needs and any special programming considerations. All students entering grades



Kindergarten through 12th are required to take the evaluation. Pre-Kinder students will be required to undergo testing prior to their Kindergarten year. If, in the discretion of the CCA administration, the results of an applicant's testing indicate significant academic intervention, the student may be required to undergo more extensive testing before he/she may proceed to the next step in the admissions process. Students who have been homeschooled or who have not been enrolled in an accredited school prior to CCA will be required to undergo a more extensive evaluation. A per-student testing fee will be assessed for each evaluation (see Financial Policies). The academic evaluation shall occur after the online application has been submitted and before the family interview. An Academic Evaluation Questionnaire must be submitted with the application to the Admissions office before a testing time will be scheduled. Students with diagnostic testing completed within the last 3 years may qualify for an exemption from admissions testing, if the results of such testing have been reviewed and approved by CCA's Administration. CCA Administration reserves the right to modify evaluation policy as the need arises. Students who are concurrently enrolling in the Learning Lab may only be required to take the writing portion of the evaluation.

#### 7. Family Interview and Academic Counseling:

CCA will contact you to schedule your family interview. The purpose of the family interview is to make certain that each family's questions about the school have been answered and to discern further whether CCA is the appropriate school for the family. Both parents and potential students must attend the interview. Copies of birth certificates, transcripts and any testing must be provided prior to this interview. Academic counseling will be determined by CCA Administration.

#### **Acceptance/Non-Acceptance Notification**

Once the interview process has been completed and all references received, each family will receive a letter from the Admissions Office indicating the school's decision. **PLEASE NOTE: An acceptance letter from the Admissions Office does not automatically confirm a course schedule at CCA.** Due to the nature of our school, the registration process is wholly separate from the admissions process. If admission testing or screening was required, the results are communicated to the parents, along with recommendations from the Principal for each student. If school records or admissions testing indicate significant academic intervention and accommodations, the student may be admitted provisionally, with specific guidelines involving student achievement, tutoring, parental responsibility, etc. If the student is able to register and show an ability to perform successfully at CCA, the provisional status may be lifted. If, however, the student is not able to perform successfully, another placement may be recommended.

If a student is recommended for enrollment and class space is available, each family must sign a *Contract of Continuous Enrollment*, enrollment/registration forms, and other documents provided during registration.

### **Enrollment/Diploma Plan Materials**

Students accepted to CCA will be granted access to online enrollment. If your child is an entering high school student, you must contact CCA's Registrar or Principal to arrange a meeting to discuss various diploma options for graduation. All students entering high school are required to undergo academic advising for the purpose of establishing a diploma plan. Students not planning to graduate from the academy must still confer with the Principal in order to clarify their purposes for attending the academy.

### **Enrollment/Registration Process**

In order to register for classes, the family must complete the registration process. Each CCA family must provide the following:

- Applicable registration fees. (See Financial Policies.)
- A Contract of Continuous Enrollment upon initial enrollment of a new student.
- Required enrollment/registration form(s).
- Signed Financial Policies and active FACTS account for tuition/fees payments. (See Financial Policies.)
- Current immunization records for each student.
- Copy of birth certificate for each

student.

- Medical Forms for each student including: Medical History, Permission to Dispense and notarized Emergency Contact/Medical Release.
- Records from the previous school attended and Records Release Form.
- Learning Lab Contract or Dyslexia Therapy Contract, when applicable.

The Contract of Continuous Enrollment secures a student's continuous enrollment at CCA until their graduation from CCA, so the student will return to CCA every school year, unless the parent provides written notice to the Registrar during the designated period established annually for opting out of the contract.

### **Registration Procedures for Currently Enrolled Students:**

At the end of the designated enrollment period, current students will be deemed enrolled for the following school year. Current students and their siblings will receive priority over new students so long as they submit the required enrollment/registration documents within the time frame set by the Administration for currently enrolled students. Once that registration period ends, a current student or sibling loses his/her priority. Subsequent registration priority is based on enrollment/registration completion date.

### **Mid-Semester Policy:**

Students may apply for entrance into CCA for the Spring Semester. The student may be required to take a mid-

semester placement test to determine readiness. Readiness is determined by the discretion of the appropriate Department Chair and the Principal. It is the parent's responsibility and requirement to work with the student in any areas deemed weak by the testing, in order to help the student succeed in their class. CCA makes mid-year admissions decisions on a case by case basis and with great scrutiny, given the adjustment period needed for new students into our school and academic model.

#### Flexible Course Level Registration:

In rare cases, students may be allowed to take classes above or below current grade level with administration approval. Testing, age, maturity level, grades, and teacher recommendations are all considered before a student is placed outside their current grade level for any class. If a student is transferring in, CCA reserves the right to test for competency before registering for classes.

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

#### Re-admission:

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

#### Mid-year Withdrawal:

Should a family decide to withdraw from

CCA for whatever reason during the course of the academic year, please contact the Admissions office as soon as possible. Please note that this process can take up to two weeks.

## **FINANCIAL POLICY OVERVIEW**

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

Details of financial policies, fee amounts and schedules, and tuition rates are published annually in CCA's Financial Policies document.

### ***Tuition and Fees***

#### **Application Fees**

This is a one-time, non-refundable, per student fee that is due at the time of application. This fee may be assessed again if a student withdraws or otherwise leaves CCA and then returns to request enrollment in the academy.

#### **Academic Evaluation Fees**

Evaluation fees, if applicable, are the responsibility of the individual families. These non-refundable fees will be paid directly to CCA, unless administered by an outside diagnostic service, in which case the evaluation fee is paid to the party administering the test. In the case where CCA administers a placement or screening, the cost will be assessed according to the test/assessment given.

The family will be informed of these charges prior to the administration of the testing.

### **Registration Fees**

This non-refundable, per student fee is paid annually at the time of enrollment/registration and covers registration and enrollment processing, technology fees, NAUMS fees, and administrative costs. Families that register one semester at a time are subject to a registration fee recurring each semester. Late registration fees will also apply for new and returning families during summer registration.

### **Academic Fees**

The academic supply fee covers costs associated with online service charges, standardized testing fees, and curriculum support materials. Immersion learning fees cover both on- and off- campus experiences in which students have the opportunity to engage in authentic and hands-on learning experiences. The academic supply and immersion learning fees are non-refundable.

### **Tuition**

Tuition costs are per class or per block of classes per semester. Exact tuition costs are detailed in the CCA Financial Policies. As provided in the CCA *Contract of Continuous Enrollment*, all tuition, fees, and incidental charges are paid through FACTS Management Company, with the exception of the admission and registration fees paid at or prior to registration. Generally, the monthly payments are divided up evenly by the number of months remaining until the February of the following calendar

year. The annual fees for using the FACTS service are paid by CCA. The consequences for delinquent payments are governed by the terms of the CCA *Contract of Continuous Enrollment*.

Tuition/fees are due and payable whether the student withdraws, is expelled, or for any other reason fails to commit to or continue in attendance at CCA for the school year or semester (outside the refund schedule).

If a family tuition account remains delinquent for two or more months, or there is evidence of chronic tardiness in making the monthly payments, CCA reserves the right to withdraw the student from the academy or deny re-enrollment for the following semester or year (whichever is applicable), and to withhold the student's grades, report cards, testing results, transcripts or diploma until the tuition account is paid in full. Seniors whose family tuition account is not paid in full prior to graduation will not be allowed to participate in graduation ceremonies, nor will they receive their diploma, until the family tuition account is paid in full.

### **Tuition Discounts**

Discounts are available to families under the following circumstances:

- Families with 3 students-5%, 4 students-7.5%, and 5 or more students-10%
- Families where the head of household is in full-time ministry. Proof of ministry is required each school year. In order to be considered for this discount, all families must submit a FACTS Grant & Aid application.
- CCA employees as per their

employment contract.

Discount amounts are offered and approved by the CCA Administration only. Discounts apply to academic tuition costs only. Discounts will not apply to athletic fees, registration fees, or any other charge or fees. Only one discount can be applied at a time per family. All discounts are subject to the federal tax guidelines and allowances. (See Financial Policies.)

### **Refund Schedule**

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

All course tuition payments for any course that is canceled by CCA will be credited in full to the existing family tuition account, unless the student withdraws from CCA completely—at which time the tuition refund policies provided in the contact will apply.

- Any refunds for classes dropped without an accompanying class addition will follow the tuition refund policies provided in the contract.
- As with admission fees, all program fees and extra-curricular activities fees, including but not limited to athletics, cheer, courses outside the regular school day, Learning Lab, Dyslexia Therapy, private music lessons, study hall, junior and senior trips, Historical Simulation Conference, athletic competitions, awards banquets, short-term missions trips, etc., are not refundable under any circumstance unless noted differently by the CCA

Administration.

- Tuition/fees are due and payable whether or not the student may actually enter school, or withdraws, is expelled, or for any other reason fails to commit to or continue in attendance at CCA for the school year. Grades, testing results, transcripts or diploma of the student withdrawing will not be released to the family or any other source, nor will the student be allowed to attend classes in the following semester, until the tuition account balance is paid in full.

### **Late Payment Fees**

Tuition payments received after their scheduled due dates are subject to a recurring late payment fee. This fee is determined by and collected through FACTS. Any payments owed to CCA and received after their scheduled due date are subject to a late fee automatically assessed by FACTS. In addition, there will be a non-refundable service fee for any payment returned by any bank. NSF checks must be replaced by a cashier's check in the amount of the check and fee.

### **Lab Fees**

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

### **Curriculum Costs**

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

### **Uniform Costs**

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

### **Athletic and Extra-curricular**

Athletic and extra-curricular activity fees will be assessed per sport or activity and are non-refundable, unless there is not a sufficient number of students for a sport to make or, if after tryouts are held, the student does not make a team in the requested sport and the student did not select a second choice for that season. No refunds, partial or otherwise, may be given to students temporarily barred from participation in athletic or other extra-curricular activities due to academic or disciplinary issues. Discounts do not apply to athletic fees/class costs. Athletic uniforms and equipment remain the property of CCA and must be turned in at the conclusion of each season. As with

any schedule change, changes to a student's athletic schedule are subject to the fees stated above.

### **School Supplies**

CCA will furnish a list of supplies required for all students by grade level and/or course. Parents will be responsible for purchasing each student's school supplies.

### **Transcript Request Fees**

Unofficial transcripts are available upon request for those who have fulfilled their financial obligations to CCA in accordance with CCA policies; unofficial transcripts may be downloaded from the Student Portfolio in the Skyward Family Access portal. Official transcripts for Juniors and Seniors, as well as CCA alumni, may be ordered through Parchment.com. Official transcripts may also be ordered from the CCA Registrar for a fee of \$5.00 if sent directly to an educational institution, and \$10.00 per transcript for CCA alumni or withdrawn students.

### **Graduation Fees**

Students graduating from CCA will have a non-refundable fee assessed on their family tuition account during their senior year to cover the cost of diplomas, academic awards, facilities rentals, and other items related directly to the graduation ceremony.

### ***Financial Aid***

Despite the relatively low cost of education at CCA, at times families whose children attend the school find

themselves in a financial predicament that requires assistance. While we are neither a local church nor a lending institution, we are committed to reviewing all requests for tuition assistance and helping those with genuine needs. All financial aid is measured and appropriated within the following guidelines:

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

semesters).

- Regardless of the amount of financial aid provided, failure to meet the remaining financial obligations at CCA may result in a revocation of the financial aid, as determined by the CCA Board, as well as the inability to register for the following semester or year (whichever is applicable) or graduate from CCA.
- Financial aid will not be granted to families who have not fully met financial obligations at any other school.
- Financial aid is only available as funds are available—qualifying for financial aid does not guarantee receipt of financial aid.

Cornerstone Christian Academy contracts with FACTS to make an objective determination of need. FACTS will receive and process applications for financial aid directly. This keeps the investigatory process as objective as possible.

All applications for financial aid are submitted through the FACTS website. Families seeking financial aid go through the following procedure:

After enrollment, set up a FACTS account (or update an existing account).

- Fill out the financial aid form through FACTS after completing online enrollment.
- A current family seeking to apply for financial aid during the school year should contact the CCA Business Office.

After a determination of need is made, FACTS will notify the school of need assessment and the school will proportion financial aid accordingly.

