



**CORNERSTONE
ACADEMY
PARENT-STUDENT
HANDBOOK
2018-2019**

CORNERSTONE ACADEMY

Parent-Student Handbook

TABLE OF CONTENTS

I.	General Information	1
A.	Accreditation Organizations	1
B.	Nondiscrimination Policy	1
II.	Guiding Principles	1-7
A.	Statement of Faith	1-2
B.	Philosophy	3
C.	Mission Statement	3
D.	Vision Statement	3-4
E.	Core Values	4-6
F.	Position Statements	6
G.	Christian Training and Chapel	6
III.	Policies and Procedures	7-17
A.	Admissions	7
B.	Student Records	7
C.	Health and Medication Policies	7-8
D.	Emergency Procedures	8-9
E.	Grievance Procedures	9
F.	Field Trips	9-10
G.	Tuition and Fees	10-11
H.	Lunch Charge Procedures	11-12
I.	Technology Policy	12-15
J.	Visitor Policy	15-16
K.	Volunteer Policy	16
L.	Inclement Weather	16
M.	Holidays	16-17
IV.	Academic Policies	17-21
A.	Grading System	17
B.	Grade Reporting	17
C.	Honors and Awards	18
D.	Curriculum and Classical Education	18
E.	Latin Instruction	18-19
F.	Controversial Subjects and Secondary Doctrine	19-20
G.	Promotion	20-21
H.	Dismissal from School	21
I.	Testing	22
V.	Student Life	22-34
A.	Attendance	22-23
B.	Tardy	23-24
C.	Extracurricular Activities	24

CORNERSTONE ACADEMY

Parent-Student Handbook

TABLE OF CONTENTS continued

D. Code of Conduct	24-25
E. Discipline	25-27
F. Dress Code	27-30
G. Violation of Dress Code Policy	30-31
H. Student and Staff Relation Guidelines	31
I. Cell Phones	31
J. Prohibition of Weapons	31-32
K. Search of Personal Property	32
L. Bullying	32-34
School Song	35

CORNERSTONE ACADEMY

Parent and Student Handbook

... that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely Christ, in whom are hidden all the treasures of wisdom and knowledge. Colossians 2:2-3

I. General Information

A. Accreditation Organization

Cornerstone Academy (also referred to as CA throughout this handbook) is fully accredited by the Association of Christian Schools International (ACSI).

B. Nondiscrimination Policy

CA admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, financial assistance and loan programs, athletic programs, and other school administered programs and activities.

II. Guiding Principles

A. Statement of Faith

We believe in God the Father Almighty, Maker of heaven and earth; and in Jesus Christ His only Son, our Lord. Jesus Christ was conceived by the Holy Spirit, and was born of a virgin, Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. On the third day He rose from the dead. He ascended into Heaven, where He sits at the right hand of God the Father Almighty. From Heaven He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, one holy Christian church, the communion of all true saints, the forgiveness of sins, the resurrection of the body, and the gift of everlasting life.

~ The Apostles Creed

CORNERSTONE ACADEMY

Parent-Student Handbook

On God

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omnipresent, and omniscient. He is the Creator, Sustainer, and Governor of everything that has been made. (Genesis 1:1; Exodus 20:2-3; Isaiah 43:1,7, 21; Revelation 4:11; 5:9-10)

On Jesus Christ

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Luke 1:34-35; John 1:1,14; 3:16-18; 5:17-30, 36-47; Acts 1:9-11; 2:22-36)

On the Holy Spirit

We believe in the indwelling of the Holy Spirit in those who have received Jesus Christ as Lord and Savior. He bears witness with our Spirit that we are children of God and joint heirs with Christ. He helps our weaknesses and makes intercession for us. (Romans 8:9-11, 16-17, 26)

On the Holy Scriptures

We believe the Bible to be the inspired, the only infallible, authoritative Word of God, and as such it is the final authoritative rule for faith, life, and standards of education. (Psalm 119:160; John 16:13; 2 Timothy 3:14-17)

On Salvation

We believe that because of Adam's sin all mankind is in rebellion against God. For the salvation of lost and sinful men regeneration by the Holy Spirit is absolutely necessary. Salvation is by grace through faith alone and faith without works is dead. (Romans 5:8, 12-21; 8:1-11; 2 Corinthians 5:9-10; Ephesians 2:8-9; James 2:18-26)

On the Resurrection

We believe that Jesus Christ rose from the dead after three days. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation. (Matthew 28:1-10; Mark 16:1-20; Luke 24:1-12; John 20:1-31; Revelation 20:11-15)

On the Church

We believe in the spiritual unity of all believers in our Lord Jesus Christ. (Acts 2:42-47)

On Man

We believe the chief end of man is to glorify God and enjoy Him forever. (1 Corinthians 6:20; Revelation 22:3-5)

CORNERSTONE ACADEMY

Parent-Student Handbook

B. Philosophy

The heart of our philosophy at CA is well reflected by 15th century Christian scholar Desiderius Erasmus, who stated that all studies, philosophy and rhetoric, and the end of all knowledge and eloquence are for this purpose: "that we would know Christ and honor Him".

At CA, we believe that this goal and our mission are accomplished best when parents, pastors, and teachers are speaking with one voice. Therefore, we have chosen a discipleship model in which Cornerstone is working alongside Christian families who are in agreement with our stated core doctrines, philosophies, and principles. Our intent is to communicate the truth, train the mind, and cultivate the heart in a Christ-honoring atmosphere.

We recognize that God has ordained parents as the agents responsible for the academic and spiritual nurturing of their children (Deut. 6:4-7). At Cornerstone, we endeavor to assist parents with this goal by presenting a Christ-centered and biblical worldview which teaches children to love God with all their hearts, minds, souls, and strength.

We believe in fostering an attitude among our faculty and staff and students that all they do should be done "heartily, as unto the Lord." Therefore, we require high quality standards of academics and conduct. This includes biblical discipline principles. Further, it applies to the academic, spiritual, physical and social growth of each child.

We believe that God's character is revealed not only in His Word but also in every facet of the creation (Rom. 1:19-20). Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself. With this understanding, we ascribe to the classical methodology and philosophy of education as a tried and proven system that brings about the highest results of educational excellence.

C. Mission Statement

CA's mission is to partner with families in equipping students to achieve spiritual maturity and academic excellence by providing a Christ-centered, classical education, so they will adopt a Biblical worldview, thinking and living their lives in a manner that brings glory to God.

D. Vision Statement

Our Students

With our eyes ever fixed on the Lord Jesus Christ, we aim to graduate young men and women, our students, who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as

CORNERSTONE ACADEMY

Parent-Student Handbook

distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well prepared in all situations, possessing both information and the knowledge of how to use it. We desire them to be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire that they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

Our Faculty and Staff

We likewise aim to cultivate these same qualities in our faculty and staff and to see them well paid so that they may make a career at Cornerstone. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire that they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them maturing in Christ, growing in the knowledge of God, and observing their own children walking with the Lord.

Our Parents

We aim to cultivate in our parents a sense of responsibility for the education of their children and for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Our Community

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We seek to serve the community with Christ as our example of a humble servant. Responsible stewardship is our goal, as we utilize the resources God provides to us to advance His Kingdom through Christian education. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with local churches, and to bring honor to our Lord in all our endeavors.

E. Core Values

Supremacy of Jesus Christ

Jesus Christ is the beginning and end of all we think and do. We recognize Him as the Source, Center and Head of all. He has been given authority by God the Father to rule over all and every knee will one day bow to His Lordship. Humanism places man at the center of all things and sees human nature as inherently good. Our view is that we exist for God's

CORNERSTONE ACADEMY

Parent-Student Handbook

glory alone, and that man is inherently sinful and in desperate need of the salvation offered by Jesus Christ through His atoning death. Each child is encouraged to enter by faith into a relationship with Jesus Christ and grow in their knowledge of and relationship with Him. This includes daily submission and surrender of the entire self to His authority and leadership, recognizing His sovereign right to rule pre-eminently over us. Students are taught to submit all areas of their lives to Jesus so they might experience the joy and fullness of a daily relationship with Him.

