

# **Family Handbook**

**2019-2020 Academic Year**

**CORNERSTONE CHRISTIAN ACADEMY**

July 19, 2019

# TABLE OF CONTENTS

<b>Mission Statement</b> .....	5
<b>The Academy</b> .....	6
<b>Statement of Faith</b> .....	7
<b>Admissions Policies</b> .....	9
General Policies.....	9
Pre-School Specific Admissions Policies.....	9
<i>Age Requirements for Pre-school</i> .....	9
<i>Age Requirements for K-5</i> .....	9
<i>Pre-school Evaluation period</i> .....	9
Policy Concerning Students with Significant Emotional or Behavioral Needs.....	10
<b>Financial Policies</b> .....	11
Explanation of Fees .....	12
<b>Parental Guidelines and Opportunities</b> .....	13
Guidelines .....	13
Opportunities.....	14
<b>Operational Policies</b> .....	15
Hours of Operation .....	15
School Closings.....	15
Medication .....	15
Childhood and Communicable Diseases.....	15
Student Accident Insurance .....	15
Attendance.....	15
Absences .....	16
Approved Absences .....	16
Tardies.....	16
Tardy to Class .....	16
Automobiles/Student Drivers .....	16
Gym Use.....	17
Guests on Campus .....	17
Field Trips.....	17
Lost and Found Items.....	17
Prohibited Items .....	17

**2018-2019 Faculty and Staff Handbook**

School Property..... 17

Telephone Usage ..... 17

Mobile Device Policy ..... 17

**Acceptable Use Policy** ..... 18

Internet Use ..... 18

Other Computer Use..... 18

Violation of Policy ..... 19

**Questions and Concerns - (Chain of Command)** ..... 19

**Music**..... 19

**Non-School Sponsored Activities**..... 19

**Chapel** ..... 19

**Academic Information**..... 20

Curriculum..... 20

Elementary Grading Criteria ..... 20

High School Grading Criteria ..... 20

Homework..... 21

Make-up Work ..... 21

Plagiarism..... 21

Progress Reports ..... 21

Report Cards ..... 21

Junior and Senior High Schedules ..... 21

Exemption from Final Exams ..... 21

Honors, AP, & Dual Enrollment Classes ..... 21

Promotion and Retention in the Elementary..... 22

Promotion and Retention in the Junior/Senior High ..... 22

Academic Progress..... 22

Academic Center ..... 22

Summer School ..... 23

Physical Education ..... 23

Student Aides ..... 23

National Christian Honor Society ..... 23

National Testing ..... 24

Graduation Requirements ..... 24

**2018-2019 Faculty and Staff Handbook**

Graduating with Honors..... 25

The Advocate’s Way..... 26

The Master’s Work..... 28

**Notification of Rights under FERPA For Elementary and Secondary Schools** ..... 29

**Notice for Directory Information**..... 30

**Dress Code Policies**..... 31

    Supply Purchases ..... 31

    Clothing ..... 31

*Regular School Day Dress*..... 31

*Shirts and Outerwear* ..... 31

*Pants and Skirts*..... 31

*Shoes, Socks, and Hats* ..... 31

*Field Day Dress* ..... 32

*PE Dress - (Jr. / Sr. High)*..... 32

*Saturday School Dress* ..... 32

*Kindergarten and High School Graduation Dress* ..... 32

*Banquet Dress* ..... 32

*Performance Dress* ..... 32

    Hair..... 32

    Make-up, Jewelry and Tattoos..... 33

**Conduct**..... 34

    Attitude ..... 34

    Behavior ..... 34

    Behavioral Expectations..... 34

    Classroom Conduct ..... 35

    Student Relationships ..... 35

    Appropriate Conduct ..... 35

    Student Conduct System..... 36

*Preschool*..... 36

*Elementary Grades K5-6<sup>th</sup> Grade*..... 37

        7<sup>th</sup> – 12<sup>th</sup> Grade Discipline ..... 41

    Conduct System Appeal ..... 43

**Extra Curricular Activities**..... 44

**2018-2019 Faculty and Staff Handbook**

Fine Arts ..... 44  
Athletic Programs ..... 44  
Intramural Sports ..... 44  
Jr. / Sr. High School Extra-Curricular Eligibility..... 44

## MISSION STATEMENT

CCA inspires students to love God, His Word, and others; equips students to reach their potential and exhibit godly character in their homes and community.