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



# STUDENT CONDUCT AND DRESS CODE

## ***Student Code of Conduct***

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

1. CCA operates on an honor system. Students are expected to be truthful, honest, and upright in their words and actions as a matter of commitment to Christ. Violations of the honor system (e.g., lying, dishonesty, impure speech or behavior, academic dishonesty, etc.)

in matters pertaining to any facet of school life are not tolerated.

2. Students will show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) and appropriate tone must be used when addressing an adult.
3. Students will treat each other with respect, kindness, purity and compassion. Bullying, intimidation, slander, verbal or physical abuse, or harassment of another student in any form is not tolerated (Matt. 7:12).
4. Public displays of affection between genders, such as but not limited to handholding, kissing, affectionate hugging, etc. are not permitted at any time, whether on campus or at CCA-sponsored events.
5. There will be no horseplay, running, or rough play during or between classes. Fighting in any form is not tolerated.
6. Use of profanity, worldly slang, or vulgar colloquialisms in spoken or written form, or the use of offensive gestures is not permitted at any time, whether on campus or at CCA-sponsored events.
7. Speech and expression on blog rings, websites, instant messaging, text messaging, etc. that is considered inconsistent with the Student Code will be addressed by the Administration. Parents are encouraged to be aware of and monitor their child's electronic communication to prevent jeopardizing the student's enrollment at the academy.
8. Students will remain under adult supervision or remain in common areas while on campus. Being absent from class, chapel, or extra-

curricular commitments without the knowledge or permission of parents or CCA staff will be treated as a disciplinary event.

9. Chewing gum is never allowed in the classroom. Other candy and treats are prohibited except as part of teacher-led special events.
10. The school facility and grounds must be kept clean and orderly, reflecting an attitude of gratefulness and biblical stewardship. Any damages brought to the property, buildings, furnishings, grounds, classroom equipment and materials, etc., will be repaired and replaced at the expense of those causing the damage. Students are also subject to disciplinary action for damage caused either by negligence or by willful destruction.
11. Driving on campus is a privilege, not a right. All cars driven on campus will be registered in the office for quick reference. Posted speed signs, direction markers, and parking striping will be observed. The front windshield and front side windows will be kept clear of any writing that may obstruct vision. A student's on-campus driving privilege will be revoked after the first event of driving deemed dangerous by the administration. Although CCA is an open campus for high school, students will not carry as passengers other students whose parents are unaware of their riding together. Should this be discovered, it will be treated as a disciplinary event. See page 36 for more detail
12. All medication to be taken during school hours shall be delivered to the front office with the student's name on the container and dosage

instructions. The taking of this medicine shall be monitored by front office personnel. No medication shall be retained in the student's possession except those medicines that have the approval of the administration, and agreement of the parent (such as asthma inhalers, etc.).

13. Tobacco products, e-cigs, illicit drugs, alcohol, or weapons (including but not limited to replicas, paintball guns, slingshots, BB or pellet guns, knives, martial arts paraphernalia, tear gas, explosives, etc.) are not allowed on campus or at any CCA-sponsored event. The only exception to this policy is in the case where a weapon is required for participation in an event (such as archery or fencing) or where the Administration is informed as to the presence of the weapon for educational purposes and permission is granted.

## ***Student Discipline Procedures***

### **Principles of CCA Discipline**

The object of discipline at CCA is to communicate to the child that he is loved, that he must accept the boundaries of behavior, and that he must move in a proper direction to avoid repeated wrong decisions. At CCA, we attempt to give our children support and direction while working in harmony with the home. The primary goal of the CCA staff will be to practice "preventative" discipline through the use of good teaching techniques. As the need arises, therefore, the school may employ appropriate forms of reproof, rebuke, and correction to encourage cooperation among the student body.

Under no circumstances does CCA practice any form of corporal punishment. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. As a partnership-based school, CCA feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

### **General Discipline Policy Guidelines**

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

### **Code of Conduct**

The CCA Student Code of Conduct is signed by each student and one of their parents. The Code of Conduct is meant to serve as a general guideline for how students are to conduct themselves in a way that is consistent with the scriptures, honoring to God, and aligned with fostering a safe and positive community at school.

### **Minor Infractions**

Minor infractions include, but are not limited to, eating and drinking in class, running in the halls, horseplay, minor classroom disruption, acting disrespectfully, disruption of the learning task, dress code violations, etc.

1. First offense: Minor infractions will result in verbal personal correction by a teacher or administrator.
2. If repeated or if followed by an additional minor or major infraction, the student will be placed in in-school suspension until interviewed by the Principal or Head of School. At this point, a record of the event will be retained in the student's file and sent to the parent via Skyward. During in-school suspension, the student may not participate in any normal student activities such as class, recess time, athletics, or eating with classmates.
3. Repetitive infractions at this level may lead to progressive disciplinary action and be treated as a major violation. For instance, repetitive infractions will lead to in-school suspension, parent conference, suspension of privileges, suspension, or expulsion.
4. For violations of the electronic usage and device policy, please refer to Digital Media/Electronic Device Acceptable Use Policy.
5. For patterns of disruptive behavior or other disciplinary infractions, the school may implement disciplinary measures such as a lunch detention or requiring students to miss recess time or other measures as seen fit.

### **Major Violations**

Major violations include, but are not limited to: bullying, intimidation, slander, abuse, harassment, lying, insubordination, stealing, cheating or plagiarism (see Academic Dishonesty), vandalism, dangerous or irresponsible driving, profanity, fighting, public displays of affection, tobacco, alcohol or drug possession or use, and the possession of weapons. Disciplinary action will consist

of measures designed to either eliminate the behavior in question or remove the student from the academy. This may include such things as loss of privileges, suspension, and recommendation to the Board for expulsion.

1. All major violations will result in an immediate in-school suspension of the student until the Principal or Head of School can interview the student and make follow-up recommendations. During in-school suspension, the student may not participate in any normal student activities such as class, recess time, athletics, or eating with classmates. In all cases of major violations, the parent will be notified immediately, and documentation will go into the student's discipline file.
2. Following the occurrence of a Major Infraction, the parents will be called to a mandatory interview. Following this interview, the Head of School or principal will consider the next course of action. In the event a parent is not able to come immediately to the school, the student will be considered suspended, and will not be able to return to class until a parent conference can occur.
3. The Head of School shall have the final say regarding suspensions or expulsions. This authority may be delegated to the Principal in the absence of the Head of School. Families may appeal expulsions to the CCA Board.

### **Disciplinary Responses for Major or Chronic Misconduct**

- Suspension: Most suspensions

will be for one full school day.

- All work missed on the suspended day(s) will need to be completed as assigned. Work will be given to student when they return to school from suspension.
- A mandatory meeting between student, parent(s), Head of School, and principal will be held before student is allowed to return to school.

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

### **Expulsion:**

A student may be permanently expelled from the academy if previous measures have been implemented but issues still persist. A student may also be expelled as the result of major violations.

The family of an expelled student has a right to appeal the school's decision, to the CCA Board.

1. If the family does not wish to appeal, then the student is officially no longer a Cornerstone student, and the record of expulsion will appear on the student's disciplinary record.
2. If the family wishes to appeal, they must submit their formal request for readmission in writing, stating their reasons for requesting a new and more restricted *Contract of Continuous Enrollment* with the academy. If the formal request is

accepted, the student may continue to receive class assignments while the appeal is pending. Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised *Contract of Continuous Enrollment*, complete with the Administration or Board's required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal.

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

#### **Grounds for Immediate Expulsion**

In the case of some major violations, a student may be immediately expelled from school. Behavior may include, but is not limited to: possession of tobacco or alcohol, use of legal substances to simulate a "high" (sniffing, etc.) (see Drug, Alcohol, Tobacco, and Substance Abuse Policy), sexual harassment, possession of or involvement with pornography or sexual immorality, any involvement with illegal drugs, public indecent exposure, any criminal violation (misdemeanor), bringing a weapon, explosive, or firearm on campus or to any

school sponsored event, threatening or bringing bodily harm to a student, faculty, staff member, administrator, or board member.

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

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

#### **Drug, Alcohol, Tobacco, and Substance Use Policy**

CCA is a drug and alcohol-free school. CCA promotes through its mission an environment that is conducive to student safety and achievement at the highest level. The use/abuse, either on or off campus, of alcohol, illegal drugs, prescription drugs, look-alike drugs, and other substances that are intended to have an adverse effect on the mind or body can deteriorate such an environment of learning. Students who make a commitment to being part of the Cornerstone Christian community must also make a commitment to being drug and alcohol free. The following

procedures have been put in place for the protection of the CCA community as well as the well-being of individual students. The possession of illicit drugs on campus or at any school-related function is a felony in the State of Texas. The possession, sale, purchase, use, consumption and/or evidence of the use of alcoholic beverages, marijuana, vaping devices and/or other non-prescribed drugs is strictly prohibited on the property or associated properties (park, parking lot, etc.) of CCA, or at any activity at which the school is represented off campus. Correspondence received by the school from law enforcement agencies may fall under this policy and are subject to the same consequences as stated below. Students possessing, consuming, selling, or distributing illegal drugs on campus or at school-related functions may be required to withdraw from CCA. Student vehicles may be searched if there are reasonable grounds to believe that drugs or alcohol may be present in the vehicle. Students are responsible for items found in their vehicles. A conference with the student, parents, and the school Administration will be required. CCA may employ a canine detection service in order to ensure that drugs, alcohol, and explosives are not present on its campus. If a dog alerts to the presence of contraband in a locker, bag, vehicle, or other possession of a student, the school expects the student to cooperate in showing that none of these elements are present. A student who fails to cooperate jeopardizes the school/student relationship and parents will be called and asked to gain the student's cooperation. In order to help in the identification of students who may be experiencing difficulties with drugs and alcohol and to

encourage students who have not experimented with drugs and alcohol to remain drug and alcohol free, urinalysis based drug screening will be employed in the following ways: All participants in extra-curricular activities, including but not limited to, athletics, band, choir, academic competitions, etc. will be screened at an unannounced time during the time of their participation in that activity or sport. Any student who has a registered vehicle and/or will be a student driver on or off campus at any time during the school year may be chosen randomly to submit to a drug screening during the school year. The safety of all students who drive themselves or others is of the utmost importance. Cornerstone Christian reserves the right to drug test any student who exhibits behavior or performance that would give reason to believe that they may be using or abusing drugs and/or alcohol.

#### Paraphernalia/Tobacco/E-Cig/Vape Use

Students are not permitted to smoke, dip, or use any smokeless tobacco products (e.g., vapes/ e-cigarettes) while on the school premises, nor are they permitted to have these materials in their possession. E-cigarettes, hookah pens, vapes, etc. are not permitted on campus or at any school function off campus. In addition, possession and/or use of e-cigarettes by a minor violates state law and could result in a citation from law enforcement.

#### Opportunities for Intervention

Students who are identified as having any issues with drugs or alcohol will be required to conference with the Administration and the student's parents to determine what actions will be

necessary to remain a part of the Cornerstone Christian community. If continued student enrollment is recommended, a probation or conditional enrollment status will be granted for a period of at least two academic semesters and may extend for the remainder of the student's tenure at CCA. Students may be subject to assessment from an outside drug/alcohol counselor. The intervention team, consisting of select Administrators, will monitor any follow-up regarding educational/recovery recommendations. Consequences for violations of the Drug and Alcohol Policy Violations of the Drug and Alcohol Policy can occur through a positive drug screen or any other evidence of possession or use of drugs or alcohol at school, school-sponsored activity, or any activity outside of school that clearly identifies the student as a part of the Cornerstone Christian community.

The following consequences will be used to provide a student the opportunity to recover from the actions/decisions that led to the violation of the drug and alcohol policy:

- Assessment/Educational commitment – Outside counseling assessment deemed appropriate by Administration.
- Probation/Conditional Enrollment for at least two academic semesters and up to the remainder of time the student is enrolled at Cornerstone Christian Academy . Additional and frequent drug screening may be required during the probation/conditional enrollment period as determined by Administration. All drug/alcohol screening will be at the expense of the parent.

- Drug and Alcohol Screening may be requested in the form of urinalysis and/or hair testing.
- Cornerstone Christian Academy and its Administration reserves the right to require students to submit to school designated drug screening at the parent's/legal guardian's expense, to ensure the moral and physical integrity of our students and campus. Entrance to and exit from school sponsored events may require submission to an alcohol-detection device.
- Suspension of extracurricular activity or sport for a percentage of competitions as determined by the Administration.