"He is the image of the invisible God, the firstborn over all creation. For by him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by him and for him. He is before all things, and in him all things hold together. And he is the head of the body, the church; he is the beginning and the firstborn from among the dead, so that in everything he might have the supremacy." Colossians 1:15-18

Authority of the Bible

The foundation for all we teach and do is the inerrant, infallible, authoritative Word of God. We seek to build within each student a Biblical Worldview, taking our definition and standard of truth from the Bible as opposed to the post-modern philosophy that truth is relative and subjective to the individual. The Bible itself is a central subject in the academic curriculum. Further, Biblical truths are integrated into the learning experience of all subjects. Students learn how to process information and draw conclusions in the context of Biblical truth, leading to a life that glorifies God.

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

Partnership with Families

We believe that God has given parents the ultimate responsibility for the education of their children. We serve as an extension of the home, partnering with parents and serving families in the intellectual and spiritual discipleship of their children. We provide to families the highest quality of education known to us. We believe that God has created each child as unique and worthy of our utmost attention. Further to our partnership with families, we seek to bring God's light, grace and truth to our broader community.

"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:6-7

Academic Excellence

We have adopted a Classical approach to education. We believe that the holistic approach personified by the Classical model is superior in preparing the student to retain knowledge, think logically and analytically, communicate effectively and succeed in living out God's calling on their life. Within that context, every teacher is passionate about their subject and has

CORNERSTONE ACADEMY

Parent-Student Handbook

exceptional qualification to perform their role with excellence. High academic standards are maintained for each student, with the expectation that each can succeed. Every child is encouraged to maximize his/her learning potential and develop a lifelong love for learning.

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

Cultivation of Christ-like Character

We believe that education is not just about training the mind with knowledge, but also training the heart. Students are taught to love God with all their heart, soul, mind, and strength, and to love their neighbors as themselves. As students grow in their relationship to God, they will glorify Him through their interactions with others. A student's relationships with fellow students, parents, and teachers will be Christ-centered and edifying. We recognize the role of the Holy Spirit in the development of Christ-like character in the student. Key virtues that are fostered include honesty, respect for authority and others, self-discipline, courage, compassion, service, responsible stewardship, perseverance, good citizenship.

"For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love. For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ." 2 Peter 1:5-8

F. Position Statements

In addition to the statement of faith, CA adheres and will teach some basic core values that are addressed in Scripture. They are:

- Mankind was created by God, not from evolution or chance.
- Human life is sacred and deserves protection from point of conception.
- Sexual relationships are acceptable only in a marriage relationship between a male and a female.
- The use of spirits, horoscopes, crystals, or any metaphysical means to gain "knowledge" is false and dangerous.
- The great compassion and love of Christ calls to every human being, no matter the background or experience.

G. Christian Training and Chapel

Students are given instruction in the Bible and teachers incorporate biblical principles into their daily lesson plans. Chapels are held weekly. Refer to the school calendar for the CA chapel schedule.

CORNERSTONE ACADEMY

Parent-Student Handbook

III. Policies and Procedures

A. Admissions

The admissions process at CA is best described by the following three-step process:

- Step 1: Complete the Application Forms
- Step 2: Participate in a Family Interview
- Step 3: Application and Interview Results

New applicants will be processed in the order in which they are received (i.e. first-come-first-serve basis). Processing of a new applicant is based on spots available in each individual class.

B. Student Records

Academic Records will be kept in the administrative offices and are the property of CA. Requests and/or copies of records may be made at any time during regular school hours, but the administration has up to five (5) business days to respond.

C. Health and Medication Policies

1. All students attending CA must have on file with the school office all medical reporting forms required by Tennessee state law. Families seeking exemption from state immunization requirements must complete and submit a notarized copy of the exemption documents for the state of Tennessee. Both of these forms may be obtained from your family doctor.
2. Parents must provide the school with emergency numbers of friends and/or family who can pick up their sick child from school if the child becomes ill. The Emergency Medical Form necessary for student health records can be obtained from the school office. It lists the emergency contact names and phone numbers of people who may need notification in a medical emergency (should be completed prior to enrollment).
3. All prescription medication taken by students must be brought to school by the parent/guardian in the original, pharmacy-labeled container. A *Medication Distribution Form* must also accompany the medicine. The container shall display the following:
 - Child's name
 - Prescription number
 - Medication name and dosage
 - Administration route or other directions
 - Date
 - Licensed prescriber's name
 - Pharmacy name, address, phone number

CORNERSTONE ACADEMY

Parent-Student Handbook

4. All non-prescription medication must be brought to school by the parent/guardian in the original container with the child's name and dosage affixed to the container along with a *Medication Distribution Form* which includes the following:
 - Child's name
 - Name and address of parent/guardian
 - Name of medication, dose, time of administration
 - Discontinuation date
 - Reason medication is needed
 - Parent/guardian number in case of emergency

For all prescription and non-prescription drugs, it is the parent's or guardian's responsibility to ensure that the *Medication Distribution Form* and medication are brought to the school. The parent or guardian must state that the child is competent to self-administer the medication with assistance.

If a child develops symptoms while at school, the only recourse the school will have is to call the child's parent to bring medication to administer to the child. There will be no medications supplied by or stored at the school for the students.

D. Emergency Procedures

1. Fire Drills - Monthly, the fire alarm will be sounded to signal a fire drill. Students are to proceed in a quiet, orderly manner to the places designated on the fire drill exit sheets posted in each room. Students are to remain quiet and follow instructions. All staff and students will stay in their designated areas until an office staff person instructs them to go to another location or return to the building. Fire extinguishers are located in specified areas around the school. State law requires that one fire drill be conducted per month with the execution of the evacuation timed.
2. Tornado Drills - An alarm will be sounded in the event of a possible tornado or severe storm conditions. Students will leave the room and proceed to the designated areas. They shall get down on their knees and face the wall with their heads in their hands. All staff and students will remain silent and await further instructions from administrative personnel.
3. Disaster Plan - A disaster is broadly defined, but can be described as, a "sudden and extraordinary misfortune, bringing destruction of life or property." Many events could constitute a disaster including, but not limited to: hurricanes, floods, lightning, nuclear attack, civil riot, or bomb explosion. In the event of a disaster during normal school hours, the following instructions will be adhered to:
 - a. If the building is to be evacuated the fire-drill procedure will be followed.
 - b. If the building does not need to be evacuated, students outside their classrooms will return to class immediately and await instructions. All P.E. classes will be brought to the nearest unoccupied room.
 - d. **If a disaster strikes which requires the CA campus to be evacuated, all faculty, staff, and students will be evacuated along the entrance drive nearing Day**

CORNERSTONE ACADEMY

Parent-Student Handbook

Crockett Parkway. You will be alerted to pick up your child via ParentAlert (text message).

E. Grievance Procedures

In an effort to establish biblical guidelines (see Matthew 18) for the resolution of disputes and grievances in the operation of CA the following guidelines will be followed:

Student/Parents to Teachers or Other Staff

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or mature student may bring the concern to the principal. If the student brings the concern, he must have permission from his parents to do so.
3. After the first two steps have been taken, the parents or student may bring the concern to the Executive Director. If the student brings the concern, he must have permission from his parents to do so.
4. If the problem is still not resolved, the parents may request *in writing* a hearing with the appropriate committee and/or the LCS Board of Directors.

Parents/Patrons to Administration

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the principal.
2. If there is no resolution, they should bring their concerns to the Executive Director.
3. If there is still no resolution, they may request a hearing from the LCS Board of Director by written request to the Executive Director.
4. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the board.

General

It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

F. Field Trips

Field trips pertinent to instructional objectives will be conducted during the year. Parents are encouraged to participate as drivers and chaperones.