- Inspiring students to love God and others

*Matthew 22:36-40 – Master, which is the great commandment in the law? Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself. On these two commandments hang all the law and the prophets.*

- Inspiring student to love His Word

*Psalms 1:2 – But his delight is in the law of the Lord, and in his law doth he meditate day and night.  
Psalms 119:97-104 – O how love I thy law! It is my meditation all the day. Thou through thy commandments hast made me wiser than mine enemies; for they are ever with me. I have more understanding than all my teachers; for thy testimonies are my meditation. I understand more than the ancients, because I keep thy precepts. I have refrained my feet from every evil way, that I might keep thy word. I have not departed from thy judgments; for thou hast taught me. How sweet are thy words unto my taste! Yea, sweeter than honey to my mouth! Through thy precepts I get understanding; therefore I hate every false way.*

- Equip students to reach their potential

*Colossians 1:28-29 – Whom we preach, warning every man, and teaching every man in all wisdom; that we may present every man perfect in Christ Jesus: Whereunto I also labour, striving according to this working, which worketh in me mightily.  
Ephesians 1:17-18 – That the God of our Lord Jesus Christ, the Father of glory, may give unto you the spirit of wisdom and revelation in the knowledge of him; The eyes of your understanding being enlightened; that ye may know what is the hope of his calling, and what the riches of the glory of his inheritance in the saints.*

- Equip students to exhibit godly character in their home

*II Peter 1:5-7 – And beside this, giving all diligence, add to your faith virtue, and to virtue knowledge; and to knowledge temperance; and to temperance patience; and to patience godliness; and to godliness brotherly kindness; and to brotherly kindness charity.  
I Timothy 4:7 – But refuse profane and old wives' fables, and exercise thyself rather unto godliness.*

- Equip students to exhibit godly character in their community

*John 15:12-13 – This is my commandment, that ye love one another, as I have loved you. Greater love hath no man than this, that a man lay down his life for his friends.  
Matthew 25: 35-40 – For I was an hungred, and ye gave me meat; I was thirsty, and ye gave me drink; I was a stranger, and ye took me in; Naked, and ye clothed me: I was sick, and ye visited me: I was in prison, and ye came unto me. Then shall the righteous answer him, saying, Lord, when saw we thee an hungred, and fed thee? Or thirsty, and gave thee drink? When saw we thee a stranger, and took thee in? or naked, and clothed thee? Or when saw we thee sick, or in prison, and came unto thee? And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me.*

## **THE ACADEMY**

Cornerstone Christian Academy, as a ministry of Cornerstone Baptist Church, was begun in 1970 by a group of dedicated individuals who, under the leading of God, felt a strong need to have a Christian school in their community. They desired a school that would not only meet the needs of those in their church, but would reach out into the community to assist those families who desired excellence in academic, spiritual, emotional, and physical training for their children.

Cornerstone Christian Academy is a member of the North Carolina Association of Christian Schools and its parent organization, the American Association of Christian Schools. Through this association, we are able to have consistent teacher training to keep our faculty and staff abreast of current methods and materials. CCA is officially recognized by the Non-Public School Division of the State of North Carolina and complies with their standards. Our school has been judged a Tier One School by the United States military.

In an age dominated by humanistic philosophies, our standards of conduct and enforcement are based on reasonable interpretations of the Bible, our final authority in faith and practice. Our consistent efforts are toward saturating the minds of the students with biblical values and lessons.

We desire to prepare each student for their chosen future by providing a balanced atmosphere with caring, well-trained teachers and staff. We strive to offer students many opportunities for growth in all aspects of their lives. This includes challenging students to work independently and to think for themselves as they build convictions that will stand under the pressure of our modern culture. It also means providing our students with opportunities to develop an appreciation for fine arts, wholesome desires and discretion in physical recreation, and appreciation of our country and its freedom.

This is a challenging task, but we are dedicated to reaching these goals in the lives of each of our students.

Cornerstone Baptist Church and Christian Academy has a racially non-discriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

## STATEMENT OF FAITH

### THE BIBLE

We believe that the Holy Bible is the inspired Word of God. By the Holy Bible we mean the collection of sixty-six books from Genesis to Revelation, which as originally written, is the very Word of God. By inspiration we mean that the books of the Bible were written by holy men of old, as they were moved by the Holy Spirit, in such a definite way that their writings were supernaturally inspired and free from error, as no other writing has been or ever will be inspired. Therefore, the Bible is and shall remain to the end of the age the only complete and final revelation of God to man; the true center of Christian union, and the supreme standard by which all human conduct, creeds and opinions shall be tried. The Scriptures shall be interpreted according to their normal, literal, and grammatical-historical meaning.

*II Tim. 3:16-17; II Pet. 1:19-21; Heb. 1:1-2; Acts 1:16; Eph. 6:17; Ps. 119:89.*

### THE GODHEAD

We believe that the Godhead eternally exists in three persons, Father, Son and Holy Spirit; and that these three are one God having precisely the same nature, attributes and perfections, and while each has a separate and distinct functions, all three are worthy of precisely the same homage, confidence and obedience.

*Deut. 6:4; Mt. 28:10-20; II Cor. 13:14; Rev. 1:4-6; Eph. 2:18; Mt. 3:16-17.*

### THE LORD JESUS CHRIST

We believe in the Lord Jesus Christ, the only begotten Son of God, the eternal Word manifested in flesh. We believe that He was conceived by the Holy Spirit, and born of the Virgin Mary, not having a human father, but that He is truly and totally God and truly and totally man. We believe in His vicarious, substitutionary and redeeming death, Christ receiving in Himself the penalty of man's sin. We believe in the bodily resurrection of our Lord Jesus Christ and that He is now at the right hand of God the Father as our Mediator, Priest and Advocate. We believe in His personal, imminent and pre-millennial return for His redeemed ones.