## ***Academic Dishonesty***

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

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

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

- Claiming or indicating in any form or fashion that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he/she has not done so

- Using any assistance, including but not limited to copying the work of other students, in taking quizzes, tests, or examinations without the direct and explicit authorization of the course instructor
- Using any resources, including but not limited to solution manuals and teacher-edition textbooks, other than those authorized by the course instructor in writing papers, preparing reports, solving problems, or completing other course assignments. This also includes the improper use of Artificial Intelligence (AI). If it is determined that a student used AI to replace his/her own work, ideas, or parts of his/her own work, students will receive a zero (0) on this assignment and not be afforded an opportunity to make up or improve this grade.
- Obtaining quizzes, tests, examinations, or other academic materials or evaluation instruments, in whole or in part, created by or belonging to an instructor, other staff member, or the academy itself, including but certainly not limited to such materials properly used and in the possession of students currently or previously enrolled in the course, without the explicit authorization of the course instructor
- Engaging in plagiarism, which includes but is not limited to "the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment" and "the knowing or negligent unacknowledged use of materials prepared by another person or agency" which customarily sells or offers free of charge term papers or

other academic materials

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

### **Enforcement**

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

### ***Student Dress Code***

CCA's Dress Code is intended to reflect the academy's stated aims to honor God, disciple students in the biblical principles of modesty, decency, and propriety, and de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status. The faculty and staff retain the authority to determine the appropriateness of a given student's attire or hairstyle, and may remove from the campus or CCA-sponsored event, or otherwise discipline, any student deemed to be inappropriately dressed. The Administration also reserves the right to grant a limited variance to these regulations for special purposes, such as CCA sports programs and physical education classes, special dress days or other instructional exercises, provided



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

### **Upper Campus Uniform/ID Badge**

All students (K-12th) are required to wear the CCA uniform as detailed for CCA, during the school day. Uniform requirements are detailed throughout this document and unless noted otherwise, are required to come from a CCA approved vendor. All items found on the approved vendor's website (currently Lands' End) are allowed to be worn at school.

All high school students (9<sup>th</sup>-12<sup>th</sup>) will be issued a school ID badge each school year. Students will sign a High School ID Badge Agreement acknowledging their

understanding of the following guidelines and procedures regarding high school ID badges:

1. Students in grades 9-12 must wear their ID badge on their person at all times when they are on the CCA campus. Students will not be able to purchase items from the cafeteria unless they have their ID badge.
2. The ID badge will enable students to enter the school building between 8:00 a.m.-5:00 p.m., Monday through Friday.
3. Students are not permitted to lend their ID badge to any other person, and they will be mindful of who may be entering the building behind them when they scan their badge.
4. CCA will provide a lanyard to be used with the ID badge. This is the only lanyard allowed to be worn by students. Embellishments are not permitted on lanyards (e.g. rhinestones, glitter, etc.). Nothing may be attached to the ID badge, and it must remain free of logos, artwork, stickers or embellishments of any kind, at all times.
5. A 9<sup>th</sup>-12<sup>th</sup> grade student's failure to wear their ID badge while on campus is a uniform violation. If a student does not have his/her badge, he/she may get a temporary ID sticker from the school to wear as their ID badge for the day. On the fourth such occurrence when a student needs a sticker, his/her FACTS account will be charged \$20 for a new replacement badge.
6. The loss of an ID badge poses a

security breach for the school, and students must report a lost or stolen badge to the Admissions office within 24 hours, so that the badge can be deactivated.

7. ID badges must be returned to the Admissions office during the last week of school every year. If a student withdraws from CCA prior to the last week of school, he/she must return their badge at that time. Failure to return an ID badge could incur a \$20 fine.
8. If an ID badge is lost or stolen, or returned in an unusable condition beyond normal wear, the replacement fee is \$20.00.
9. Students in grades 5-8 will be issued an ID badge. This badge will not grant building access but the badge must be with the student in order to make purchases from the cafeteria.

### **General Dress Code Guidelines for all Students**

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

#### **Hair**

1. Hair for boys and girls must be clean and neatly groomed and may not include unnatural coloring or inappropriate styling, such as dreadlocks, spiking, designs, mohawks, emo, scene, unilateral shaving etc. Boys' hair may not extend beyond the bottom of the collar of the shirt (on the back of the shirt); bangs must rest no longer than the top of the eyebrows. The hair on the side of the head cannot extend to the point that it obscures any facial features (i.e., the eyes, nose, and

mouth) when the head is upright; nor can it hang below the level of the back of the collar.

2. Facial hair is not permitted, except for facial sideburns, which must be neatly groomed and extend no lower than the bottom of the ear. Exceptions may be made for certain grades (12<sup>th</sup>) at the discretion of the Head of School.

#### **Hair Accessories/Head Covering**

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

#### **Jewelry**

1. Boys may wear silver or gold necklaces with charm-sized (3/4 inch or less in diameter) Christian symbols, watches, and a CCA Class/Athletics ring. One or two CCA-Spirit wristbands or other rubber wristbands with Christian or edifying statements are also acceptable. Only plain gold or silver bracelets may be worn. A charm sized (3/4 inch less in

diameter) Christian symbol of any kind is acceptable. Bracelets with a Christian symbol and/or message such as W.W.J.D bracelets are acceptable (a maximum of two may be worn.) No other types of jewelry are permitted.

2. Girls may wear up to two pairs of stud-type earrings, in each ear, no larger than ½ inch in diameter and limited to solid silver, gold, black, burgundy, or white in color. Simple diamond studs are also acceptable. Gages are not allowed. Simple hoop style earrings of the same colors as above but that do not extend any further than ½ inch below the earlobe may also be worn. Girls may also wear a watch, parental “purity” or “covenant” ring, or CCA Class or Athletics ring. Only gold and silver chained necklaces with charm-sized (¾ inch or less in diameter) Christian symbol or gemstone may be worn. No ropes, chokers, leather, or any other material necklaces are permitted. One or two official CCA-Spirit wristbands are also acceptable. Only plain gold or silver bracelets may be worn. A charm sized (¾ inch less in diameter) Christian symbol of any kind is acceptable. Bracelets with a Christian symbol and/or message such as W.W.J.D bracelets are acceptable (a maximum of two may be worn.) No other piercing or visible jewelry of any kind is acceptable.

#### Body Adornment/Make Up

1. Girls may wear nail polish, as long as it is not distracting in color or design. Nails must not be excessively long or unusually decorated.

2. Make-up is allowed for girls in grades 7<sup>th</sup>-12<sup>th</sup> but must be simple, modest, and reflect a “natural” look.
3. Tattoos of any kind, whether permanent or temporary, must not be visible during school or at school functions.

#### Shoes/Socks

1. Shoes for boys include black or brown dress shoes or athletic shoes in any combination of the following colors: white, gray, burgundy, black, brown, and khaki. No other colors are permissible, to include the adornments or accents on the shoe. Cowboy boots and dress boots are allowed, in the same colors and conditions as listed above. Mid-calf length is the highest these boots may rise. Boots, hugs, crocs, rubber or water shoes, flip-flops, sandals, backless shoes, house shoes, moccasins, skate shoes, or slippers of any kind are not permitted. This rule applies also to “*Spirit Wear Day.*” No shoes that have been altered from their original design are permitted.
2. Shoes for girls include solid brown, solid black or solid burgundy or solid gray flats or dress shoes with a heel no higher than one inch. In addition, athletic shoes may be worn in any combination of the following colors: white, gray, burgundy, black, brown, and khaki. No other colors are permissible, to include the adornments or accents on the shoe. Boots and “Ugg-style” boots are allowed. These boots will be allowed in the same colors and conditions listed above. Mid-calf length is the highest these boots may rise. All boots must have a back to them.

Crocs, rubber or water shoes, flip-flops, sandals, backless shoes, skate shoes, or slippers of any kind are not permitted. No shoes that have been altered from their original design are permitted.

3. Solid black, burgundy, gray, khaki, or white socks must be worn with all shoes. Official CCA socks previously purchased from the Booster Club are also acceptable. Logoed socks are also acceptable. Socks are optional for any shoe designed to be worn without them (e.g., girls: dress shoes, Toms, deck shoes, Sperrys; boys: Sperrys, Toms, deck shoes, canvass shoes).
4. Leggings and tights may be worn with skirts, skorts, jumpers, etc. Allowable leggings and tight colors include burgundy, gray, black, and white. Leggings must be solid in color and fabric and be form-fitting (i.e. not flared at the ankle.)

#### Belts/Ties

1. Belts must be solid-colored black or solid brown leather or cloth. No ornamental decorations/hole patterns are allowed. Belt buckles must be less than 2 inches in diameter.
2. Boys and girls may wear a tie with the Oxford-style dress shirt only. Ties that may be worn are limited to the Lands' End tie selection, or solid black, or solid burgundy. Neckties may not be worn with Polo or any other style shirts.

#### Clothing Condition

Clothing and shoes must be neat and clean at the beginning of the day, may not have holes or patches and may not

be torn, fringed, un-hemmed, excessively wrinkled, excessively tight, form-fitting or excessively loose, and should be of a modest design or style.

#### Logos

1. All clothing will be free of logos, pictures, artwork, patches, mottos, slogans, etc., except approved uniform-wear with its trademark logo and CCA-approved Booster Club and Student Club apparel.
2. Although not considered uniform items, backpacks and lunchboxes must be free from images or language that is unbecoming of a Christian.

#### Modesty

1. Dress shirts/blouses must be unbuttoned no lower than the button just below the top button. Shirtsleeves may not be rolled up any further than just above the elbow. Tank tops and sleeveless shirts are not permitted except as part of official athletic uniforms.
2. Shirts/blouses must be tucked inside the lower body wear *even when worn underneath outerwear*. The exceptions to this rule include the Lands' End's girls' straight-cut bottom blouse and polos and the boys' and girls' dri-knit shirts that are specifically designed to be worn untucked. When wearing shirts designed to be untucked, the shirt must be long enough so as to fully cover the stomach, even when arms are raised. All lower body wear must be worn at or above the hips—no low-rise jeans, low-rider pants, "sagging" etc.
3. Girls: shorts, skorts, and skirts must be no shorter than 3 inches above the

top of the kneecap (patella bone).

4. Boys: Shorts and cargos must be no shorter than 3 inches above the top of the kneecap (patella bone).

#### Under Garments

1. Undershirts, if worn, must be solid white, burgundy, or gray in color. Black is also acceptable for secondary students. Solid white turtlenecks may be worn under other CCA approved shirts during cold weather.
2. Modesty shorts must be worn under all skirts and skorts.

#### Outerwear

1. CCA Lands' End or CCA-approved Booster outerwear may be worn in the classroom. This includes sweaters, sweatshirts, hoodies, jackets, windbreakers, and CCA letter jackets. No other winter wear may be worn during class hours unless severe weather or extenuating circumstances warrant the wearing of this apparel.
2. Gray, black, burgundy, and white approved outerwear is acceptable for both elementary and secondary students.
3. All outerwear worn in class **MUST** have a CCA logo.
4. All outerwear must have a CCA approved uniform shirt underneath.

#### Distractibility Factor

Any article of clothing, jewelry, or adornment of any portion of the body, deemed to be unusually distracting or in

violation of the CCA Dress Code is not permitted for school wear. This includes, but is not limited to, boas, suspenders, neckties, headbands, hair bands (other than burgundy, black, gray, or white), pins, broaches, wrist wear (other than a watch), bizarre eyeglasses, wigs, hairpieces, hair extensions, or contacts, etc.

#### Designated Spirit Wear Days

1. Administrators may deem specific days when jeans are permitted to be worn. Students must adhere to the guidelines published regarding the appropriateness of jeans.
2. Any student undergoing disciplinary sanctions may be ineligible for participating in "Spirit Wear Day."
3. General guidelines stated above must be followed on "Spirit Wear Day" unless otherwise authorized by the Administration.
4. The CCA uniform may be worn on "Spirit Wear Day."
5. Lower body wear may include any of the CCA approved khaki, black, or plaid uniform bottoms.
6. Acceptable upper wear on "Spirit Wear Day" includes CCA-approved Uniform apparel, CCA-approved Booster Club apparel, or CCA-approved Student Club, Class, or event apparel. (Note: Any student group wanting to wear its event-designed shirt during "Spirit Wear Days" must have it approved beforehand by the Administration.) Spirit wear worn on Friday is not required to be tucked in.
7. Acceptable shoes on "Spirit Wear Day" include any shoe specified in this Dress Code. No other shoe

styles are acceptable.