1. Each class plans periodic field trips to correspond with classroom instructional objectives.

CORNERSTONE ACADEMY

Parent-Student Handbook

2. Parents are encouraged to participate in these field trips by assisting and/or supervising the activities. However, parents who are chaperoning may not bring siblings or others who would not normally attend the field trip.
3. Parents are not to dress more casually than the students and are encouraged to dress in a way which is both professional and supports a Christian testimony.
4. If cars are used, administration of driver selection will be the responsibility of the teacher. All potential drivers will be required to have on file a valid driver's license, car license number, and current proof of insurance. Please submit one week in advance of the trip.
5. If the bus is used, parents who have children in the class may ride the bus *if space permits*. Only parents of children in the field trip class may ride the bus or participate in the trip.
6. It is preferred there be two adults per car. All vehicles are required to have seat belts for every occupant.
7. All behavior on field trips will reflect the CA Code of Conduct. In addition, the discipline policy will be enforced. (see Code of Conduct and Discipline policies below)

G. Tuition and Fees

CA has pledged to pay salaries and other expenses in a timely manner and each student's parents or guardians agree to help facilitate this by paying all tuition and fees as described below:

1. The application fee is due upon submission of completed "Application for Admission." This is a one-time fee per student, as long as, they remain enrolled at the school. This fee is non-refundable unless the applicant is denied.
2. Re-enrollment fees are due before July 1 when we start the new school year.
3. Tuition payments must be made annually or in 12 monthly installments beginning July 1 or within 10 days of receipt of acceptance letter. Payment is due the first of each month.
 - a. In the event fees are not paid within the first five working days of the month, an email and/or a fee reminder card will be sent to all applicable families. This will be done no later than the tenth of each month.
 - b. In the event that payment is not received by the tenth day of the month and no written arrangements have been made with the school, a \$25.00 late fee will be assessed to the account. This late fee will be collected *first* from the next payment received.
 - c. If fees are still not paid or arrangements not made within thirty days, the Executive Director will personally contact the student's parents. The essential elements or agreements made at that time will be recorded and filed.
 - d. If after all the efforts noted above have been exercised and a period of over 30 days has elapsed, the school administration will inform the family(ies) concerned that the student(s) are subject to immediate expulsion for financial reasons.
4. Dismissal by the school, absence of the student, or withdrawal by the parent of the student, shall NOT diminish the obligation to pay the total and full amount of ALL

CORNERSTONE ACADEMY

Parent-Student Handbook

tuition and fees due the school for the entire school year as set forth by the CA Board of Directors. Any "unused funds" (monies remaining as a result of a student discontinuing enrollment for any reason) will be calculated and acknowledged as a gift with a receipt to the donor.

5. In the event of crucial circumstances substantially affecting the ability of parents to meet payment obligation to the school or affecting the student's ability to attend the school, as determined by the board in its discretion, the board may adjust, waive, or otherwise alter the payment obligations.

H. Lunch Charge Procedures

These procedures are to be followed by all families with children enrolled at Lakeway Christian Schools and its employees.

Student Lunch Charge Procedures

1. Families have the opportunity to apply for free and reduced-priced meals. Applications are available in the front office or by contacting the Director of Nutrition Services. Details on free and reduced-price meal eligibility can be found at www.tn.gov/education/health-and-safety/school-nutrition/free-and-reduced-price-meals.
2. Lunches are pre-ordered through RenWeb monthly by a due date set by the Director of Nutrition Services. Payment for the pre-ordered balance is due upon the submission of the lunch order form.
3. After lunch items are received by the student, charges are created by Nutrition Services and are deducted from the family lunch account. Any remaining funds at the end of the month after lunch charges have been entered are automatically applied to the next month. Payment for the lunch charge balance is due the first of each month and prior to pre-ordering for the upcoming month.
4. Delinquent Debt
 - a. In the event that the lunch charge balance is not paid within the first five working days of the month, an email will be sent by Nutrition Services to all applicable families reminding them of their unpaid balances.
 - b. In the event that payment is not received by the tenth day of the month and no written arrangements have been made with Nutrition Services, the Peanut Butter & Jelly Lunch will be provided instead of the featured lunch option. No à la carte charges will be allowed until the charge balance is paid.
 - c. If the lunch charge balance is still not paid, or arrangements have not been made within thirty days, pre-ordering lunch will be suspended. Someone will contact you about making arrangements for payment.
 - d. No student shall be reenrolled for the following school year if payments for the previous school year are not satisfied. This policy may be altered at the discretion of the school board.
5. In the event of withdrawal, transfer, or expulsion, the parents/guardians are responsible for payment of tuition and other fees. Lakeway Christian Schools reserves the right to withhold report cards, student records, and transcripts until lunch charge balances have

CORNERSTONE ACADEMY

Parent-Student Handbook

been paid in full. Any unused lunch funds (monies remaining as a result of a student(s) discontinuing enrollment for any reason) will be calculated and acknowledged as a gift to Nutrition Services with a receipt to the donor.

6. In the event of unforeseen circumstances substantially affecting the ability of parents to meet payment obligations to the school, the board may adjust, waive or otherwise alter the payment obligations.
7. Parents/guardians are responsible for any and all charges applied to their student's account. The parent/guardian will authorize the school to enforce this policy by signing that they have read this handbook or other documentation approved by the school board.

Adult Visitor Lunch Charge Procedures

Adult visitor meals should be pre-ordered and paid through a student lunch account whenever possible. Cash or check can also be provided at the point of sale. No other adult charging is allowed.

I. Information Technology Usage Policy

I. Information Technology Tools

The School provides students with access to various hardware, software, and other resources in order to retrieve and transmit information available from various databases and information networks for educational purposes. As used in this policy, "Information Technology Tools" (sometimes referred to as "Tools") refers to School equipment, hardware, software, databases, information networks, e-mail systems, files, programs, documents, data, information, and e-mail messages. Information Technology Tools also include School hardware, software, documents, and databases stored on and accessed from personal devices.

2. Privacy and Limitations of Use

- a. All Information Technology Tools provided by the School will remain property of the School. All communications and information created by, transmitted by, received from, or stored using these Tools are also the property of the School. Any software, files, or data downloaded into the School's network, School workstations, or School-issued devices become the property of the School and may be intercepted, accessed, or disclosed by the School. Additionally, any School software, files, or data downloaded into a student's personal device remain property of the School and may be intercepted accessed or disclosed by the School. Any such software, files, or data may be used by students only in ways that are consistent with their licenses or copyrights.
- b. Students should have no expectation of personal privacy in any material stored, created, received, or transmitted using any of the School's Tools. The School, in its discretion as owner (or licensee) and provider of the Information Technology Tools, reserves and will exercise its authority to monitor, intercept, access, retrieve, disclose and delete any material stored, created, transmitted, or received using these Tools, for any reason and

CORNERSTONE ACADEMY

Parent-Student Handbook

without further notice to any student. This includes School material stored, created, transmitted, or received on personal devices.

- c. Students may encrypt e-mail, files, and programs only with the use of software approved by the CA IT Department. This software must provide for retention by the School of any key necessary to access encrypted messages, or may otherwise limit the degree of protection provided by such encryption. Use of passwords, encryption, or other security measures does not in any way diminish the School's authority to access or disclose materials and will not create any privacy expectation for any student.
3. Code of Acceptable Use
- a. Each user of Information Technology Tools must comply with this Policy and the terms and conditions of use of any host providers or servers to which they are granted access, including, but not limited to, external databases and cloud computing resources. All computing facilities and Information Technology Tools, whether accessed through School-issued devices or personal devices, are to be used for educational purposes in accordance with applicable School Policies and Directives. Both law and School policy prohibit, in general, the misuse, theft, or other abuse of Information Technology Tools.
 - b. The Information Technology Tools are to be used for business and education purposes. The School may monitor usage of its Tools to ensure appropriate use in accordance with the following rules:
 - c. *Confidentiality*. No student shall transmit or post confidential information in any manner inconsistent with any applicable School Policies and Directives with respect to confidential information.
 - d. *Harassment*. No student shall transmit or post any information which treats school employees, other students, or others in a manner that is abusive, insulting, obscene or otherwise inappropriate or unprofessional, including:
 - information that may be construed as harassment or disparagement of others based on race, ethnicity, color, national origin, religion, sex, sexual orientation, age, disability, or political beliefs;
 - information that may be disruptive or harmful to morale;
 - information that may be defamatory toward any person; and
 - information which in any other way violates the School's standards of ethics and professional conduct.
 - e. *Purposeful Disruptive Use*. No student shall use the School's Information Technology Tools or other facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
 - f. *Viruses*. No student shall use the School's Information Technology Tools or facilities to deliberately propagate any virus, worm, Trojan horse, trap-door or other destructive program code.