*John 1:1-3, 14; Mt. 1:18-25; I Cor. 15:3-4; Heb. 9:24; I Thess. 4:14-17; Rev. 19:11-16; I Pet. 2:24; Acts 1:9-10; Eph. 1:7; Rom. 8:34.*

### THE HOLY SPIRIT

We believe that the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the Evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness and of judgment; that He bears witness to the Truth of the Gospel in preaching and testimony; that He is the agent in the New Birth; that He seals, baptizes, endues, guides, teaches, witnesses, sanctifies, indwells, fills and helps the believer.

*John 14:16-17; Heb. 9:14; Gen. 1:1-3; II Thess. 2:7; John 16:8-11; John 3:5-6; Eph. 1:13-14; I Cor. 12:12-13; John 16:13; John 14:26; Rom. 8:9, 14, 16, 26-27; I Pet. 1:2.*

### THE DEVIL OR SATAN

We believe that Satan was once holy, and enjoyed heavenly honors; but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; that he is now the prince of the power of the air, the god of this world; that he is the tempter, the enemy of God, the accuser of the saints, author of false religions, the chief power back of the present apostasy, the lord of the anti-Christ, the author of the powers of darkness; that he is destined to final defeat at the hands of God's Son, to the judgment in the Lake of Fire, a place prepared for him and his angels.



## 2018-2019 Faculty and Staff Handbook

*Is. 14:12-15; Ez. 28:14-17; Rev. 12:9; Eph. 2:2; I Thess. 3:5; I Pet. 5:8; Mt. 13:25, 37-39; II Cor. 11:13-15; 4:4; Job 1:6; I John 4:3; II Thess. 2:8-11; Rev. 20:1-3,10; Mt. 25:41.*

### THE CREATION

We believe in the Genesis account of creation and that it is to be accepted literally and not allegorically or figuratively; that man was created in God's image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species or development through interminable periods of time from lower to higher forms; that then all animal and vegetable life was made directly, and God's established law was that they should bring forth only "after their kind".

*Gen. 1:1; Col. 1:16-17; Gen. 1:26-27; 2:7; 1:11, 24.*

### THE FALL OF MAN

We believe that man, originally created in the image and after the likeness of God, fell from his high and holy estate by eating the forbidden fruit, and as the consequence of his disobedience, the penalty of death was then and there inflicted, so that his moral nature was not only grievously injured by the fall, but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil.

*Gen. 1:26; 2:17; John 5:40; 6:53; Eph. 2:1-3; Rom.3:9-10, 19, 20-23; I John 3:8.*

### THE SALVATION OF MAN

We believe that salvation is the gift of God, brought to man by grace and received by personal faith in the Lord Jesus Christ, Whose precious blood was shed on Calvary for the forgiveness of our sins.

*Eph. 2:8-10; John 1:12; Eph. 1:7; I Pet. 1:18-19.*

### THE SECURITY OF THE BELIEVER

We believe that the person who has once trusted in the Lord Jesus Christ as his Savior is eternally secured in Him; and that the believer's standing in Christ is perfect and eternally changeless but that his state during his earthly life is subject to fluctuation.

*John 6:37-40; 10:27-30; Rom. 8:1, 35-39; I Pet. 1:5; I John 1:6; 2:2.*

### THE TWO NATURES OF THE BELIEVER

We believe that every saved person possesses two natures, with provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; and that all claims to the eradication of the old nature in this life are unscriptural.

*Rom. 6:13; 8:12-13; Gal. 5:16-25; Eph. 4:22-24; Col. 3:10; I Pet. 1:14-16; I John 3:5-9.*

## ADMISSIONS POLICIES

### GENERAL POLICIES

- All new families must be interviewed prior to acceptance into Cornerstone Christian Academy.
- The admission process begins with the scheduling of diagnostic tests to determine a child's academic proficiencies in grades K5 through 12. (A \$20.00 fee will be charged for testing. Upon acceptance and registration, this fee will be applied to the registration fee.) These tests will be followed by an interview with the administration. Parents will be given a copy of the Student Handbook that must be read by the student and parent/guardian prior to this interview.
- Upon acceptance into Cornerstone Christian Academy, all paperwork included in the enrollment packet (itemized on the Registration Checklist) should be submitted to the office with the \$150.00 non-refundable registrations fee per student.
- Parents, along with fourth through twelfth grade students, are required to sign a statement of cooperation expressing their support of the school's program.
- In order to prevent spiritual confusion in the minds of students, Cornerstone Christian Academy reserves the right to refuse admission to any student from a family who cannot be supportive of the major doctrines that will be taught at the Academy.
- A student may be expelled at any time during the school year for parental or student misrepresentation of the truth during any part of the admissions process.
- Applicants who have a former record of aggressive or violent behavior or expulsion from another school within the previous three years will not be accepted. Applicants who have been expelled beyond the previous three years will be considered on a case-by-case basis. Applicants who have a former record of suspension will be considered on a case-by-case basis.