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

Jeans are permitted to be worn on occasions designated by administrators. The guidelines regarding jeans are applicable to all students. They are as follows:

**Guidelines Regarding the Appropriateness of Jeans**

**Acceptable jeans include:**

- Modest fitting, full-length blue or black denim jeans or shorts may be worn.
- Cargo-style blue or black denim jeans or shorts are also acceptable.
- Blue or black denim skorts, skirts, or capris are acceptable for girls.
- Shorts, skorts, and skirts must be no shorter than 3 inches above the top of the kneecap.
- Spandex jeans or jeans “jeggings” may be worn **only** if worn with a shirt that reaches the thigh.
- Designs on jeans should be limited to a small logo on the back and *modest* design/stitching/embellishments on the back pockets.

**Unacceptable jeans include:**

- Partially or fully bleached or colored jeans (gray, green, red, etc.) are not allowed.
- Jeans with holes, tears, or otherwise tattered may not be worn.(even those designed and purchased as such).

**Dress Code Guidelines for Students Attending Classes on Tuesday/Thursday**

1. Acceptable upper wear includes CCA-approved Lands' End apparel, CCA-approved Booster Club apparel, or CCA-approved Student Club, Class or event apparel. Spirit Wear is not required to be tucked in.
2. Lower body wear may include any of

the CCA approved khaki or plaid uniform bottoms or jeans. Students must adhere to the published guidelines regarding the appropriateness of jeans.

3. The CCA uniform may be worn.
4. Belts are not required to be worn with jeans, but are required when wearing CCA approved khaki uniform bottoms. A plain black or brown leather or cloth belt will be worn with all pants or shorts when worn with shirts that are tucked in. Belts must be worn tightly enough to keep the lower body wear worn at the waist or upper hips.
5. Acceptable shoes include any shoe specified in this Handbook. No other shoe styles are acceptable.
6. Outerwear includes items stated in the general guidelines above.
7. Students attending classes at CCA following Collin College classes may receive an exception to this policy as determined by the administration.

**Physical Education Class Dress Code**

Students participating in Physical Education (PE) classes during school hours are required to wear official PE uniform t-shirts and shorts. PE uniform t-shirts and shorts must be purchased through the school and will be billed to the family FACTS account.

During cold weather when PE may be outside, students may wear sweat pants, yoga pants, or leggings, covered with school-issued PE shorts.

**Dress Code for Groups leaving Campus for School-Sponsored Activities**

All student groups leaving campus for school-sponsored activities will be

dressed according to CCA dress code standards. Groups leaving for athletic practice or competition will be dressed in the specific practice uniform, the general CCA practice uniform, or the game uniform, unless the group is traveling for several hours to an away game, in which case “Spirit Wear Day” dress will be worn. Groups leaving campus for field trips, academic or extra-curricular competitions, college visitations, etc., on Monday through Thursday will wear the CCA uniform from Lands' End unless instructed otherwise by the teacher or sponsor. Groups leaving for these activities on Friday through Sunday may wear “Spirit Wear Day” dress. For more details, see the athletic handbook. Under special circumstances, the administration may make an exception to this policy depending on the nature of the event and/or at the request of the sponsoring staff member.

### **Uniform Purchasing**

Families may purchase uniform clothing items (upper and lower body wear) from Lands' End ([www.landsend.com](http://www.landsend.com)).

### **Enforcement**

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

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

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

# **DIGITAL MEDIA/ELECTRONIC DEVICE ACCEPTABLE USE POLICY**

In this increasingly digital age, CCA students are encouraged to act with caution concerning digital media. The following policies are set in place to protect the student and maintain the integrity of CCA's educational program.

## ***Use of electronic devices***

1. Secondary Students are permitted to bring a laptop computer for use in the classroom. These electronic devices are subject to the following controls.
  - a. The device must be used for educational purposes exclusively.
  - b. The use of the device inside the classroom is limited to specific classroom use or access to digital e-books as directed by the instructor. No accessing social sites or other personal use will be permitted during instructional time. Pictures, video or sound recordings may not be taken by the device unless directed by the instructor or CCA staff. While in the classroom, the screen of any electronic device must be easily visible to the instructor at any time. Otherwise, the electronic device must be off and in the student's backpack or purse.
  - c. The device may not be brought to class if it causes a distraction of any student from the learning task. Devices that can receive notifications or calls must be muted in the classroom and are not allowed to be distracting.
  - d. While the laptop is on campus, it is only allowed to access the school's Wi-Fi/public Internet access point. Accessing the internet or other network outside of CCA's is prohibited. This means that a laptop that can access the Internet through 3G, 4G, or other cellular/digital channel, must be in "airplane mode" while on campus. 11<sup>th</sup> and 12<sup>th</sup> grade students who are on campus for Tuesdays and Thursdays may use their laptops during unstructured times throughout the school day.
  - e. These devices are subject to all the acceptable use policies as outlined below.
  - f. Repeated violations or misuse of an electronic device could result in the revocation of the privilege to utilize this tool in the classroom.
2. The applicable policies with respect to cell phones and tablets/iPads and smart watches are as follows:
  - a. Students are not permitted to have cell phones, tablets/iPads or smart watches on their person (in pockets, etc.) at any time between the hours of 8:30-3:25 on school days (Monday-Friday). Exceptions to this policy may



be made to meet the needs of students who require academic accommodation.

- b. If a student brings a cell phone, tablet/iPad or smart watch on campus, the device must remain in the student's backpack and turned off, or in the main office for the entire school day.
  - c. This policy extends to all portions of the campus (building, parking lots, etc.) and extended portions of the campus (the park during lunch/recess).
  - d. High school students who sign themselves out of school to go off campus may use their phone or smart watch if they are not on school grounds and the device is turned off before they return to campus.
3. Personal video devices are not allowed on campus. Camera usage is not allowed except as part of a student's sanctioned participation in class or as instructed by an instructor or administrator.
  4. During class hours, contact between student and parent should be made through the school telephones.
  5. Headphones are not allowed to be used on campus except during study hall.
  6. Violations of the electronic device policy will result in a disciplinary fine. For a first violation, no fee will be assessed. For a second violation, the family account will be charged \$25. Any subsequent violation will result in an escalating fee of \$10. Therefore, the third incident would be \$35, the

fourth \$45, etc. However, multiple infractions of the electronic device policy will result in the revocation of the privilege to use electronic devices on campus.

7. Violations of the electronic policy will result in confiscation of the device by teacher or administrator. Devices will be held in the main office until the end of the school day. For first offenses, the student may retrieve the device at the end of the day. Second and subsequent offenses will result in a parent being notified that they will need to come to the office to retrieve the device.

## ***Information Technology Resources***

Electronic information resources are available to qualifying students at CCA. These resources may include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The following policies are written in conformity to COPPA (Children's Online Privacy Protection Act of 1998) and CIPA (Children's Internet Protection Act of 2000). Consequently, adherence to these policies is necessary for continued access to the school's technological resources:

Students must:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Not view, use, or copy

- passwords, data, or networks to which they are not authorized.
- c. Not distribute private information about others or yourself such as: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to others' personal information or that of organizations. When publishing on the Internet, students' pictures should not be identifiable by name.
  - d. Not record (either visually or with sound) anyone in the school without their consent and direct knowledge.
  - e. Not post anything embarrassing, personal, etc. of another students, school staff, or CCA in general.
2. Respect the learning environment.
    - a. Not utilize the Internet or social media in any way that competes with what is happening in the classroom.
    - b. Not utilize social media or internet without teacher consent.
    - c. Not utilize an electronic device to communicate with another student in a way that would distract that student from a learning task.
    - d. Not use electronic devices to cheat in any way.
    - e. Not text, play games, or participate in any other digital media practice that would interfere with the learning process.
  3. Respect and protect the integrity, availability, and security of all electronic resources.
    - a. Observe all network security practices, as posted. Students may not hack, infiltrate, or violate any security systems.
    - b. Report security risks or violations to a teacher or network administrator.
    - c. Not destroy, vandalize, or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
    - d. Conserve, protect, and share these resources with other students and Internet users.
  4. Respect and protect the intellectual property of others.
    - a. Not infringe copyrights (no making illegal copies of music, games, or movies).
    - b. Not plagiarize.
    - c. Respect and practice the principles of community.
    - d. Communicate only in ways that are kind and respectful.
    - e. Report threatening or discomforting materials to a teacher.
    - f. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    - g. Not intentionally access, transmit, copy, or create

- a. Refrain from the collection of personal information of any student under the age of 13 for use in any of the school's sites, whether social/public, or internal without the parent's and student's permission.
- b. Block unacceptable sites to its student accessed networks.
- c. Provide direct supervision to students utilizing any public, non-student network provided by CCA.  
material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- h. Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- i. Not send spam, chain letters, or other mass unsolicited mailings.
- j. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

## ***Consequences for Violation***

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. It may also result in a disciplinary fine as detailed above.

## ***Supervision and Monitoring***

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. CCA will also:

1. Comply with COPPA (Children's Online Privacy Protection Act, 1998) and CIPA (Children's Internet Protection Act, 2000):
2. Educate students on responsible use of digital media, including the Internet and social networking sites.
3. Maintain policies that prevent teachers from "friending" their students on social media sites, except those sites specifically designed for CCA internal use.
4. Discipline any student not adhering to the responsible use policy according to the nature of the violation (cheating, threatening the learning process, sexual harassment, etc.).

## ***Service Disclaimer***

CCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. CCA will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. CCA specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

## ***Social Media Sites/Pages***

Cornerstone Christian Academy regularly maintains and updates its social media sites (Facebook, Twitter). As a matter of policy, CCA has the exclusive right to represent itself to the public and control which sites exist and who is allowed to access them.

It is considered a violation of school policy for any site/page/group-capable posting to be opened or created that includes CCA's name or implies association with Cornerstone Christian Academy. Moreover, posting to any such site would be considered an equal violation of policy. This policy includes, but is not limited to any site or app utilized for posting information to a public forum or creating group/mass communication.

All CCA social site representation must first have the written approval of Cornerstone Christian Academy. In addition, CCA must be given sole administrative rights to the site.

# **STUDENT DRIVER PERMITS AND VEHICLE REGISTRATION**

Students will be permitted to drive and park their vehicle on school property after the vehicle is registered and he/she is granted a parking permit by CCA. On-campus parking is limited and subject to availability. Parking permits will be issued prior to the first day of school. Unregistered vehicles will be fined and may be booted or towed from the premises. Student drivers must observe safe driving practices at all times while on school property and must follow these guidelines, in order to maintain their parking permit for the duration of the school year:

1. Student vehicles must be registered with CCA through Skyward in order to park on school property.
2. Parking permit stickers must be placed on the lower left of the rear window.
3. Students with a permit for a designated parking spot in the student lot must park in that spot only. Students with a permit for another parking lot or area must park in the designated lot or area.
4. Students must observe all stop signs, directional signs, and warnings when entering and exiting the parking lot.
5. Park between white lines only, not on the lines. Do not park in reserved areas or block gates/driveways.
6. Careless driving and/or speeding will not be tolerated.
7. Vehicles must be locked at all times. CCA cannot be responsible for stolen property.
8. A student who operates a vehicle on school property is considered to have given consent to search of the vehicle with cause by school officials or police officers. The search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked, in or on the vehicle.
9. Driving to and parking on campus is a privilege which can be revoked.
10. If a student drives on school property after driving/parking privileges have been suspended, the student may lose his or her privileges for the remainder of the year. During any suspension of driving/parking privileges, the student may not drive or allow his/her vehicle to be driven on school property by another student.
11. Students are required to sign out in the front office before going to their vehicle, and sign in upon return, if they need to retrieve items from their vehicle during the school day.
12. Trash must be disposed of in proper waste receptacles.
13. Students may not loiter in the parking lot or sit in parked vehicles during school hours.