CORNERSTONE ACADEMY

Parent-Student Handbook

- g. *Sexually Explicit Materials.* No student shall use the School's Information Technology Tools or facilities to access, retrieve, store or transmit any sexually explicit, obscene or pornographic materials.
 - h. *Installing Software.* No student shall install software or add wireless access points to the CA network unless they have received authorization from the CA IT Management. Students may not knowingly use Tools to distribute pirated software or data. Under no circumstances will the School allow installation or development of any new software that may violate the license or terms of use of existing School software.
 - i. *Uploading and Downloading Files.* Confidential information of the School may never be posted on the Internet or forwarded to outside companies or individuals not authorized to receive such information. Students may not upload or download any software, data or other materials owned by or licensed to the School without explicit authorization from the manager responsible for the software, data or other materials. Any posting of any School-proprietary software, data or other materials must include appropriate copyright notices and legends to indicate the School's proprietary interest. Any materials uploaded or attached to electronic messages must comply with all applicable export laws.
 - j. *Author Identification and Disclaimers.* No students shall communicate under a false name or identity (e.g., to impersonate others). Every student using Information Technology Tools shall identify himself or herself accurately and completely (including one's School affiliation and function, where applicable). Students using Information Technology Tools shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the School or any subsidiary of the School unless explicitly authorized to do so by School Management.
 - k. *Lawful Use Only.* No student shall use Information Technology Tools to violate any applicable local, state, national, or international law or regulation.
 - l. The School reserves the right to limit or prohibit student internet access for specific students or groups of students. This may include blocking access to specific websites or downloads.
 - m. Any student who discovers misuse of Information Technology Tools should immediately contact their teacher, principal, or the CA IT Department. If a student is unsure of what constitutes acceptable use, s/he should contact his/her teacher for further guidance and clarification.
4. Security and Confidentiality Issues
- a. The School has installed a variety of security systems to assure the safety and security of the School's networks. It is a violation of this Policy for any student to attempt to disable, defeat, or circumvent any School security facility or system.
 - b. If a student loses any device, whether issued by the School or not, that contains School hardware, software, documents, or data, she/he must report the lost device to his/her teacher within 48 hours.

CORNERSTONE ACADEMY

Parent-Student Handbook

5. Use of Personal Devices

Many students utilize their personal devices, such as mobile phones, tablets, and laptops for School business. The same policies and principles that apply to student conduct on School-issued devices also apply to student conduct while using personal devices for School business. Additionally, students who choose to use their personal devices should be aware of the following:

- a. CA has the ability to track the location of any personal device that syncs data with any CA server.
- b. CA has the ability to view the applications installed on students' personal devices and may refuse access to School servers and databases on personal devices if such applications could compromise or adversely affect the Information Technology Tools.
- c. Students are responsible for backing up their own personal data on their personal device.
- d. A password will be required on all mobile devices.
- e. All mobile devices must lock within 5 minutes of inactivity.

6. Violations

Violations of this Policy will result in appropriate disciplinary action in accordance with the School's general policies regarding student conduct, up to and including expulsion.

J. Visitor Policy

Parents are welcome on campus! For safety reasons and in compliance with TCA 49-2008, all parents and guests must report to the administrative office, sign in, and wear a tag identifying them as a CA guest while on the campus. All guests are subject to the same rules of conduct as students during their visit.

- Visitors (student-aged) are not permitted to attend classes with CA students, except when approved by CA administration for possible enrollment purposes.
- Non-CA Students are not allowed to visit during school instruction/lunch hours. This includes former CA students, whether they are attending another school or being homeschooled.
- Special occasion deliveries, including sing-a-grams, are not allowed for students at any time during the year. There are no exceptions.
- Pastors and youth pastors are permitted to visit students during lunch. Initially, a profile sheet must be completed for each pastor/youth pastor to be kept on file at the front office for future visits.

To accommodate our families, the following exceptions are also recognized:

- Parents and grandparents are welcome to visit the school at any time during the school year and are more than welcome to have lunch with their children/grandchildren any day. The classroom teacher and principal should be given at least a one day, advanced notice of a classroom visit. Classes may not be visited during semester exam and achievement test weeks, and preferably not during testing of any kind.

CORNERSTONE ACADEMY

Parent-Student Handbook

- CA reserves classroom visitation and observation to parents and grandparents within the school. Classrooms are not open to third party visitors. An administrative process is in place for observation requests conducted by education professionals, paraprofessionals, and teacher training candidates. Observation requests for these areas must be made directly to the program principal and processed administratively.
- Older siblings who wish to visit elementary student siblings during lunch may do so if accompanied by a parent.

Any exceptions to the policies stated above will rest solely at the discretion of the school administration. These exceptions must be pre-approved with administration at least 24 hours before the visit is to occur.

K. Volunteer Policy

Any person working directly with CA students will be required to have a background check completed. This also includes lunchroom and office volunteers, as well as parent drivers for field trips.

L. Inclement Weather

1. The responsibility for getting children safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.
2. In the event of inclement weather, even if CA is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so. This will be counted as an excused absence.
3. During times of inclement weather (or other school-closing emergencies), CA will notify parents through ParentAlert via text message regarding school-starting delays, early dismissals, and cancellations. Parents may also monitor local radio and/or television stations for announcements about CA school-starting delays, early dismissals, and cancellations. All such announcements will also be posted on CA's website.

M. Holidays

1. The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than secular elements (the Easter bunny and Santa).
2. The school is not "against" secular images and symbols. These are matters of personal conscience and Christian freedom for each family. CA chooses to de-emphasize secular elements in its recognition of holidays.
3. Halloween will not be celebrated at CA. Other holidays (President's Day, Valentine's

CORNERSTONE ACADEMY

Parent-Student Handbook

Day, Saint Patrick's Day, Memorial Day, Columbus Day, etc.) shall be observed consistent with the spiritual and academic philosophy of CA.

4. Interpretation and application of these holiday observance guidelines shall be the responsibility of the administration.

IV. ACADEMIC POLICIES

A. Grading System

1. Kindergarten will utilize the following grade scale:

E: Excellent

S: Satisfactory

N: Needs Improvement

2. In all grades, all subjects (except Art (Kindergarten through Second Grade), Music (Kindergarten through Second Grade), Science (Kindergarten through Second), History (Kindergarten through Second), Physical Education, and Handwriting) receive letter grades as below:

A+: 97 – 100

A: 93 – 96

A-: 90 - 92

B+: 87 – 89

B: 83 – 86

B-: 80 - 82

C+: 77 – 79

C: 73 – 76

C-: 70 - 72

D: 65 - 69

F: ≤ 64

Art (Kindergarten through Second grade), Music (Kindergarten through Second grade), Science (Kindergarten through Second), History (Kindergarten through Second grade), P.E., and Handwriting will utilize the following scale:

E: Excellent

S: Satisfactory

N: Needs Improvement

B. Grade Reporting

There are two 18-week semesters at CA. Each semester is divided into two 9-week periods. Report cards will be available on the RenWeb system at the end of each 9-week period. Progress reports will be made available every 4½ weeks.

Teachers shall communicate regularly with parents about each student's academic performance and work habits in the classroom.

Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing or unsatisfactory grade for the grading term. Failure of the

CORNERSTONE ACADEMY

Parent-Student Handbook

teacher to notify parents of a failing or unsatisfactory grade will not, however, result in the alteration of the grade.

Parents are responsible to attend the parent/teacher conferences to become informed of their child's progress.

C. Honors and Awards

At the end of each nine (9) weeks, students who achieve extraordinary success will be recognized in the following manner:

1. **Top Scholars List** – Students who achieve all A's, E's, or S's in every subject
2. Honor Roll – Students who achieve all A's, B's, E's, or S's in every subject
3. Perfect Attendance - Students who have no absences and no more than two tardies per quarter

D. Curriculum and Classical Education

Classical education is about equipping children for the future with what has been successful in the past. The classical approach focuses on time-honored "tools of learning," a phrase coined by 20th century Oxford author Dorothy Sayers. The roots of classical learning can be traced back to the Greeks, just before the time of Christ. The classical emphasis is built on a three-fold approach called the trivium. The three foundational academic categories are grammar, logic, and rhetoric. The trivium corresponds to the three basic stages of a developing child.

The Grammar Stage. The student learns the basic skills of reading, writing, and mathematics. Children K-6th are naturally good at memorization, and the grammar stage takes full advantage of this fact. This forms the foundation from which all other subjects can be approached.

The Logic Stage. Students study formal logic and argumentation. Students in the 7-9th grades have a natural argumentative tendency which, if properly channeled, will enable children to think and draw their own conclusions based on facts.

The Rhetoric Stage. The student learns how to give expression to thoughts. In the high school years, self-expression is very important. The student who is classically trained will be able to communicate his or her thoughts with eloquence and clarity.

By following the path of development that children naturally take, classical education teaches "with the grain" and equips students to master the art of learning. Classical Christian education can be summed up this way: the trivium provides the framework of learning, Scripture and classical curriculum furnish the core content, and Biblical truth is the fixed point of reference.

All subjects will be taught with a biblical worldview based on the classical education model.

CORNERSTONE ACADEMY

Parent-Student Handbook

E. Latin Instruction

Our goal is to provide Latin instruction beginning in the third grade at CA. We believe there are at least five reasons for classical language study in our school.

1. Latin trains the student in the essentials of analytical and critical thinking. Students of Latin are equipped in the mental disciplines of memorization, logical analysis, and synthesis. Latin trains minds to encounter unfamiliar material in science and other disciplines.
2. Latin reveals a great deal about English and greatly enhances the student's powers of expression in his or her native language. About 80% of English vocabulary comes from Latin and Greek. English vocabulary tests reveal that students of Latin score higher.
3. Latin develops and deepens the student's understanding of and appreciation for literature. A doorway is opened to great classical literature – Virgil, for example. The student's appreciation for English literature grows because great English literature is filled with classical allusions.
4. Latin provides an understanding of the classical impact on our modern culture. This is evident in wedding rings, dollar signs, political structure, architecture, the names of constellations and planets, and of course, et cetera.
5. Latin provides a wonderful foundation for the study of other languages. Latin is not a "dead language," but rather a language that lives on in almost all major Western languages, including French, Spanish, Italian, Portuguese, and Romanian. Students gain an understanding of how inflected languages work. This will prepare them to study other languages such as German, Russian, and Greek.

F. Controversial Subjects and Secondary Doctrine

1. If in the course of teaching a class, a teacher sees that a subject has arisen which he or she has good reason to believe is controversial and discussion of that subject will not help him or her achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.
2. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
 - a. As necessary, instruct the class of the responsibility of Christians to be charitable in debate.
 - b. Instruct the class on their responsibility to honor the teaching they have received from their parents on the subject.
 - c. As appropriate (i.e. pertinent to the stated good of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the subject.

CORNERSTONE ACADEMY

Parent-Student Handbook

- d. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
3. The teacher is to remember that according to Scripture and the stated goals of CA, he or she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject; in light of this policy and sound teaching practices, he or she is to encourage a gracious and scholarly attitude in the students.
4. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
 - a. Presentation of all sides of an issue is encouraged.
 - b. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

G. Promotion

- I. New students must meet the following criteria to be accepted into the next successive grade level.
 - a. Have documentation showing successful completion of the previous grade by a demonstrated proficiency of at least 70% or higher in the core areas of reading, math, English, science, and social studies (history and/or geography) within the previous grade.
 - b. Recognizing that many public schools (and some homeschools) do not use letter grades (A-F) or percentages to indicate academic proficiency in the elementary grades, a mark of satisfactory in at least 90% of the subjects on the student's transcript report card will be acceptable; however, if there are any doubts as to the student's abilities or the quality of the curriculum used previously, the student will be tested in three critical areas: reading, math, and English mechanics.
 - c. If the new student has taken any standardized test, the student should have earned national scores in the 50% percentile or higher in reading, math, and language (as appropriate to age level). If he has never taken any standardized tests and there is doubt as to his abilities, step (b) above should be followed.
 - d. The result of any in-school testing will be combined with a new student's report card and any previous standardized testing scores to determine the best grade level at CA for that student to enter. If the combined results are not satisfactory, the parents will be apprised of this and be encouraged to consider having their child retained at the previous grade. (NOTE: CA's academic program tends to be a challenge with varying degrees of difficulty for students coming into the program. Should a student have had academic difficulties in his/her previous program, the likelihood of compounding that difficulty would be great were he/she to be promoted to the next successive grade at CA.)

CORNERSTONE ACADEMY

Parent-Student Handbook

- e. All students are considered to be on probation for their first nine weeks at CA. Excessive behavior problems or extremely poor academic performance may result in dismissal or recommendation to a lower grade level.
2. Current students must meet the following criteria to be promoted to the next successive grade:
 - a. All students must meet all the following basic criteria for promotion to the next successive grade:
 - Pass all subjects with at least 70% average.
 - Have no more than two "F's" in any academic subject within an academic year. It is incumbent upon the appropriate teacher that all curriculum objectives, grading, guidelines, and teaching requirements be faithfully executed. For example, the requirement that there be at least 10 objective grades per subject by which the grade for the period are computed has a significant bearing on a complete and accurate assessment of a student's success in that area.
 - b. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery (see Curriculum Guide Objectives) of skills/subjects in each grade level (see CA Policies and Procedures for further details).
 - c. Retention of a currently enrolled student occurs when 2a and 2b are not met. However, the teacher may wish to assign a grade of incomplete (I) to the subject(s)/classes for which retention is the end result. At this time the student, parent(s), and teacher(s) may construct a plan for the student to complete prior to the beginning of the next academic year. The plan should include, but is not limited to, testing that applies to the academic discipline in question. (See also section 3 below).
3. All appeals for diverging from or waiving the requirements of this policy will be submitted to the administration.

H. Dismissal from School

1. If the administration, in its professional judgment, concludes that the needs of a student are not being met by the academic program at CA (determined after reviewing test scores, report cards, absences, and the student's progress), a conference will be held with the parents, classroom teacher(s), and the principal. At that time, it will be decided if it is in the best interest of the student to repeat a grade level, be retained on probation with an action plan, or be withdrawn from the school.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school culminating in an inability of the school to meet the student's needs may be dismissed from the school at the Executive Director's discretion.

CORNERSTONE ACADEMY

Parent-Student Handbook

I. Testing

CA shall administer a nationally standardized academic achievement test to all students.