### PRE-SCHOOL SPECIFIC ADMISSIONS POLICIES

#### *AGE REQUIREMENTS FOR PRE-SCHOOL*

- K3 students can be pre-enrolled, but cannot actually attend school until their third birthday. All students must be potty trained.
- K4 students must reach the appropriate age by the August 31<sup>st</sup> cut-off date. Some exceptions may occur depending upon the development and maturity of the student.

#### *AGE REQUIREMENTS FOR K-5*

- K-5 students must reach the appropriate age by the August 31<sup>st</sup> cut-off date. Some exceptions may be allowed depending upon the development and maturity of the student.

#### *PRE-SCHOOL EVALUATION PERIOD*

- All preschool students are accepted on a forty-five day trial period, starting the first day of school, to determine the maturity level of the student. Even after the 1<sup>st</sup> nine week probation period, a parent may be asked to withdraw a student for aggressive behavior to other students or faculty; for lack of "potty training;" for unresponsive behavior to requests or commands from the faculty; for refusal to participate in classroom activities; or uncontrollable behavior, such as screaming, biting, spitting, etc.

POLICY CONCERNING STUDENTS WITH SIGNIFICANT EMOTIONAL OR BEHAVIORAL NEEDS

Cornerstone Christian Academy seeks to serve as many students as possible with a strong Christian education, but is limited by finances and facilities. We do not have the capacity to meet the needs of all students, particularly ones with significant emotional or behavioral needs. Every effort is made during the enrollment process to determine if we as a school can meet the emotional or behavioral needs of each student.

Before enrollment at Cornerstone, parents should carefully consider whether or not Cornerstone Christian Academy is the right school for their student. Parents should also speak to the administrator prior to enrollment if their student(s) have identified or perceived behavioral or emotional needs.

If, after enrollment, a child demonstrates a significant emotional or behavioral need in the view of the Administrator, a meeting with the parent(s)/guardian(s) will be scheduled. At this meeting, the identified needs will be discussed as well as what actions will be taken to ensure Cornerstone can effectively meet the needs of the student. At this meeting a specified review date and second meeting will be established.

If after careful review, the Administrator determines that Cornerstone cannot meet the behavioral or emotional needs of the child, the Administrator shall ask the parents to withdraw the child. Parents who withdraw their student upon the Administrator's request will not be charged a withdrawal fee.

Please note that this policy does not supersede our behavioral policy.

## 2018-2019 Faculty and Staff Handbook

### FINANCIAL POLICIES

K5 – 12th Grade (Includes Books & Field Trips)

	Full Tuition	11 Month Plan
1st Child	\$4,763.00	\$433.00
2nd Child	\$4,213.00	\$383.00
Each additional child	\$3,685.00	\$335.00

Half-Day Pre-School - 5 days a week (K3 – K4): 8:00 a.m. to 11:45 a.m.

	Full Tuition	11 Month Plan
1st Child	\$3,685.00	\$335.00
2nd Child	\$3,080.00	\$280.00
Each additional child	\$2,640.00	\$240.00

2% discount on tuition if paid in full by July 1, 2019

10% discount for all Cornerstone Baptist Church families

Tuition payments are made to Smart Tuition. Smart Tuition accepts e-checks, debit cards and credit cards. Smart Tuition will assess a fee for the use of debit and credit cards. Monthly payments are due the first of the month and begin July 1st. Payments made after the 10th of the month will be assessed a \$40.00 late fee by Smart Tuition.

Before and After School Care (BASC)

MONTHLY RATES:

1st Child	\$185.00
2nd Child	\$70.00
Each additional child	\$50.00

DAILY RATE: \$15.00/child

Before and after school care is open from 6:00 a.m. to 6:00 p.m. and is offered on a monthly or daily rate. Changes between the rate plans must be made in writing by the 15th of the month for the following month.

No student is allowed to stay on campus unsupervised. All students remaining on campus after 3:15 will be checked into BASC and billed \$15.00, which is the daily rate for care. If late pick-up becomes consistent, parents will be asked to place their student in full-time BASC. If a child is picked up after 6:00 p.m., or at the end of the scheduled BASC day, the fee is \$15.00 per quarter hour or any part of the quarter hour.

## 2018-2019 Faculty and Staff Handbook

After school care consists of homework room, organized games, gym time, and movie time, as well as monitored free time. An athlete study hall is provided on practice and game days at no charge.

### EXPLANATION OF FEES

*TESTING FEE:* \$25.00 per new student

*ENROLLMENT FEE:* \$150.00 per student not to exceed \$300.00 per family

Returning students: \$75.00 Loyalty Discount through (Monday, March 25, 2019)

The enrollment fee is non-refundable and covers the costs of in-processing a new student, record keeping, and billing.

*SMART TUITION FEE:* \$50.00 per family per year

In order to complete registration, each family must enroll in Smart Tuition. All payments for tuition and incidental expenses must be made online through Smart Tuition.

#### *OTHER FEES:*

Athletic Fee (7th-12th): \$65.00 per sport

Intramural Fee (3rd - 6th): \$25.00 per sport

Graduation Fees:

Kindergarten - \$50.00

High School - \$100.00

*WITHDRAWAL FEE:* \$500.00 per student

Student(s) who withdraw during the school year will be assessed a fee of \$500.00, unless withdrawal is due to military orders or requested by the administration. Official transcripts, report cards, and records will not be released for those families with an outstanding balance (including the withdrawal fee).