# OPEN/CLOSED CAMPUS

## *Open Campus Policies (High School)*

Because of the academy's format, CCA students enter and leave the academy's campus at different times of day, depending upon their individual course schedule. Furthermore, many of the academy's Secondary students are responsible for their own transportation to and from the campus. Of necessity, CCA's high school operates under an open-campus policy, defined as follows:

1. With parental approval, students will be permitted to leave campus for lunch, recess and/or any assigned study hall each school day. All students leaving campus must sign out at the front office when they leave and sign back in upon their return. Please note that students using Finch Park for lunch and/or recess DO NOT need to sign in or out and the park will be considered an extension of the campus for that hour. Students leaving during study hall, whether walking to the park or driving off campus MUST sign out and sign back in upon their return. Students leaving campus for destinations other than Finch Park for lunch, recess, or study hall may not WALK off campus; rather, they must drive or be driven by someone else. **It is the parents' responsibility to inform their students whether or not they have your permission to drive off campus and if so, whether they are allowed to transport other**

### **students.**

2. All students are to be under supervision by being physically present in the class for which they are registered whenever they are on campus. Being present on campus but not in the class for which he/she is registered may result in disciplinary action. Students may not be unsupervised in unstructured areas of the building (i.e. weight room) without an adult present.
3. Parents are responsible for guiding their students regarding the student's freedom to come and go from the campus without securing the permission of school personnel. Students who violate their parents' wishes regarding the use of this freedom are accountable to their parents, but not to the academy. However, at the parent's request, the academy may suspend a student's open campus privileges.
4. It is considered a discourtesy to the teacher and a disruptive influence on the learning environment for a student to leave a class or Study Hall in session before that class has been dismissed. Therefore, unless prior arrangements have been made or permission is granted by the instructor, leaving a class or Study Hall early will be considered a breach of good conduct and treated as a discipline issue.
5. The official school hours at CCA are 7:30 AM-4:30 PM, Monday through Friday. Once students have finished classes, or completed athletic practices/events for the day, they become the responsibility of the parents. While CCA policies are in

force at all times in which students are on campus, the school cannot be responsible for unsupervised activities of students before or after the established school hours (except in the case of special CCA-sponsored events). **Parents therefore must arrange for their student(s) to be picked up from CCA within 30 minutes of completion of the student's day at school.**

### ***Closed Campus Policies (Elementary/Jr. High)***

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

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

1. Students are to be under supervision by being physically present in the class or study hall for which they are registered whenever they are on campus. Being present on campus but not in the class or study hall for which he or she is registered, or present on campus at a time when the student does not have a scheduled class or study hall may result in disciplinary action.
2. Parents are responsible for the method in which their student arrives and leaves campus.

3. Parents should not drop off students prior to 15 minutes before class and they must be picked up as soon as their student is dismissed from class.
4. It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class or study hall in session before that class has been dismissed.
5. If a student is to be dismissed for any reason prior to normal school dismissal, he/she must bring a note signed by the parent to the school office. Moreover, the parent must sign the student out at the front office.
6. All CCA Volunteers must wear a service badge when on campus to be recognized by CCA families.
7. All non-CCA families must sign-in upon entry to the CCA campus.

## PARENT CONDUCT

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

*such participants and fans unwilling to change their behavior to leave the game immediately. Chronic misbehavior on the part of any participant or fan can result in negative consequences.*

## FACULTY AND STAFF CONDUCT

In the same manner, the faculty and staff of CCA are expected to follow the highest standards of integrity, propriety, and Christ-likeness. Students are never to consciously be demeaned, shamed, or humiliated. Students and parents, as well as fellow staff members, are always to be treated with the respect and dignity deserved by anyone bearing the image of God. CCA faculty and staff are ambassadors of Christ, dedicated to His glory, determined to equip the next generation with a biblical worldview in preparation for the Great Commission and Christ’s glorious return. Failure to exemplify this high moral and ethical standard may result in termination of employment from CCA. Further information regarding faculty and staff conduct is detailed in the Faculty/Staff Handbook.



# SEXUAL HARASSMENT POLICY

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. Cornerstone Christian Academy does not condone or tolerate any form of sexual harassment involving employees or students. The school is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

CCA will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving CCA employees and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the CCA discipline policies

as stated in the CCA Parent Student Handbook. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. CCA prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

## ***What Is Sexual Harassment?***

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

It is against CCA policy and unlawful for CCA employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate and violates CCA policies.

## ***Prohibited Conduct***

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees/adult volunteers and students is prohibited.

## ***Expectations***

CCA expects employees and students to

be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

CCA policy on sexual harassment will be communicated to all employees and students.

Education programs, to include all employees will be implemented.

CCA parents will be advised to review this policy and communicate it to their students in language they deem appropriate.

Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.

Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with CCA's obligation to investigate and address complaints.

Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

## ***Other Legal Protection***

In addition to CCA policy, there are several other federal and state measures that protect individuals from sexual harassment discrimination and provide specific prohibitions against acts of discrimination or other unlawful conduct.

### **Federal Law**

**Title VII of the Civil Rights Act of 1964**, as amended in 1972 and 1991, prohibits discrimination on the basis of sex in all terms, conditions, or privileges of employment.

### **Title IX of the Education Amendments**

of 1972, as amended, prohibits discrimination on the basis of sex with respect to compensation, terms, conditions, or privileges of employment.

Texas Law

**Texas Commission on Human Rights Act (TCHRA).** Both TCHRA and *Title VII of the Civil Rights Act of 1964* prohibit sex discrimination in employment, and the U.S. Supreme Court declared that sexual harassment is a form of sex discrimination, just as pregnancy discrimination also is a form of sex discrimination. Both laws prohibit same-sex sexual harassment.

## ***Actions for Students***

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You may report the information verbally or in writing to the Principal, the Head of School, a teacher, or another staff person.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

- A description of the event(s)
- The number of occurrences, with dates and places
- The names of any witnesses
- Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, teachers, or other staff.

# PHYSICAL PRIVACY AND SEXUALITY POLICY

Considering Cornerstone Christian Academy's Statement of Faith and the contents of this Parent/Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the CCA community of their duties regarding use of restrooms and locker rooms, and any other CCA facilities where individuals may be undressed in the presence of others.

## ***Definitions***

"Sex" means the biological condition of being male or female, as determined at birth.

"Member of the CCA community" means any CCA employee, volunteer, student, parent, or visitor.

## ***Sincerely Held Religious Belief on Sexuality***

CCA's sincerely held religious belief is that God wonderfully and immutably creates a person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1: 26 – 27). Rejection of one's sex is a rejection of the image of God within that person.

## ***Policy***

Notwithstanding any other policy, CCA restrooms and locker rooms designated for one sex shall only be used by members of that sex.

In any other CCA facilities or settings where members of the CCA community may be undressed in the presence of others, CCA shall provide separate, private areas designated for use by members of the CCA community based on their sex.

CCA recognizes there may be instances where members of the CCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. CCA encourages members of the CCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

CCA will always interact with members of the CCA community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the CCA community who openly and unrepentantly rejects his or her sex, either in or out of school, is rejecting the image of God within that person---behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to

adhere to his or her commitment to abide by the behavioral standards established by CCA, which is cause for terminating his or her privilege of membership in the CCA community.

To preserve the function and integrity of CCA and to provide a biblical role model to members of the CCA community and the community-at-large, it is imperative that all members of the CCA community agree to and abide by this policy.

# ACADEMIC POLICIES

## ***Attendance Requirements***

It is important to note that at CCA, the teachers are the official record keepers of student attendance, therefore it is important that student absences are communicated by the parent directly to your child's teachers.

A student enrolled in a course must be in attendance at least 50% of the time the class meets each school day to be marked Present in the class. Any student who arrives after the first half of the class will be marked Absent. Students cannot miss more than 5 hours of instruction (whether excused or unexcused) per course per semester for MWF classes, and no more than 3 TTH class periods. A variance to this requirement may be granted by the Administration when the student has been unable to meet the attendance requirements of the course or courses in which he or she is enrolled. For instance, in the case of non-elective absences, i.e., circumstances beyond the family's control, and providing the student has achieved minimum mastery of the course content, as defined by the relevant school and curriculum policies and standards, the student may be granted credit.

## ***Late and Make-Up Work***

Late and make-up work policies are established by each instructor at CCA. They can be found on course syllabi.

## ***Excused Absences***

Parents are required to notify their

student's respective teachers directly, either by email or other written means, for all absences from classes, study hall, or athletic practices/games. Notification of an absence must occur as early as possible prior to or on the day of absence in order for an absence to be marked as excused, and for assignments to be collected from faculty and ready for pick-up (if pertinent) at the end of the school day.

Absences are classified as either "excused" or "unexcused." As a rule, unexcused absences do not allow for makeup work. When sending a notification email, the parent should include the following information:

- Name of student
- Date(s) of absence
- Reason for absence
- Phone number where parent can be reached

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

- Doctor/dentist appointment (please try to schedule these outside of class time if possible)
- Personal illness
- Sickness or death in the immediate family
- Family emergencies (parents should contact the school if at all possible)
- Car trouble, or weather or road conditions making travel dangerous or impossible
- College visit (only for Juniors or Seniors—one day in the fall, one day

in the spring)

- School related activity (game, competition, academic meet, etc.) Please note: an excuse note from home is not required for school-sponsored activities— a timely notification to the faculty from the appropriate coach is sufficient for the absence to be considered excused.

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

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

If a student will be absent due to a family trip or vacation, the student must arrange with the teacher, **prior to the intended absence**, a plan for completing missed work. It is beneficial to the student to complete the work prior to the absence. It will be at the teacher's discretion as to when missed assignments must be completed. A teacher may choose to assign alternate assignments for missed tests, labs, or projects. If a student does not notify and arrange a make-up plan with the teacher prior to the planned absence, **the student may not receive credit for the missed assignments during the time of absence.**

## ***Tardy Policy***

It is important to remember that when a student is late to a class or Study Hall, it

disrupts the teacher and other students. For purposes of uniformity, a student is considered absent when s/he is not present in the classroom for twenty (20) or more minutes of class. A student is tardy when s/he is not in the classroom for the start of class. All elementary students arriving on campus late must be signed in at the front office by a parent. In order for a tardy to be excused, a student must supply a note or email signed by a parent or guardian teacher explaining the reason for the tardy. Only those tardies beyond the immediate control of the student or his/her parents or guardians will be excused. Excessive tardies will be treated as a discipline issue.

## ***Early Dismissal***

Any student who needs to leave a class or Study Hall for a valid reason (doctor's appointment, etc.) should submit a note or email from a parent: (1) explaining the reason for the early release, (2) including the time and date the student should be released, and (3) explaining when (or if) the student will return. In the absence of a note or an email, the parent must talk with someone in the front office validating the student's early dismissal before the student will be released. *No student will be released from a class or Study Hall without consent from a parent.* Please note: parents are not required to send a note requesting early dismissal for school-related activities (games, competitions, etc.); however, a notification from the appropriate coach is required for the student to be released from class or Study Hall.

## Grading and Evaluation

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

### Grading Standards

Courses at CCA are graded on a standard percentage scale of 0-100 (except for Kinder through 3rd grades, which are assessed using a standards-based reporting method). The course grade itself represents a percentage of content mastery, which is then used to determine the grade value of individual courses. Credit for a year-long course will be awarded or denied based on the average of the first and second semester final grades.

### Other Grade Designations

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

### Grading Scale for Elementary School

For those courses in the Elementary

School that require a percentage or letter grade, the following grading scale is used:

P-Progressing

NYT-Not Yet Taught

M-Mastered

N-Not met Standard

### Grading Scale for Secondary School

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

Final Course Score	Letter Grade	Standard Point Grade
90-100	A	4.00
86-89	B+	3.67
83-85	B	3.33
80-82	B-	3.00
76-79	C+	2.67
73-75	C	2.33
70-72	C-	2.00
Below 70	F	0

High School coursework grade averages are reported on a 100-point system on the report card and the transcript. CCA also reports an unweighted GPA for each student on their high school report card and transcript. Courses taken before a student enters 9<sup>th</sup> grade for high school credit will not be calculated into a student's GPA.

(See CCA High School Academic Planning Guide).

### Standardized Testing

Aptitude and achievement testing will occur every spring semester for



Kindergarten-8<sup>th</sup> grade students. Students are required to take achievement testing for all core classes in which they are enrolled. Any student not enrolled in a particular core class may still take the standardized test; however, their test will not be scored with the rest of the school and they may incur additional fees.

For our 9<sup>th</sup>-11<sup>th</sup> graders, standardized testing will be administered in the fall and/or spring. All 9<sup>th</sup> through 11<sup>th</sup> grade students enrolled for three or more credits in the fall will have an opportunity to take the standardized exam, and all others are strongly encouraged to participate.