V. STUDENT LIFE

A. Attendance

1. A record of attendance for each student will be kept in the office. The total number of days absent and days present will be recorded on the student's report card.
2. A student is considered present if he/she is on campus a minimum of three and one-half hours (3½) during a single day. He/she is considered absent if on campus less than three and one-half hours (3½) during a single day. PLEASE contact the office by 8:30 a.m. if a student will be late for any reason. You may leave a message on the voice mail system if calling after hours.
3. Teachers are not permitted to release a student to anyone before first checking with the office. The teachers and administration have the responsibility and custody of all the children while they are in school. The office should be made aware of any instance of the legal parent or guardian removing a child during regular school hours. A child is never to be released to a stranger until the office and parent(s) have been contacted and explicit permission has been received.
4. The following are a description of the types of absences (these include absences for any reason whether illness, family vacation, extracurricular activities, etc.):
 - a. **Short-Term Absences:** If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office *by note or phone* as soon as possible.
 - b. **Long-Term Absences:** If a student needs to be absent for three or more consecutive days, the parents should notify the school *in writing* explaining the circumstances. A physician's note will suffice for this requirement. This will permit the office to inform the appropriate teacher(s) and to compile the necessary school-work, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed school-work.
 - c. **Extended Absences:** We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness), we expect all school-work to be completed within the time specified by the teacher. We recommend that students complete their assignments prior to planned, extended absences. This eliminates the need to work during vacation and complete make-up work. An extended absence is by definition a "long-term absence" and the parents should notify the school *in writing* well in advance explaining the circumstances. Parents must realize and accept the possible negative consequences that an extended, but approved absence may have on a child. Information, activities, and interaction during class time are essential elements to the teaching and grading process. For example, a participation grade is a requirement in many

CORNERSTONE ACADEMY

Parent-Student Handbook

subjects. An extended absence eliminates the possibility of being assessed on daily classroom participation and may therefore lower a grade.

- d. **Make-up Work:** Students may take make-up tests and submit any other make-up work to their teacher. It is expected that the child or the parents will discuss these arrangements with the teacher and take the initiative in completing the missed work. Students must complete missed work within a period of days equivalent to the number of days absent plus one (1) day (e.g. a student absent two days has three days after he returns to school to complete missed work). Failure to complete class work or testing during a given grading period will result in an "I" (incomplete) until the class work or testing is completed. Parents may not give make-up tests to their children at home without prior explicit approval from the teacher.
 5. In the event a student is absent from a class or from school for more than ten days during one grading period (for any reason), the student's parents will meet with the principal (and teachers if necessary) to determine whether the student will receive a letter grade or a grade of "P" (pass) or "F" (fail) on the report card.
 6. A student who receives more than 32 absences in one school year will not advance to the next grade level.
 7. Upon request from parents, the principal is authorized to waive requirements set by other provisions of this policy after an examination of the following: the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.
- B. **Tardy**

A tardy is defined as any occasion when the student is late for school at the beginning of the day or late for a class during the day. To be counted "on time" the student must be in the room, in his or her seat, and prepared for class to begin before the bell rings. It is suggested that students try to arrive by 7:50 a.m. School starts at 8:00 a.m.

1. After 8:00 a.m., or if during the school day and class has begun, students must report to the office to receive a "tardy admit" slip. *No student will be admitted into a classroom without this slip. Students will be instructed to return to the office if they present to the classroom without the slip.* The teacher will record the tardy on the classroom attendance chart.
2. After 8:00 a.m., or if during the school day and class has begun, students who present with an approved excuse will be admitted to the classroom with a "tardy admit – excused" slip. *No student will be admitted into a classroom without this slip.* The teacher will NOT record this tardy in the attendance chart. Examples of an approved excuse are a doctor's or dentist's excuse. Approved excuses are at the discretion of the administration.
3. Students in grades K-5 will be monitored through the RenWeb system. The principal will contact the parents directly to resolve any recurrent problems.

CORNERSTONE ACADEMY

Parent-Student Handbook

4. No student with more than two (2) tardies per quarter will be eligible for a perfect attendance award.

C. Extracurricular Activities

1. Extracurricular activities will not take priority over the academic program at CA.
2. Each student must have parental permission in writing to participate in such activities.
3. A CA staff member must serve as the director, coordinator, or coach of each extracurricular activity.
4. The purpose of all such activities must conform to established CA philosophy and standards.
5. All CA students participating in extracurricular activities must maintain a GPA of 2.0 or above.
6. All behavior, whether on or off-campus, will reflect the CA Code of Conduct. In addition, the discipline policy will be enforced.

D. Code of Conduct

The following are guidelines which establish a consistent code of conduct throughout all grades at CA so students may exemplify Christ in their actions and attitudes. *“Finally, brethren, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.” Philippians 4:8*

1. Our relationship with God ... (Genesis 1:26; Exodus 20:7; Acts 2:42)
 - a. We will speak of God in respectful ways.
 - b. We will encourage a close relationship with God, other people and ourselves through Scripture reading, prayer, fellowship, sharing, etc.
 - c. We will respect ourselves because God created us in His image.
 - d. In all areas of instruction, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles.
 - e. Things to avoid include:
 - Silly or trite references to Jesus Christ and His work on the cross.
 - Implying, directly or indirectly, that all the students are Christians.
 - Mockery of angelic powers, whether demonic or heavenly.
 - Emphasis on good feelings or works vs. humble obedience and grace.
2. Our relationship with those in authority ... (Exodus 20:12; Psalm 19:14; Galatians 5:22-26; Ephesians 6:5-7; Hebrews 13:17)
 - a. We will be respectful in our speech and conduct.
 - b. We will be obedient to those in authority over us.
 - c. We will not condone disrespect displayed by others to those in authority.
 - d. We will be quiet, teachable, and self-controlled within the classroom setting.

CORNERSTONE ACADEMY

Parent-Student Handbook

3. Our relationship to others ... (Exodus 20:15-17; Matthew 5:33-37; Luke 6:31; Colossians 4:5-6; Galatians 5:19-26; 2 Timothy 2:16)
 - a. We will be respectful of each other and build each other up.
 - b. We will address each other properly and not resort to name calling, swearing, or dirty language towards each other.
 - c. We will respect each other's property.
 - d. We will encourage everyone to include others.
 - e. We will respect each other's person and remember "no touching except for helping."
 - f. We will learn to apologize and make restitution when we fail and to seek God's strength to continue building a community of love and respect.
 - g. We will be polite and humble when conversing with others.
4. Our relationship to school property and property belonging to someone else.
 - a. We will respect school property. This includes furniture, books, equipment, and the building.
 - b. We will respect the property of others, whether attending a field trip, athletic event, and/or other school-related function.
 - c. We will report any damage done and volunteer to pay for damages if we are responsible.
 - d. We will accept responsibility for the cleanliness of the school grounds and other grounds where we may be visitors.
5. In addition to the above, school and classroom etiquette is to include the following:
 - a. Students will raise hands in class when wishing to speak.
 - b. Students will stand when speaking in the classroom setting.
 - c. Upon teacher's instruction, students will respond appropriately when greeted.
 - d. Students will walk calmly and quietly.
 - e. Boys are expected to open doors and offer their chairs to girls and ladies.
 - f. Students will shake hands and exhibit appropriate eye contact.
6. The following behaviors and attitudes are found to be in contrast to the above and will not be acceptable at CA:
 - a. Rudeness
 - b. Selfishness
 - c. Pride/Arrogance
 - d. Self-centeredness
 - e. Loud speech
 - f. Rebelliousness/Defiance
 - g. Arrogance
 - h. Disrespect

E. Discipline

1. The kind and amount of discipline (punishment) will be determined by the teachers, and the principal. The discipline will be administered in the light of the individual student's problem and attitude.