#### *LUNCH PROGRAM*

Lunches are available for \$3.50 each. A menu calendar is sent out monthly and selections need to be returned to the office by the due date. Payments will be charged through Smart Tuition.

## PARENTAL GUIDELINES AND OPPORTUNITIES

### GUIDELINES

To be fair and orderly to all parents, the Academy has established guidelines for all parents and guardians.

- Anyone arriving on campus late is asked to go directly to the office, not to the classroom. Any deliveries for students should be taken to the office. This is for the safety of our student body.
- In order to assist in the communication between the student, parent, and teacher, it is the expectation of the Academy that the elementary through 10<sup>th</sup> grade students' homework journal be signed every night, indicating the homework has been completed or communication has been received. The Academy reserves the right to exercise the same policy with upper level high school students if needed.
- Parents are asked to be supportive of their student's active participation in spiritual activities and national patriotism.
- Parents are expected to support special school events such as school trips, senior trips and field trips; graduation ceremonies and rehearsals; school plays, concerts, and programs; and school parties or other major events.
- The natural parents or legal guardians may review their student's personal records upon request. Requests should be made to the office and records will be made available in a reasonable amount of time. The Academy follows all state and federal privacy regulations.
- Students will only be released to individuals noted on the child's pick-up form. If the parent wishes for an alternate person to pick-up a student, the parent must indicate this in writing to the office prior to the time of pick-up. The alternate pick-up person must show a driver's license or proper ID before the student will be released. This is for the safety of our students.
- Parents are expected to refrain from any inappropriate words, actions, or attitudes directed toward any student, faculty, staff, administration, or other parent.
- No weapons, ammunition, illegal or controlled substances (drugs or alcohol), or inappropriate literature should be brought on campus.
- Parents must not leave elementary students at school events such as ball games or programs unless the student is an active participant at the event. The only exception to this policy is if there is an administration approved older sibling taking responsibility for the younger sibling. CCA staff will not be responsible for any student left unattended. Junior/Senior high students will lose their privilege of staying after school for events if they fail to abide by school policy.
- Every parent is asked to dress modestly whenever on campus, on school activities such as field trips or ball games, or participating in a school activity.
- Parents are expected to ensure their children are on time to school. An accumulation of unexcused tardies are considered a violation of the parental expectations.
- Parents are expected to call and notify staff members if they will miss a meeting.
- Parents are expected to manage and return the family folder each week. The folder is sent home each Thursday and is expected to be returned Friday of each week.

Parents who do follow the guidelines established above will be subject to the following procedures.

## **2018-2019 Faculty and Staff Handbook**

- If a law has been broken or the parent / guardian is a threat to the safety of others, the school employee will immediately call the police.
- If an employee witnesses any violation of the guidelines, the employee will notify the Administrator in writing of the violation. The Administrator will then schedule a meeting with the parents to review the incident. If the parent is deemed to have not followed the guidelines, the Administrator will issue a warning to the parents in writing of the guideline that has not been followed and the expectations of the school.
- If a parent has already been issued a warning and a second offense occurs, the Administrator will follow the procedures above and will determine appropriate steps to ensure the expectations of the school are followed. These steps can include: The Administrator's involvement in all Parent/Teacher communications, the suspension of a parent from attending extracurricular events, limiting the parent's access to parts of the campus.
- If a parent continues this behavior, the Administrator may request a hearing with the parent and the School Board. The School Board will determine if the parent's behaviors void our agreement and if they will be required to withdraw their student(s).

### **OPPORTUNITIES**

Our Academy encourages the active participation of our parents and guardians in the work of educating our young people for the great future that lies before them. Through parental volunteers, CCA is able to offer more opportunities to its students. Please contact the office to find out what opportunities are available.

## **OPERATIONAL POLICIES**

### **HOURS OF OPERATION**

- Normal Academy operating hours are 8:00am-3:00pm. Children may not arrive at school earlier than 7:30am nor remain later than 3:15pm unless they are involved in an organized school activity or enrolled in BASC.
- Any children registered in BASC may arrive in daycare as early as 6:00am. These students must go immediately into daycare.
- All students arriving between 7:30-7:45am must go to the cafeteria where a teacher will be on duty. Students will be dismissed from the cafeteria to the classroom at 7:45am.
- Students picked up late (after 3:15pm) will be sent to BASC and charged the daily rate for after school care. The charge is \$15.00 for the afternoon. If late pick-ups become consistent, parents will be asked to place their student in the BASC program.
- BASC ends at 6:00pm each evening; therefore, parents of students that are picked up after 6:00pm will be charged \$1.00 per minute per student.
- If a student stays late to participate in an approved activity, the sibling(s) of that student who are not participating and are not enrolled in BASC must still be picked up on time.
- Normal business office hours are 7:30am to 4:00pm. Summer business hours are 8:00am to 3:00pm.