### ***Beginning High School Classification (9th Grade)***

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

7th or 8th grade student must carry four or more courses during grades 9 –12, in addition to P.E. or athletics, in order to be eligible all four years of high school.

### ***Determining Credit for Courses***

In general, a full year's instruction in each course of study at CCA earns one (1) credit, and a semester earns ½ credit.

- Each semester stands alone for GPA purposes and will be posted on the official transcript with the appropriate credit awarded.
- To receive credit for a two-semester course, a student must pass each semester with a score of 70 or higher,
- **OR** students who fail either semester of a two-semester course can regain credit if the average of the two- semesters together results in a final score of 70 or higher.

Notes:

- Semesters of a two-semester course are averaged only if taken within the same academic year.
- The failing grade will be posted on the official transcript and the recovered credit will be awarded.
- Dual Credit courses cannot be averaged with CCA courses to earn a full year credit.

All courses that a student attempts will be posted on the official transcript.

A student must meet the attendance requirements to earn credit for any course taken at CCA regardless of the

grade earned.

Courses for which a student earns a score of 70 or greater may not be repeated.

### **High School Credits earned prior to 9<sup>th</sup> Grade**

Students who exhibit an aptitude for math and languages may be eligible to receive high school credit for the following courses in junior high: Algebra I and Spanish I. Eligibility will be determined by consideration of standardized test scores, student grades, and teacher recommendations.

### ***Transfer of Credits***

CCA accepts requests for transfer credit from any student who is currently enrolled at CCA or who is entering CCA for the first time. There are guidelines that must be met by the student and then reviewed by the Registrar, and possibly the Principal, before credit will be granted. Simply turning in an application for transfer credit does not ensure approval. (See CCA High School Academic Planning Guide).

### **Transferring Credits earned prior to 9<sup>th</sup> Grade**

High school credits for courses taken before a student enters 9<sup>th</sup> grade will not be considered for transfer, with the exception of Spanish 1 and Algebra 1. In such cases, students may be required to show proficiency by taking an exam corresponding to the course being considered for transfer.

### ***Test for Credit***

In rare circumstances and in selected courses, a student may optionally petition to gain credit by examination. A test will be administered to evaluate competency in the given class. A score of 80% or better is required to receive credit for a class in which a student has received previous instruction. A score of 90% or better is required to receive credit in a course for which a student has not received previous instruction. The credit will be given, but no grade will be associated with the credit. Test for credit fees will apply.

### ***Academic Incompletes***

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

(e.g., tests and keys) necessary for completing the course.

## ***Academic Probation***

Students must earn an average of 70% or above in each course each semester they are enrolled at Cornerstone Christian Academy. A student whose semester grade average in one of more classes falls below a 70% at the completion of the semester may, at the discretion of the principal, be placed on academic probation. A student placed on academic probation must earn an average of 70% or above in each course at the end of the following semester in order to return to good academic standing. If a student should earn a grade less than 70% in one of more classes for two consecutive semesters, he/she may be blocked from further enrollment in classes at CCA. A student who is blocked from further enrollment due to grade deficiencies would still be responsible for any financial responsibilities that may remain according to the contract.

## ***New Student Probation***

A new student transferring to CCA may, at the discretion of the Principal, be placed on academic probation and receive a conditional acceptance to the academy. If a student average for any course falls below 70% a meeting may be called to review student progress and determine a course of action. Failing students may be removed from classes and/or blocked from further enrollment at CCA.

## ***Failing Courses/Credit Recovery***

If a student fails a course (e.g., English II), and that course is required for a subsequent course (e.g., English III), the student will be required to successfully complete a credit recovery course to recover the lost credit prior to enrolling in the subsequent course.

A credit recovery course is a streamlined version of the original course that includes the most vital objectives. Credit recovery courses are designed to be completed in a shortened period of time. Credit recovery course registration fees will apply.

The original failing grade will be posted to the transcript, as well as the credit recovery course. The credit recovery course grade, if a grade is awarded, will be posted to the transcript, but will not count towards the student's GPA.

NOTE: students must be careful to account for their diploma credits in order to graduate from CCA. A student who fails to meet graduation requirements because of failure or withdrawal from one or more courses may jeopardize the possibility of graduating from the academy.

## ***Promotion Restrictions***

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

Head of School.

## **Full-Time Student Status**

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

## **Course Selection/ Withdrawal Process**

Courses for the following school year will be requested during a course selection window in spring semester as established by the school. At this time, students will provide several alternative elective choices in order of preference which will be used to generate a class schedule if the first selections are unavailable. The window to request any course changes for the next school year will be the 2-week period following release of official approved course lists, provided the student is in good standing with the school, has fulfilled all prerequisites, and the Administration agrees that space for him or her is available in the desired course. A fee will apply to all class changes after the published course change period (see Financial Policies). Official class schedules will be available for students to view two weeks prior to the start of the

school year.

The week of the CLAW retreat is considered the first full week of junior high and high school each school year.

Beyond the schedule change deadline, students may withdraw from a class or classes at any time in accordance with the following guidelines:

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

Grades of I, WP, WF and P or F (for pass/fail courses) are not calculated into the student's cumulative grade average at any time, nor will such grades from credits transferred to CCA be included in the determination of a student's cumulative grade average at any time.

(See CCA High School Academic Planning Guide).

## ***Auditing Courses***

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

## ***Graduation and Residency Requirements***

For detailed policies regarding CCA's high school residency and graduation requirements, see the CCA High School Academic Planning Guide.

## ***Accommodations for Standard Instructional Practices and Learning Lab Entry***

Cornerstone Christian Academy and its instructors are committed to differentiating instruction to meet the individual needs of learners whenever possible. Students requiring accommodations beyond the scope of the general education classroom may be referred for recommendation into the Learning Lab Program. Utilization of such services may incur additional charges or fees above normal tuition.

## ***Learning Lab Program***

### **Purpose**

The purpose of the Learning Lab at Cornerstone Christian Academy is to provide academic support to students with varying strengths, weaknesses, and learning needs. The goal of the CCA Learning Lab is to assist parents as they help their children reach their God-given

potential.

### **Program Offerings**

CCA Learning Lab is designed to provide academic support for CCA students with learning differences. The program offers:

- monitoring of academic progress
- instructional accommodations as indicated instructed by diagnostic testing or other plans as indicated by administration
- support for the classroom teacher in accomplishing accommodations, etc.
- ongoing communication between the home and school

### **Admission Information**

While the goal of the CCA Learning Lab is to assist students with mild learning differences, the program may not be sufficient for all students. The Learning Lab does not provide therapeutic instruction and may not provide as much support as some students require. Learning Lab will primarily serve to support students within the regular classroom; however, exceptions may be made when inclusion support is not adequate.

Admission into the Learning Lab program is determined after reviewing diagnostic testing and academic progress records. The final decision for admission will be determined by CCA administration.

### **Additional Information Concerning Testing and Equipment**

- Diagnostic testing must be incurred at the parent's expense.
- Parents are required to update their child's diagnostic testing (at

the minimum) every three years

- CCA administration reserves the right to recommend testing before the three-year time frame if the child's needs appear to have changed significantly.
- Administration and the Special Programs Coordinator works with the parents to determine the recommended level of testing.
- A student's testing may occasionally indicate a need for adaptive equipment, technology devices, or special curriculum to meet a student's physical, occupational, or educational needs. When possible, the CCA Learning Lab will coordinate the use of such equipment or curriculum with teachers; however, any such items must be provided to the school by the parent.

### Yearly Review of Student Progress

Each spring, the Special Programs Coordinator, in conjunction with administration and teachers, reviews student progress. At this time, consideration is made regarding the best educational environment for the student, assessment of the student's needs that are being met, the level of assistance and accommodations needed for the upcoming year, or the progression out of the program. Many times this decision is not made until the conclusion of the school year, so final grades, teacher feedback and standardized test scores may be considered. For this reason, all students are automatically reenrolled in the Learning Lab for the subsequent year so as not to lose the spot. If the determination is made to release the

student, the fees collected are credited back to the student account.

Once a student is enrolled in the Learning Lab, he/she usually remains enrolled in the program for the entire school year. This is to best meet the student's educational needs as well as the financial requirements of the program as determined at the beginning of the year.

### Standardized Testing Policies (SAT/ACT)

Learning Lab students are allowed to take tests in the lab setting with 50% extended time if diagnostic testing supports their need for this accommodation (and approval is granted by the testing agency).

The Learning Lab staff will coordinate with the College Board Services for Students with Disabilities and other appropriate organizations to provide necessary documentation for students to receive allowable accommodations on the standardized tests administered by those agencies. Parents are responsible for keeping their student's testing updated so that CCA will have the most current documentation required to warrant such accommodations.

### Curriculum

Students enrolled in the Learning Lab may be required to purchase different curriculum than that specified on the CCA curriculum list. Students taking Learning Lab classes, where the learning goals of the class are derived from diagnostic information, will receive their curriculum list for the Learning Lab classes after school starts.

## ***Dyslexia Therapy Program***

### Purpose

Dyslexia Therapy at CCA provides one-on-one mediation with a certified therapist. It is specifically intended for students who have been identified with Dyslexia or a similar reading/writing learning difference. The goal of the CCA Dyslexia Therapy program is to create new neural pathways in the brain, thereby enhancing the student's phonemic and phonological knowledge.

### Program Offerings

Three 55-minute sessions per week scheduled on M/W/F (during school hours). Level

### Admission Information

The program is intended for students entering grades 1<sup>st</sup> – 12<sup>th</sup> who have a diagnosis of Dyslexia or other specified reading disorder. Educational testing must come from a licensed diagnostician, either from the public or private sector. The Director of the program will review each case (and all academic testing) in order to determine student eligibility.

Once a student is enrolled in Dyslexia Therapy, he/she must remain enrolled in therapy for the duration of the program. This is in an effort to best meet the student's educational needs as well as the financial requirements of the program as determined at the beginning of the year.

### Learning Lab Accommodations coupled with Dyslexia Therapy

Students enrolled in the Dyslexia Therapy program will be able to receive some accommodations in the regular education classroom. Should enrolled

students require pull-out/small group Learning Lab Math or English, the regular Learning Lab policies and fees remain in place.

## **COMMUNITY SERVICE**

As part of Cornerstone Christian Academy's commitment of encouraging its students to participate in mission efforts and service to the community, students must earn one credit in the area of Applied Ministry prior to graduation in order to receive a diploma from CCA. (See CCA High School Academic Planning Guide).

## **ELIGIBILITY REQUIREMENTS**

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

### **Areas Affected by Eligibility**

Ineligible students involved in any of the following extra-curricular activities will be temporarily suspended from their responsibilities and student

representation for a period of at least two weeks, in order to provide opportunity for grade improvement to reach a level permitting eligibility:

- Athletics
- Academic Competitions
- Student Representatives
- Cheerleading
- Interschool Competitions
- Fine Arts Competitions
- CCA Student Clubs

When fine arts performances are a requirement for course grading, academic ineligibility will not require a suspension from participation in these events.

### **Course Load Requirements for Competitions**

In order to participate in Junior High competitions at CCA (grades 7–8), students must be registered for at least one course. (in addition to 7<sup>th</sup> hour courses/athletics) at CCA. High school students (grades 9–12) must also be registered for at least one course (in addition to 7<sup>th</sup> hour or athletics) at CCA in order to participate in CCA's high school academic, athletic, and fine arts competitions.

### **Academic Performance Standards**

Secondary students (grades 7-12) must meet academic performance standards in all courses taken at the academy in order to continue participating in school-sponsored extra-curricular activities (see *Areas Affected by Eligibility*).

Any time a student is ineligible to participate in extra-curricular activities, the student will attend a study hall during any assigned practices. Ineligibility for a

student beginning at the spring semester will begin the first academic day of that semester. In addition, an Academic Planning Meeting will be held between the Principal, student, and parents prior to the end of the ineligibility period. The purpose of this meeting is to develop an academic study plan for bringing up his/her grades. At the end of any period of ineligibility, the Principal will determine whether the student has shown sufficient academic progress. In response, he/she will either deem the student eligible for participation in extra-curricular activities or impose further restrictions, including but not limited to Academic Probation. A student's eligibility after dropping a course in which he/she is failing is affected only if the number of remaining courses drops below the minimum required for participation in extracurricular activities. No refunds, partial or otherwise, will be given to students temporarily barred from participation due to academic or disciplinary problems.