CORNERSTONE ACADEMY

Parent-Student Handbook

2. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc.
3. The vast majority of discipline problems are to be dealt with at the classroom level; however, in the event the teacher feels corporal punishment (spanking) is necessary, the student will report to the principal's office (see section 7).
4. In order to maintain consistency, teachers will regularly meet together to discuss biblical standards and school policy concerning discipline.
5. Love and forgiveness will be an integral part of the discipline of a student.
6. Office Visits: There are four basic behaviors that will automatically necessitate discipline from the principal (versus the teacher). Those behaviors are:
 - a. Rebellion, i.e. outright disobedience in response to instruction.
 - b. Fighting, i.e. striking in anger with the intention to harm the other student(s).
 - c. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.
 - d. Possession of any illegal or legal drug (not specifically accounted for by the medical policies) or weapon (gun, knife, etc.).
7. The principal will determine the nature of the punishment after thorough review of the issues. The principal may require restitution, parental attendance during the school day with his/her child, corporal punishment (spanking), or any other measures consistent with biblical guidelines which may be appropriate. If corporal punishment is chosen as the appropriate discipline, the parents will be immediately notified and given the option to administer the discipline themselves or request the school to handle it.
8. If for any of the above or other reasons, a student receives discipline from the principal, the following accounting will be observed within either semester of the school year:
 - a. The first time a student is sent to the principal for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
 - b. The second office visit will be followed by a meeting with the student's parents, principal, and at least one board member.
 - c. Should the student require a third office visit, a one-day in-school suspension will be imposed on the student.
 - d. If a fourth office visit is required, at-home suspension will be imposed on the student. The number of days will be determined by the principal.
9. If a student commits an act with such serious consequences that the principal deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include the following: acts endangering the lives of other students or staff members, gross violence, vandalism of school property, violations of civil law, or any act in clear contradiction to scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.
10. Should an expelled student desire to be readmitted to CA at a later date, the CA Board of Directors or its delegated committee will make a decision based on the

CORNERSTONE ACADEMY

Parent-Student Handbook

student's attitude and circumstances at the time of reapplication. In any case, at least one semester must have transpired before consideration for re-enrollment.

F. Dress Code

Cornerstone Academy seeks to set a standard that promotes excellence in academics, Christian character, and appearance. This is why we have a Student Dress Code based on biblical principles of modesty, neatness, and suitability. Our goal is to instill a desire to promote Jesus Christ and not ourselves in all we do. We feel that a school uniform helps in that regard in the following ways:

1. School uniforms help create a team identity.
2. School uniforms promote modesty and appropriateness.
3. School uniforms help establish an atmosphere of order and respect for each other and for authority while minimizing distractions.
4. School uniforms establish habits conducive to future success in life.
5. School uniforms help us to avoid extreme fashions that draw negative personal attention.
6. School uniforms take peer pressure and economic issues of style out of the classroom which may serve as a distraction.

We stand together as members of the Body of Christ, distinctly different from the world. Our hope is that our outward modesty and appropriateness provide an example that brings glory to God to those around us.

All school apparel must be purchased through the uniform portals of our uniform providers, Lands' End or French Toast, with the exception of socks, shoes, headbands, leggings, and belts. All shirts, outerwear, dresses, and jumpers must include the Cornerstone monogram. The administration reserves the right to determine the appropriateness of any clothing item, hair style, accessory, or color.

Girls

1. Pants, Shorts, Skorts, and Skirts
 - Must be khaki or navy (school plaid is acceptable for skirts/skorts)
 - Short, skort, skirt, and jumper length should not be shorter than 3 inches above the top of knee while standing.
 - Modesty shorts, tights, or leggings must be worn with all skirts, jumpers, and dresses.
2. Polo Shirts and Polo Dresses – Red/Yellow/Navy with CA monogram
 - The CA monogrammed uniform polo shirts are the only shirts allowed with the exception of a CA monogrammed white button-down shirt with a jumper.
 - T-shirt beneath the uniform shirt, if worn, must be white. Colored tees or tees with lettering or designs are not considered to be uniform standard.
 - Modesty shorts, tights, or leggings must be worn with all skirts, jumpers, and dresses.

CORNERSTONE ACADEMY

Parent-Student Handbook

3. Jumpers
 - Must be worn with a CA monogrammed white button-down shirt or polo shirt.
 - Modesty shorts, tights, or leggings must be worn with all skirts, jumpers, and dresses.
4. Socks and Tights
 - Socks must be solid white, navy, or black.
 - Tights, leggings, and knee socks must be solid white or navy.
 - Knee socks must be solid white or navy.
5. Jewelry, Hats, Belts, and Accessories
 - Jewelry and hair accessories should be kept simple and non-distracting.
 - Earrings are permitted for girls only.
 - No other body piercings are acceptable.
 - Black or brown belts are permissible. (*Lands' End no longer sells the plaid belt, but if you own one, it is permissible to wear.*) Belts must not have ornamentation such as studs, stones, etc., with no large or inappropriate buckles.
 - No tattoos, even temporary.
 - No hats, scarves, bandanas, sock caps, visors, or sunglasses are allowed during school hours.
 - Hairbands are for girls only and must be school plaid, solid navy, solid red, solid black, solid gray, or solid white.

Boys

1. Pants and Shorts
 - Must be khaki or navy
 - Length of shorts should not be shorter than 3 inches above the top of knee while standing
2. Polo Shirts – Red/Yellow/Navy with CA monogram
 - The CA monogrammed uniform polo shirts are the only shirts allowed.
 - T-shirt beneath the uniform shirt, if worn, must be white. Colored tees or tees with lettering or designs are not considered to be uniform standard.
3. Socks must be solid white, navy, or black.
4. Belts must be worn at all times (Pre-K through 2nd grades are exempt). Black or brown are permissible. It must not have ornamentation such as studs, stones, etc., with no large or inappropriate buckles.
5. Jewelry, Hats, Belts, and Accessories
 - Jewelry should be kept simple and non-distracting.
 - No earrings are permitted.
 - No body piercing is acceptable.
 - No tattoos, even temporary.
 - No hats, scarves, bandanas, sport-type headbands, sock caps, visors, or sunglasses are allowed during school hours.

CORNERSTONE ACADEMY

Parent-Student Handbook

Outerwear for Boys and Girls

Outerwear is any CA monogrammed jacket, coat, sweater, etc. that is worn over the primary uniform.

- CA monogrammed polo or button-down shirt must be worn under all outerwear.
- During the school day, while in the building, the only outerwear permitted to be worn throughout the school is the CA monogrammed: cardigan, pullover sweater, vest, sweatshirt, or fleece.
- All outerwear worn during the school day must be red or navy and come from Lands' End.
- Non-Cornerstone sweaters and jackets of other colors and styles may be worn to and from the school and should be hung in classroom upon arrival. They may also be worn for outdoor recess and P.E..

Shoes for Boys and Girls

1. Tennis shoes must be black, white, or any combination of black and white.
2. A brown or khaki colored "dockside" type shoe may be worn.
3. Girls may also wear:
 - "Mary Jane" shoes in black.
 - Saddle Oxfords in black/white or navy/white (rubber soles only).
4. No shoes that appear ragged or torn.
5. All shoes must have closed toes and closed heels. Sandals, flip-flops, Crocs, boots (including ankle-top hiking boots), high-top tennis shoes, rain boots, and shoes with retractable skates are not permitted.

Spirit Wear Days

Spirit Wear Days are typically scheduled on Fridays. Students are more than welcome to wear their regular school uniform. However, on Spirit Wear Days, a more relaxed dress code is permitted as outlined below. Please remember to follow modesty guidelines during Spirit Wear Days.

1. Jeans and Jean Shorts
 - Must be made of denim fabric, constructed in jean fashion.
 - May only be traditional denim blue jeans – no other colors may be worn.
 - Capris are not allowed.
 - Jean shorts are allowed. Shorts' length should not be shorter than 3 inches above the top of knee while standing.
 - Baggy, ripped, torn jeans, or jeans with holes are not allowed.
 - Jeggings are not allowed.
 - Extremely low-rise jeans are not allowed.
 - Belts are required for boys (3-5th grades).
2. Shirts and Sweatshirts
 - Must be CA branded t-shirts, sweatshirts, or hooded sweatshirts with CA logo on back of item.

CORNERSTONE ACADEMY

Parent-Student Handbook

3. Shoes

- Tennis shoes.
- Dress shoes.
- Boots.
- All shoes must have closed toes and closed heels.
- Shoes must not be ragged or torn.
- Note: No sandals, flip-flops, Crocs, shoes with retractable skates, or house shoes are permitted.