### **SCHOOL CLOSINGS**

School closings, delays, or early dismissals will be announced through our SchoolCast system. We do not announce school closings through radio or television outlets. It is the parent's responsibility to keep their contact information up-to-date with the school office.

### **MEDICATION**

All medication, whether prescribed or over-the-counter, must be brought to the school office, where it will be kept and dispensed by the school secretary. (The only exception to this policy is cough drops which can be given to the teacher to dispense.) Please label all items with the child's name, grade, special instructions, and the dates and times the medication is to be dispensed to the student.

### **CHILDHOOD AND COMMUNICABLE DISEASES**

If a student has a childhood disease (such as chicken pox) or is suspected of having a communicable disease (such as ringworm, pink eye, poison ivy, etc.), we request that the parent keep the child at home until such time as a doctor informs the parent that the disease is no longer communicable. In the case of a communicable disease, a doctor's note is required to re-enter school.

A child who has a fever, diarrhea, or is vomiting may not be brought to school. Students will also be sent home if those symptoms are displayed at school. If a student has a fever of 100 degrees or more, they should not return to school for a minimum of 24 hours after the fever has broken. Students should not be given fever reducing medications and sent to school.

### **STUDENT ACCIDENT INSURANCE**

Cornerstone purchases accident insurance for each student in our academy. This insurance covers accidents that occur to our students during school or school functions. Please contact the school office if a claim needs to be filed.

### **ATTENDANCE**

Class attendance is necessary for any student to receive a good education. Attendance at every class session is of utmost importance. We urge students to be present in each class unless circumstances absolutely will not allow this.



## **2018-2019 Faculty and Staff Handbook**

Staff, parents, and students alike must realize that absences directly affect the learning progress and grades. Therefore, great emphasis is placed upon a student's class attendance.

### **ABSENCES**

- Sickness for less than three days needs only a written excuse from the parent. Absences for three days or more require a doctor's verification. Exceptions to this will be childhood diseases.
- Absence because of the death of an immediate family member will be excused.
- If a parent needs to take a child out of class, the release of the student must be made through the office.
- When a child returns to school, a written note or a phone call with an email from the parent must accompany the student upon their return. The note or email should state the following: date, reason of absence, parent's signature
- If a student is absent for more than twenty days (including approved absences) during the school year, that student will be expected to attend summer school in order to be promoted. Exceptions to this must be approved by the Administration.
- If a junior high/senior high student misses more than ten class periods in any half-credit subject, that student will have to attend summer school to be able to receive credit for that subject. Exceptions to this must be approved by the Administration.

### **APPROVED ABSENCES**

The purpose of approved absences is to allow students to miss class for activities other than a doctor's appointment, sickness, or funerals.

- Students are allowed a limit of five approved absences per year. This is five days total, but not necessarily five days in a row.
- Approval must be arranged through the administration.
- Approval must be requested a minimum of two days in advance.
- Approved absences cannot be taken during exam week, program weeks, graduation week, and achievement testing.
- Failure to follow these guidelines will result in unexcused absences. Work missed may not be made up and will result in a grade(s) of zero. This includes test and quizzes.

### **TARDIES**

It is expected of parents that they ensure that their child(ren) arrive at school on time.

- Beginning in sixth grade, three unexcused tardies will result in a detention that will need to be served on the next detention day.
- All tardies, whether excused or unexcused, will be recorded on the report card.

### **TARDY TO CLASS**

A Jr./Sr. high student is considered tardy to class if he is not completely in his seat when the bell begins to ring.

### **AUTOMOBILES/STUDENT DRIVERS**

- Students must obtain a Driver's Permission Form from the office which must be filled out and signed by the parent before administrative permission will be granted.
- Students are not allowed to sit in cars before or after school, during the school day, or at any school function. A student must secure permission before going to his car during the school day.
- Parents of both the passenger and the student driver must give their consent in writing before those students are allowed to ride together off campus. CCA is not responsible for any student who leaves

## **2018-2019 Faculty and Staff Handbook**

without prior permission. Improper operation of vehicles on school property can result in the loss of driving privileges.

### **GYM USE**

The Gymnasium (Ministry Activity Center [MAC]) is off-limits for personal use before and after school unless an authorized adult is present or special permission is given by the Athletic Director or Administrator.

### **GUESTS ON CAMPUS**

All guests must go by the office to receive a guest pass before visiting any part of campus. All guests must be modestly dressed and appropriate in their behavior while on campus. Visitors, including parents and friends of students, during school hours must have their visit approved by the principal. Please call at least one day in advance of the visit. All visitors must wear a badge identifying that they have checked in at the main school office. Visitors must comply with the dress code and standards of the school.

### **FIELD TRIPS**

Class trips are an important part of the overall curriculum and are mandatory unless prior administrative approval has been given.

### **LOST AND FOUND ITEMS**

Lost and found is located at the school office. Items may be claimed for \$1.00 per item. The school encourages students to label all personal items brought to school. A lost and found sale of unclaimed items will take place at the end of each nine week period.