### **Eligibility Schedule/Requirements**

Academic performance will be reviewed at the beginning of the 7th week of classes, at the beginning of the 13th week of classes, and again at the end of the semester to determine academic eligibility. Academic eligibility is based on whether or not a student has at least a 70 average in each class. Students that maintain a minimum 70 average throughout the semester (based on above review schedule) will remain eligible to participate in extra-curricular activities. Below is a matrix showing CCA policy regarding failing grades and extra-curricular participation.



<b>Failing 1 course</b>			
	<b>End of Week 6</b>	<b>End of Week 12</b>	<b>End of 1st Semester</b>
<b>Consequence</b>	Miss 1 week of practices and games	*Miss 2 weeks of practices and games.	*Miss 2 or 3 weeks of practices and games.
<b>Requirement to Return</b>	Sit 1 week and all grades passing	Sit 2 weeks and all grades passing.	*Sit 2 or 3 weeks
<b>Additional Consequences</b>		Forfeit district eligibility honors	Forfeit district eligibility honors
<b>Special Circumstances</b>		*If first failure, see End of Week 6	*3 weeks if the team is practicing and playing over Winter break. 2 weeks if the team returns to play after the Winter break.
<b>Failing 2 courses</b>			
	<b>End of Week 6</b>	<b>End of Week 12</b>	<b>End of 1st Semester</b>
<b>Consequence</b>	Miss 2 weeks of practices and games	*Miss 3 weeks of practices and games.	*Miss 2 or 3 weeks of practices and games.
<b>Requirement to Return</b>	Sit 2 weeks and all grades passing	Sit 3 weeks and all grades passing.	*Sit 2 or 3 weeks
<b>Additional Consequences</b>	Forfeit district eligibility honors	Forfeit district eligibility honors	Forfeit district eligibility honors. Additional 3-week grade check during the second semester.
<b>Special Circumstances</b>		*If first failure, see End of Week 6	*3 weeks if the team is practicing and playing over Winter break. 2 weeks if the team returns to play after the Winter break.
<b>Failing 3+ courses</b>			
	<b>End of Week 6</b>	<b>End of Week 12</b>	<b>End of 1st Semester</b>
<b>Consequence</b>	Miss 3 weeks of practices and games	Removed from all extra-curricular activities the remainder of the semester.	*Sit until 3-week grade check during the second semester
<b>Requirement to Return</b>	Sit 3 weeks and all grades passing		*Sit until 3-week grade check during the second semester. Must have all grades passing.
<b>Additional Consequences</b>	Forfeit district eligibility honors	Forfeit district eligibility honors	Forfeit district eligibility honors.
<b>Special Circumstances</b>		*If first failure, see End of Week 6	

### **Implementation of Eligibility**

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

### ***Age Limitation***

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

# ATHLETICS

## ***Participation and Credit***

Student participation in athletics at CCA depends on availability. Participation in one sport per season is allowed (Fall, Winter, Spring), and approval by the Athletic Director is required to play 2 sports concurrently during the same season. When a student is placed on an athletic roster according to selections made on the Athletics Registration, athletic fees will apply. (See Financial Policies.)

Certain sports have enrollment limits, and registration for those teams will be on a first come, first served basis. Some teams may have tryouts for placement on “A” & “B” or JV & Varsity teams. If a sport does not have enough participants for a team to make or, if after tryouts a student does not make a team and did not indicate a second (alternate) choice for that season, the athlete will not be charged for that sport.

If a student athlete participates during a semester for credit, the student will be required to participate the entire semester, including any off-season program that may be offered. No credit can be obtained without participation for the full semester. Participation in a team managerial, trainer or videographer role will be accepted with prior approval by the Athletic Director. An occurrence of six absences will default to a no credit status.

(See Athletics Program Policies).

## ***Required Documentation***

The following forms are required by CCA

and must be completed and turned in before a student athlete is allowed to practice or compete:

- Athletics Registration Form
- Physical Exam/Medical History Form
- Medical Information/Permission to Transport Form
- Athletic Waiver Form
- Student Commitment Form
- Drug Testing Acknowledgement Form
- TAPPS Transfer Form (new high school students only)

## ***Athletics Policy for Parental Communication***

The CCA Athletics Department values open, honest and frequent communication. Parent involvement and feedback is important and welcomed. The athletics website, at [www.cornerstonewarriors.com](http://www.cornerstonewarriors.com), is the official means of communication between parents and the Athletic Department. Coaches will also communicate regularly with parents through the following mediums: email, phone, face to face, text message, and/or Skyward. Coaches will provide necessary information in a timely manner and will be available to field questions from parents and respond to questions or concerns using the same methods of communication.

Parent concerns should be addressed with the Athletic Director. It is the Athletic Director’s job to address concerns, investigate and respond to parents. Matters of playing time is at the sole discretion of the team’s coach. Parents

should at no time attempt to discuss matters of this nature with a coach at an athletic event.

All parents must remain in the spectator area at all times during athletic contests unless filling a specific role (working as a game official, trainer, etc.).

game schedule are asked not to register.

### ***Athletics Transportation***

Parents are responsible for transporting athletes to and from any off-campus team practices (unless otherwise informed by the Athletics Department or the team's coach).

Students will be transported to all Athletic contests in the CCA activity bus, if available, unless otherwise instructed by your student's coach or the Athletic Director. The Athletic Department will communicate departure times to parents in advance. All departures for contests will be from the CCA building unless otherwise instructed.

The activity bus will bring all athletes back to CCA after the contest(s). Parents may take their child with them at the conclusion of a contest and/or any post-contest team meetings. Parents need to inform the coach that their student will not be returning to the school on the bus.

### ***Participation in other recreational or competitive leagues***

If a student is a member of another team(s) in addition to CCA (whether recreational or competitive/club), their participation at CCA team practices and games MUST take precedence over all other athletic schedules. Those who cannot commit to the CCA practice and

# PARENT SUPPORT AND TRAINING

## ***Role of a Parent in UMS***

Parents in the University Model School act as “co-instructors” in the satellite classroom. The parent/co-teacher is a vital role in this model of education. An effective co-teacher will address any questions or issues **directly** with the teacher **while always presenting a unified teaching front to the student.**

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

## ***Elementary***

### **PreKinder-5<sup>th</sup>: Guide on the Side**

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

Responsibilities:

1. Understand the Teacher’s role: It is the teacher’s responsibility to administrate what is taught, how it is

taught, and when it is taught. They utilize the established curriculum and operate in best instructional practices as recognized by CCA. The teacher is also responsible for encouraging students and families and praying for them regularly.

2. Review and stay up to date on weekly assignment sheets and communication from the teacher and school.
  - a. Stay up to date on material covered in the class.
  - b. Be aware of the classroom teacher’s expectations for the assignments given by the teacher.
  - c. Be aware of projects and assignments due the next class period and in the future.
3. Cover with your student any material that needs additional explanation or review based on the needs of your student.
  - a. Although all new learning is taught in the classroom, some students may require re-teaching at home.
  - b. If extensive re-teaching is required, it may warrant a call to the teacher.
  - c. Contact your student’s teacher if clarification about an assignment is necessary. For students in the 4<sup>th</sup> – 5<sup>th</sup> grades, teachers may prefer to speak to the student directly.
  - d. Look for any “Parent’s Role” on the weekly assignment sheet.
  - e. Aid your student in preparing for quizzes, tests, and practical exams.

4. Check your student's work regularly to ensure tasks have been completed correctly.
5. Where appropriate, review your student's assignments and assist them with correcting errors.
6. Guide your students in managing his or her daily and weekly assignments in a timely and organized fashion.
7. Make sure you express reasonable goals for the day's learning. Your student is a work in progress; do not expect perfection.
8. Practice appropriate classroom management at home. For example, teach your student good listening skills (not interrupting, staying attentive, respecting others, etc.).
9. Stay in touch with your child's emotional and spiritual needs.
  - a. If your student expresses fear about going to school, take the opportunity to teach confidence in the Lord.
  - b. Pray with your child daily and encourage them to pray on their own.
10. Help to build autonomy in your student, especially as they approach the 4<sup>th</sup> and 5<sup>th</sup> grades. Prepare them for your changing role as they get older.
11. Where possible, incorporate the Scriptures into learning.
12. If a concern should arise, please utilize proper protocols. If it is a classroom concern, please go to the teacher. If it is a curriculum or unresolved teacher issue, please go to the Principal.
13. Provide your teacher with feedback regarding your experiences in the educational process. This may

include your perceptions of educational effectiveness and your experiences working with your child at home.

14. Pray for and provide encouragement to your child's teachers.

## **Secondary**

### **6<sup>th</sup>-8<sup>th</sup>: Coach**

At the secondary level, a Parent's role is to coach your students in the *peripheral behaviors* of learning. These behaviors include time management, organization, diligence, academic engagement, and classroom behavior.

Responsibilities:

1. Understand the teacher's role: It is the teacher's responsibility to administrate what is taught, how it is taught, and when it is taught. They utilize the established curriculum and operate in best instructional practices as recognized by CCA. The teacher is also responsible for encouraging students and families and praying for them regularly.
2. Time management:
  - a. Help your student break down larger assignments/projects into smaller chunks to ensure students make the best use of their time.
  - b. Reinforce that students are reviewing material regularly (not "cramming"). This is important for proper distributed practice.
  - c. Ensure your students are maintaining a consistent

- school schedule, with appropriate beginning and end times (our brains are freshest in the morning).
- d. Be mindful that during this developmental age, it is believed students 12-15 years of age need an average of 9.25 hours of sleep each night to function at their best. Consistent sleep schedules create better learners.
3. Organization:
    - a. Help your student organize their materials and study area.
    - b. Assist your student in developing consistent routines and schedules.
  4. Diligence:
    - a. Foster diligence in your student by ensuring they are putting in good effort and not simply “doing enough to get by.”
    - b. Intervene if your student is having difficulty getting assignments in when they are due. Parents receive Skyward notifications any time a student receives a failing or missing assignment.
    - c. Encourage your student to self-advocate by attending tutoring sessions and contacting the teacher directly when they are struggling or need clarification on assignments.
  5. Academic engagement:
    - a. Communicate sincere interest in what your student is learning.
    - b. Ensure your student is using best practice regarding their learning (studying a little bit each day instead of last-minute cramming and engage in on-going self-quizzing).
  6. Continue to help build autonomy in your student. Prepare them for your changing role as they get older.
  7. Where possible, incorporate the Scriptures into learning.
  8. If a concern should arise, please utilize proper protocols. If it is a classroom concern, please go to the teacher. If it is a curriculum or unresolved teacher issue, please go to the Principal.
  9. Provide your teacher with feedback regarding your experiences in the educational process. This may include your perceptions of educational effectiveness and your experiences working with your child at home.
  10. Pray for and provide encouragement to your student’s teachers.

**9<sup>th</sup>-12<sup>th</sup>: Mentor**

The goal of the parent role in 9<sup>th</sup>-12<sup>th</sup> grades is to work in cooperation with the teacher to build educational autonomy in your student and prepare them for the rigors of post-high school challenges. During this time, the responsibility of teacher communication, completion of assignments, and time management is transferred to the student. The parent is to mentor the student in these endeavors and augment spiritual development both individually and in cooperation with the school.

**Delineation of other responsibilities:**

1. Understand the teacher's role: It is the teacher's responsibility to administrate what is taught, how it is taught, and when it is taught to prepare them for post-high school goals. They utilize the established curriculum and operate in best instructional practices as recognized by CCA. The teacher is also responsible for encouraging students and families and praying for them regularly.
2. Be familiar with your student's graduation plan and the requirements necessary to ensure timely fulfillment of those requirements.
3. Provide counsel for your student regarding post-high school goals (i.e. career choices, college selection).
4. Attend yearly meetings offered by CCA regarding planning for high school and beyond. These meetings provide all the information necessary to ensure a smooth course to graduation and beyond.
5. Monitor your student's academic progress. This includes keeping up to date on their grades in each class and ensuring adherence to the attendance policy.
6. If a concern should arise, please have your student utilize proper protocols. If it is a classroom concern, encourage them to go to the teacher. If it is a curriculum or unresolved teacher issue, please advise them to go to the Principal. If the matter remains to be unresolved by the student, please step in and bring the matter to conclusion.
7. Provide your teacher with feedback regarding your experiences in the educational process.