Field Trip Uniforms

Red, short-sleeved or long-sleeved CA monogrammed polos with khaki pants, shorts, or skirts must be worn unless otherwise directed by the teacher. Any alteration in the dress code for field trips will be specified in information sent home by the teacher.

Hair Styles

Hair for all students must be neat, clean, and well groomed. Only natural colors; no exotic hair color or hair bleaching is allowed for any student. For boys and young men, hair must not extend below the middle of the ear or the top of the collar, and must be above the eyebrows. Sideburns should be no longer than the bottom of the ear. Extreme bi-level, shaved, bizarre, spiked, or distracting hairstyles are not allowed.

Additional Comments

- All clothing and shoes must be in good condition – no tears, cuts, rips, etc.
- Clothing should be replaced when faded, worn out, or outgrown.
- Tight-fitting clothing is not to be worn.
- Pants, shorts, skirts, skorts, etc., are not to be sagging below the hip.
- Students out of dress code, or wearing clothing or shoes that are not in good condition, will be asked to change. Students will be sent home to change or will wait in the office until the proper clothing is brought to them.

School uniform suppliers:

- Lands' End, www.landsend.com/school, 1-800-469-2222
 - Preferred School Number: 9001-0927-3
 - Logo Number: 0636216K
 - All required uniform items can be purchased from this supplier
- French Toast, <https://cornerstone-lakeway.itemorder.com>, 1-800-636-3104
 - School Code: QS5GDWR
 - Only pants, skirts, skorts, or shorts are offered by the supplier

G. Violation of Dress Code Policy

All students are allowed two dress code violations per semester without significant penalty as described below.

CORNERSTONE ACADEMY

Parent-Student Handbook

1. Students with dress code violations may be identified by any staff member.
2. The identifying staff member will ensure the violation is entered into RenWeb at that time.

H. Student and Staff Relation Guidelines

To facilitate professional, friendly, and biblical relationships between staff members and students, the following guidelines shall be observed:

1. Staff members are to remember that they serve as professional, adult role-models before the students (Titus 2:7, 8). Relationships between staff members and students are to be friendly and courteous, not familial or intimate.
2. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (I Peter 2:12).
3. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
4. If it is necessary for a male staff member to spend time alone with a female student or staff member, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.).
5. Staff members shall not travel alone in a car with one student.

I. Cell Phones

Cell phones and other cellular devices including watches, tablets, etc. are allowed on campus, but must remain turned off and in backpack during school hours or school events. If a student uses a cell phone to place a call, receive a call, or send or receive a text message during these times, the phone shall be confiscated and given to the principal for a designated time period, which will be communicated to the student and parents as follows:

- 1st Offense - Phone taken and parents may pick up from the administration
- 2nd Offense - Phone taken for one week; parents pick up at the end of the week
- 3rd Offense - Phone taken for the remainder of the semester; parents pick up at the end of the semester
- 4th Offense - Phone taken for the remainder of the year; parents pick up at the end of the year

J. Prohibition of Weapons

1. All persons are prohibited from carrying, maintaining, or storing a firearm or weapon on campus or at any school-related function, even with a valid permit with the exception of guideline (4).

CORNERSTONE ACADEMY

Parent-Student Handbook

2. Any individual(s) who is reported or discovered to possess a firearm or weapon on campus property or at a school-related event will be asked to remove it or themselves immediately. Failure to respond appropriately may result in arrest and/or discipline in accordance with school policy.
3. The Executive Director will be notified immediately of any violation. The chairman of the Board of Directors will be notified as soon as possible if the individual(s) fail to respond appropriately.
4. Employees and students may possess appropriate tools necessary for the performance of their jobs or school work. However, any knife with over a three-inch blade necessary for work **MUST** be approved by administration. Prior approval from the administration, academic committee, and parents **MUST** be obtained to bring any firearm, knife, or explosive deemed necessary for student educational purposes.
5. The Executive Director may waive any or all of the requirements of this policy only with the consent of a majority of the Board of Directors.

K. Search of Personal Property

Any individual(s) who is reported or under suspicion of possessing a firearm, illegal drugs, or stolen property may be requested to submit to a personal property search. Personal property is defined as backpack, locker, pockets, and/or automobile. Students will be subject to discipline in accordance with the discipline policy.

L. Bullying

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted, purposeful written, verbal, nonverbal, or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture by an adult or student that has the potential to create an intimidating, hostile, or offensive educational environment or cause long-term damage; that causes discomfort or humiliation; that unreasonably interferes with the individual's school performance or participation; that is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyber stalking
6. Cyber bullying
7. Physical violence
8. Theft
9. Sexual, religious, or racial harassment
10. Public humiliation
11. Destruction of school or personal property

CORNERSTONE ACADEMY

Parent-Student Handbook

12. Social exclusion, including incitement and/or coercion
13. Rumor or spreading of falsehoods
14. Relational aggression

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits.
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being.
4. Has the effect of substantially disrupting the orderly operation of school.

Cyber stalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyber bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., [Instagram](#), [Twitter](#), Facebook), chat rooms, and instant messaging.

I. Expectations:

The board and administration of CA declare that a safe and respectful environment is necessary for students to learn and achieve academic excellence. Harassment, intimidation, or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

Students learn by example. School administrators, faculty, staff, students, and volunteers who demonstrate appropriate behavior (treating others with Christ-like love and respect and refusing to tolerate harassment, intimidation, or bullying) encourage others to do so as well. CA prohibits the bullying of any student or school employee during any educational program or activity conducted by CA.

- a. During any school-related or school-sponsored program or activity or while on a CA transportation vehicle.
- b. Through the use of any electronic device or data while on school grounds or on a CA sponsored trip, computer software that is accessed through a computer, computer system, or computer network of CA.
- c. Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours which are intended to be carried out during any school-related or school-sponsored program or activity or while on a CA transportation vehicle.

CORNERSTONE ACADEMY

Parent-Student Handbook

2. Reporting an act of Bullying:
The Executive Director and/or principal are responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Code of Conduct. A school employee, student, or volunteer who witnesses or has reliable information that a student has been subjected to an act of harassment, intimidation, or bullying is expected to report the act to the Executive Director and/or principal.
3. Remedial Action:
 - a. The Executive Director or principal shall document in writing all complaints regarding bullying, as with all infractions of the Code of Student Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
 - b. The Executive Director and/or principal shall begin a thorough investigation and interviews with the complainant(s), accused, and witnesses as soon as possible.
 - c. Parents of both the victim and the alleged perpetrator of an act of bullying or harassment will be promptly notified of the situation and any actions being taken.
 - d. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to, suspension, as outlined in the Student Code of Conduct.
 - e. No retaliation of any kind is permitted in connection with an individual having made a bullying complaint; and if it occurs, it shall be deemed an additional act of bullying.

Cornerstone Academy requires all parents/guardians and students to sign an Agreement Page that states they are familiar with the Cornerstone Academy Parent-Student Handbook. The Agreement Page may be found on the website or requested from the front office of the school. The Agreement Page must be signed within the first month of each school year.

CORNERSTONE ACADEMY

Parent-Student Handbook

Jesus is Our Cornerstone
by Huntsman/Harmeling

Chorus:

Jesus is our Cornerstone
We are building on his grace
We are building on his grace
Jesus is the Way the Truth the Life
We are seeking his face
We are seeking his face

Verse 1

Jesus is the only way to God the Father,
We know He is the truth, He cannot lie
He's promised us eternal life, we'll live forever
Cause if we trust Him we will never die

Chorus:

Verse 2

In Christ our Lord is hidden all the wealth of true wisdom,
through him we understand how things were made
He opens up our hearts and minds to righteous living
His word is like a light that guides our way

Chorus:

Bridge (twice)

We are loving one another
We are building up each other
We are sisters we are brothers
In the family of the Father

Chorus:

Jesus is our Cornerstone
We are building on his grace
We are building on his grace
Jesus is the Way the Truth the Life
We are seeking his face, We are seeking his face
We are seeking his face, We are seeking his face
We are seeking his face, We are seeking his face