### **PROHIBITED ITEMS**

Radios and other personal listening devices, music CDs or tapes, ear buds or head phones, toys or games, playing cards, tobacco products, matches, alcoholic beverages, narcotics, knives, guns, explosives, lighters, or any and all weapons are not allowed on campus. Possession of any of these items may result in expulsion.

### **SCHOOL PROPERTY**

The appearance and care of Cornerstone Christian Academy are part of our testimony. Students are expected to help take good care of the facilities and property. Students are expected to pay for any damages for which they are responsible and appropriate discipline will be given if needed. Cornerstone Christian Academy Administration reserves the right to inspect lockers or student desks.

### **TELEPHONE USAGE**

The Academy telephones are for business use only. Phones in the classrooms are strictly for faculty/staff use. Any student that needs to use the phone must go to the office on their own time. Students will be responsible for any material that was covered while they were out of class making a phone call.

### **MOBILE DEVICE POLICY**

Student use of personal cell phones, tablets, or other electronic communication devices is strictly prohibited during the school day (7:30 a.m. to 3:15 p.m), in BASC, or any school sponsored event. These items must be turned off and stored away in a locked car or locker during these hours. It is not permissible to use such devices for any purpose, i.e., texting, contacting parents, accessing email, web browsing, as a calculator, or listening to music. In the interest of preserving both academic integrity and an uninterrupted instructional environment, any necessary student communication should be made through the office.

It is the responsibility of the student to ensure that no disruption occurs as a result of an electronic device. It is also the responsibility of the student to secure and protect any device brought on campus.

## 2018-2019 Faculty and Staff Handbook

At the discretion of the Administration, cell phones or other mobile devices may be allowed on certain trips and other events for the purpose of communicating with parents and guardians. In these instances, students are expressly not permitted to access the internet, to watch movies, to post or review social media, or to listen to music. At the discretion of the school appointed leader of the trip or event, students may use messaging, but only with their parents or guardians.

## ACCEPTABLE USE POLICY

### INTERNET USE

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The Internet gives teachers and students access to electronic mail communication with people all over the world and to information and news from government agencies.

Inherent in internet usage for educational purposes is the risk that students may access content that may be inappropriate or potentially offensive. While student use of the Internet will be supervised and filtering software will be used, Cornerstone Christian Academy does not have full control of the content that may be accessible. We firmly believe, however, that the valuable information, electronic interaction, and potential benefits for our students far outweigh the possibility that users may access inappropriate or offensive material.

Students are expected to exercise responsible Christian behavior when using the Internet. These responsibilities include:

- Using the Internet in a way that is consistent with the mission and policies of Cornerstone Christian Academy.
- Using the Internet for school related or staff approved educational work.
- Adhering to the rules of copyright.
- Respecting the data and privacy of other users.
- Sending e-mail or accessing web pages only with teacher permission.
- Keeping personal information about oneself or others private. Such personal information includes address, phone number, credit card numbers, social security numbers, password, or other confidential information.
- Understanding that e-mail is not guaranteed to be private. System administrators may access e-mail or monitor activity when there is reason to suspect inappropriate conduct or when there is a problem with the system.

### OTHER COMPUTER USE

Use of computers at Cornerstone Christian Academy also requires adherence to the following:

- Copying, altering, or tampering with data files, software programs, or system settings on any school computer is strictly forbidden.
- Unauthorized persons may not use equipment, software, security passwords, network accounts, or access codes belonging to the school or other users.
- Cornerstone Christian Academy reserves the right to review and remove any material stored on its equipment.
- Users must honor software licensing agreements and all rules of copyright and personal property.
- Software or data from outside sources, including files attached to e-mail, or stored on floppy disks, CD's, USB drives, or any other medium, may not be used on school equipment without proper authorization from the system administrator.

## **2018-2019 Faculty and Staff Handbook**

- No food or drink (including water) are allowed in the computer labs or when using a school's computer at any location.

### **VIOLATION OF POLICY**

Students violating the Acceptable Use Policy will be subject to the following:

- Disabling of account for a time determined by the administration.
- Detention for violating school policy.
- Possible suspension or other discipline deemed appropriate by administration

### **QUESTIONS AND CONCERNS - (CHAIN OF COMMAND)**

We want you to know everything we are trying to accomplish with your child, and your calls and questions are welcome. If a problem or question arises concerning an individual child, please contact the teacher first. If the question or concern is not resolved to the parent's or teacher's satisfaction, the question or concern should then be directed to the vice-principal. If the question or concern is not resolved on the Vice-principal level, the matter can then be addressed to the administrator (principal). If necessary, the matter can then progress to the pastor and then to the school board.

### **MUSIC**

Music is a gift from God that is given to us for the purpose of glorifying God. Ungodly music can have a detrimental effect upon young people, emotionally, spiritually, and physically. Therefore, we urge our students not to listen to music that is contrary to God's Word.

### **NON-SCHOOL SPONSORED ACTIVITIES**

Cornerstone Christian Academy will not be responsible for any party or social activity of which the school does not sponsor.

### **CHAPEL**

Chapel services are held weekly. In addition, special chapel services and all-school assemblies will be held at various times throughout the year. These special services will be an excellent opportunity for inspiration and spiritual growth. Parents are always invited to chapel services.