8. Pray for and provide encouragement to your student's teachers.

***Weekly Assignment Sheets and Lesson Plans***

Teachers prepare weekly lesson plans to include what they will be teaching in class on M/W/F as well as assignments that are expected to be carried out at home on Tuesday/Thursday in the satellite classroom. Weekly lesson plans, including Tuesday/Thursday assignments, will be posted on Teams (for junior high and high school) each Sunday by 8:00pm. The lesson plans are the primary means through which the teacher communicates with the parents. If your assignments are not clear or easy to understand, please contact the teacher. As a general practice, K-5 teachers often refer to work for the satellite days as their "WAS" or Weekly Assignment Sheet, while Junior High and High School teachers typically refer to their work for satellite days within Lesson Plans.



# MEDICAL POLICIES

## ***Health Screenings***

All new students and returning students in grades PK, K, 1, 3, 5, and 7 are required by the Texas Department of Health and by Texas state law to have medical screenings on file, including vision, hearing and acanthosis nigricans/diabetes screenings. Medical screenings are available at the school in the fall by a contracted screening company arranged by CCA. Fees for screenings are the responsibility of the student's parents. Parents can obtain medical screenings through a qualified outside physician as allowed by state law. A Health Screening Form is available from the school for your physician to document screenings. Documentation must be received by Nov. 1<sup>st</sup> for fall enrollment or the first day of enrollment if entering the school at the semester break.

**Sport Physical** - A yearly sports physical is required for all students who desire to participate in a sport at CCA. This form must be on file before the student is allowed to participate at practice or games. Forms are available through the athletic office, the main office, and the [www.cornerstonewarriors.com](http://www.cornerstonewarriors.com) CCA athletics website.

## ***Life Threatening Allergies***

CCA will take reasonable precautions to help increase the safety for students, but cannot be held responsible for maintaining an allergy free environment. The school will maintain an Allergy Management Plan in the Faculty/Staff Handbook to properly respond to

consequential food allergens. Parents are to notify the school when a student has been diagnosed with a consequential allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions, either by inhalation, ingestion, or skin contact. Parents are to initially inform the school upon registration of a current, known consequential allergy and promptly contact the Registrar's office after any new diagnosis of an allergy. It is important to disclose the specific allergen as well as the nature of the allergic reaction. It is also the parent's responsibility to provide the school with an Individual Care Plan (ICP) developed by a medical professional. An ICP is a document that details emergency care procedures should the student come in contact or ingest the allergen under question.

## ***First Aid***

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

## ***Medication***

The school office has several over-the-counter medications available for students. Parents **MUST** sign a *Permission to Dispense Form* in order for their child to receive any of these medications from office personnel. A communication will be sent home confirming all medication given.

Regarding medication, recognizing the need for some students to have prescription medication available during

the school day, the following policies exist:

- Medication must be in its original container, with the student's name on or attached to the container, and kept in the school's administrative office
- All medications that must be administered during the school day, whether prescription or over-the-counter, must accompany a completed Medication Administration Permission Form which is available in the main office. This form must be signed by the parent/guardian giving specific directions for its administration including date, time, dosage, and reason for administration
- Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician and without signed consent from the parent/guardian

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

### ***Illness at School***

- Sick children (temperature of 100 degrees or higher) will be sent home from school. For fevers lower than 100 degrees, the parents will be notified to discuss the matter. Students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours before returning to school.
- Students with rashes, infectious conditions, persistent cough, pink

eye, vomiting, diarrhea, or other conditions that may affect other students should not be sent to school until these conditions are mitigated.

- In the case of head-lice, the child will be readmitted to the school only after he/she has been successfully treated with the proper lice-killing shampoo and has been cleared by a physician—a report of which must accompany the student upon return to the school.

### ***Immunizations***

All students enrolled at CCA are required by the Texas State Department of Health to either be current with all state mandated immunizations and have current immunization records on file at the school, or have a vaccine exemption form completed, notarized and turned in to CCA. Any exemptions must comply with the Texas Department of Health Law and the Texas Education Code and are valid for two (2) years from the date notarized. After two years, the exception must be obtained again.

For more information regarding Texas immunization requirements, log on to [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).

### ***Notifications***

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

administers only minor first aid.

## ***Communicable Diseases***

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

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

# STUDENT RECORDS

A student's education records, including those records, files, documents, and other materials containing information directly related to the student's enrollment at CCA, are maintained by the Registrar.

## ***Immunization and Health Screening Records***

CCA will maintain individual immunization records provided to CCA during the period of attendance for each student. These records will be open for inspection by the Texas Education Agency, the Texas Department of Health, or by the local health department.

CCA will maintain health screening records provided to CCA, including hearing, vision, scoliosis/spinal, and acanthosis nigricans screenings, during the period of attendance for each student. These records shall be open for inspection by the state or local health department.

Individual immunization and screening records may be transferred to a student's next school when a withdrawal/exit information packet is submitted by the parent or guardian and approved by CCA, in accordance with the terms of the *Contract of Continuous Enrollment*. Specific approval from the student, parents or guardians is not required prior to transferring a student's immunization or health screening records.

## ***Medical Records***

The parent or guardian of a student may

access the student's medical records maintained by CCA. Upon request by the student's parent or guardian, CCA will provide a copy of the student's medical records to the parent or guardian.

## ***Assessment Instruments***

The results of individual student performance on basic skills assessment instruments or other achievement tests maintained by CCA are confidential and may be made available only to the student, the student's parent or guardian, and to the school personnel directly involved with the student's educational program. However, overall student performance data may be aggregated by ethnicity, gender, grade level, and subject area, and made available to the CCA Board and the public, with appropriate interpretations. The information may not contain the names of individual students or teachers. The results of standardized testing may be transferred to a student's next school when a withdrawal/exit information packet is submitted by the parent or guardian and approved by CCA, in accordance with the terms of the *Contract of Continuous Enrollment*. Specific approval from the student, parents or guardians is not required prior to transferring a student's standardized testing results.

## ***Academic Achievement Record Grades (9-12)***

A student's academic achievement record (transcript) will serve as the academic record for each student and will be maintained by CCA. An official transcript or copy of the record will be made available to a student and the

student's parents when the student is transferring to another school, after a withdrawal/exit information packet is submitted by the parent or guardian and approved by CCA, in accordance with the terms of the *Contract of Continuous Enrollment*. Specific approval from the student, parents or guardians is not required prior to transferring a student's academic achievement record.

A per transcript fee may be charged. (See Tuition and Fees.)

## ***Access to Education Records***

Access to the education records of a student who attends CCA will be given to the parent or guardian of a student who is a minor or who is a dependent for tax purposes. CCA shall presume that a parent or guardian has authority to inspect and review the student's records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights.

Upon request of a properly qualified individual, the parent may have access to written records in the student's file concerning the parent's child, including test scores, grades, health and immunization information, application for admissions, and re-enrollment records.

## ***Access by Student***

When a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

## ***Access by Other Persons***

Personally identifiable information in education records will not be released without the written consent of a student's parent, except to the following:

School officials, including teachers, who have legitimate educational interests.

Officials of other schools or school systems in which the student seeks or intends to enroll.

In either case, CCA will provide a copy of the records to the parent, if requested.

Personnel involved with a student's application for, or receipt of, financial aid.

State and local officials to whom such information is specifically allowed to be reported or disclosed by state statute, if the reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released.

Organizations conducting studies for educational agencies or institutions, provided the studies are conducted such that the personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organization conducting the studies.

Accrediting organizations that require the information for purposes of accreditation.

Parents or guardians of a student who is a dependent for tax purposes.

Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other person.

An entity or persons designated in a subpoena.

# ADDITIONAL INFORMATION

## ***School-Home Communication***

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

## ***Chain of Authority***

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

- **Matters pertaining to teachers/ classroom, or academics**—(1) Teacher; (2) Department Chairperson

(if applicable); (3) Principal; (4) Head of School; (5) CCA Board

- **Matters pertaining to coaching/ athletics**—(1) Coach; (2) Head Coach (if applicable); (3) Athletic Director; (4) Head of School; (5) CCA Board
- **Matters pertaining to family tuition accounts/finance**—(1) Director of Finance; (2) Head of School; (3) CCA Board
- **Matters pertaining to admissions, enrollment, diploma planning and graduation**—(1) Director of Admissions, (2) Registrar or College Advisor; (3) Principal; (4) Head of School; (5) CCA Board
- **Matters pertaining to student clubs/ activities**—(1) Club Sponsor; (2) Director of Student Activities (3) Head of School; (4) CCA Board
- **Matters pertaining to facilities/ transportation**—(1) Director of Operations; (2) Head of School; (3) CCA Board
- **Matters pertaining to the CCA Website**—(1) Director of Operations; (2) Head of School; (3) CCA Board
- **Matters pertaining to CCA Student Behavior**—(1) If possible, the student and his/her family; (2) Principal; (3) Head of School; (4) CCA Board
- **Matters pertaining to general questions about CCA**—(1) CCA Front Office Administration; (2) Next one or two levels of supervision depending on specific need as previously detailed; (3) Head of School; (4) CCA Board

By following these prescribed paths,

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

## ***Background Checks***

All parents on campus or field trips having regular contact with children must have no past criminal, reported or enumerated child abuse offenses. CCA has the right to access all criminal and sex offender databases (city, state, county, nationwide, and others). All parents participating in service are required to fill out a background check form. The parent's signatures on this form authorize CCA to conduct any background or criminal check. Parents may be asked to supply the fee for background checking services if they are required.

## ***Travel Policy***

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

### **Sponsors**

- All sponsors for each individual trip must be approved by the administration. Students will stay with and be under the supervision of the sponsors at all times unless prior arrangements are made and approved by the administration. Non-sponsoring parents, those who follow the group to a particular location, are not considered sponsors and must agree not to interfere with the arrangements and direction of the

official trip sponsors. Non-sponsoring parents are responsible for making their own arrangements and paying for their own expenses.

- All sponsors must have a current background check on file with the school.
- Sponsors for any given trip must include at least one CCA paid administrator, faculty, or staff person.

### **Students**

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

### **Parents**

- Parents take on the responsibility of their student's behavior during a trip. If a student fails to adhere to the CCA code of conduct, is insubordinate to a sponsor, or is disruptive to the trip's purpose or educational value, then the student will be sent home at the parent's expense.
- Parents who choose to follow the group to a destination understand that they are not to interfere with or distract from the group's purpose, plans, or sponsors/coaches.
- Parents are responsible for any additional charges incurred by their student beyond the trip cost. These charges may be billed to the family account.

## **Other**

All expenses for a trip must be paid prior to departure for the trip. Any exceptions to this must have prior approval from the Head of School.

## ***Summer Activities Policy***

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

## ***Crisis Management Plan***

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

## ***Fire/Emergency Drills***

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

## ***Fundraising / Solicitations / Flyers / E-Mails***

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

## ***School Pictures***

School pictures are taken in the fall of each year and are used in the school yearbook. School Picture Packets will be available for parents to purchase. Information is sent home to the parents prior to picture day. Random school pictures are also taken throughout the year. CCA may use your student's picture in yearbook, website, social media, email, or advertising. Your signature on the registration materials approves this.

## ***Divorced Parents***

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



## **Visitor Policy**

All school visitors and guests during school hours must register through the school office. Staff members should direct any who have not done so to the office administrator. After applying for admission, prospective students who wish to visit classes must first obtain the approval of the administration, which will inform the affected instructors that such approval has been granted. Teachers should receive authorized visitors courteously but should not allow them to interrupt regular classroom procedures. The school's office policy on visitors reads as follows:

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

1. All school visitors should call the office before coming to the school to secure permission.
2. All visitors must check in with the office staff upon arriving at the campus. At a minimum, visitors must identify themselves, explain their intended business, and indicate how long they expect to be on campus. A written record of this information will be kept. Visitor badges will be given and must be worn at all times while on

campus during normal school hours.

3. All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (variances for legitimate and honorable reasons may be granted, but only if the individual(s) concerned secure permission in advance).
4. Families interested in possible admission into CCA may make a request to tour the campus by calling the office. Prospective students may apply to "shadow" in the classroom for a limited time during the school day. While prospective parents may tour the campus, they are not permitted in the classrooms when students are present.

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

## **Disputes and Reconciliation**

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

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

including any claim or statutory claims, shall be settled by Biblically-based mediation.

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

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

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