## ACADEMIC INFORMATION

### CURRICULUM

The Curriculum of Cornerstone Christian Academy consists primarily of the *ABeka Book Publications* and *Bob Jones University Press*. Our curriculum is academically aggressive, God-centered, and Bible-based. Other curricula used, primarily in the Academic Center, are *Accelerated Christian Education* and *Alpha Omega Publication*.

In the Senior High, CCA offers Standard, Honors, and AP courses that will be weighted according to North Carolina State Standards.

### ELEMENTARY GRADING CRITERIA

(Letter/numeric value)

A+	99	C+	83
A	96	C	79
A-	93	C-	77
B+	90	D+	75
B	87	D	72
B-	85	D-	70
		F	69 (and below)

### HIGH SCHOOL GRADING CRITERIA

(Letter/numeric value/GPA)

A+	98	4	C+	77	2.33
A	93	4	C	73	2
A-	90	3.66	C-	70	1.66
B+	87	3.33	D	67	1.33
B	83	3	F	66 (and below)	
B-	80	2.66			

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

## 2018-2019 Faculty and Staff Handbook

### HOMWORK

We believe that homework is an important part of the Academy program. Homework is given for remedial and reinforcement purposes. Homework will be included in the student's overall grade. Students will be given homework journals or stenos to record their homework assignments.

Homework will be given which is appropriate to each child's grade level. Because homework is such a vital reinforcement tool, each student is expected to have their homework complete, neat, and turned in on time. Failure to follow instructions will result in consequences for that student.

Parents will be informed if their student habitually fails to get his homework turned in on time and done correctly.

Occasionally special projects will be assigned. Parents are expected to fully support and cooperate to assure that homework assignments and projects are completed by the student.

All major projects or papers will be accompanied by an assignment sheet/requirement page to be sent to the parents (2 copies). One copy will be signed and returned for the teacher's records, and one copy should be kept for the student/parent's records.

### MAKE-UP WORK

Students should make up all work (homework, class work, quizzes, tests, etc.) from an excused absence within a **week** of returning to school. For prolonged excused absences, the administration will determine the appropriate time frame to make up the work missed.

### PLAGIARISM

The following definition of plagiarism will apply to all written work handed in at CCA whether it is a paper, project, etc.

**Definition:** *Plagiarism is a form of stealing which consists of taking the words, organization, or sentence structure of another and presenting as if it were your own.* (Definition taken from A Beka Book Grammar series.)

### PROGRESS REPORTS

In the middle of each nine-week grading period, a progress report will be sent home to indicate the student's academic progress or needed improvements, attitudes, and cooperation.

### REPORT CARDS

Students receive report cards on a nine-week schedule. A parent/teacher conference must be scheduled for all students with a grade of *D* or *F*. For elementary students, please schedule directly with the teacher. For junior and senior high students, conferences should be scheduled through the office. All report cards should be signed and returned to the teacher or office.

### JUNIOR AND SENIOR HIGH SCHEDULES

Scheduling, adding, or dropping classes requires written parental and administrative permission. All dropping and adding classes should be done within the first two weeks of school or of adding a new class.

### EXEMPTION FROM FINAL EXAMS

A high school student who has completed all four quarters of a class with an "A" in each quarter is exempt from that class's final exam. Any exceptions should be approved by the Vice Principal.

### HONORS, AP, & DUAL ENROLLMENT CLASSES

A student qualifies to take Honors, Advanced Placement, or Dual Enrollment classes by maintaining a B- in the previous year's class or by administrative or faculty recommendation.

Students who are not performing to expected levels of scholarship will forfeit the opportunity to remain in the Honors and Advanced Placement classes and will be placed in the standard classes.

## **2018-2019 Faculty and Staff Handbook**

### **PROMOTION AND RETENTION IN THE ELEMENTARY**

- K5 Students will be promoted upon successful completion of course work and the recommendation of the teacher.
- 1<sup>st</sup> -6<sup>th</sup> Students must have a yearly average of at least a D- in Bible, Math, Language/Phonics, Science, Reading, and History for successful promotion to the next grade. Failure to meet these standards will result in retention pending successful completion of summer school with at least a D- grade. If the student has a failing grade for the year, that student will need to attend one summer school session for each semester failed.

### **PROMOTION AND RETENTION IN THE JUNIOR/SENIOR HIGH**

- 7<sup>th</sup> -8<sup>th</sup> A semester average of at least a D- is required in Bible, Math, English, Science, and History for successful promotion to the next grade. Failure to meet these standards will result in retention pending successful completion of summer school with at least a D- grade. Students that have a failing grade will need to attend one summer school session for each semester failed.
- 9<sup>th</sup>-12<sup>th</sup> At the high school level, a student will be classified according to the number of credits he has completed. Any semester that a student does not achieve the required grade of at least a D- in any subject, the student must repeat that semester of that subject in summer school in order to fulfill graduation requirements.
- Promotion and retention for students taking classes in the Academic Center will be decided on a case-by-case basis.

### **ACADEMIC PROGRESS**

- Our goal is to prepare each student for post high school education. If in our estimation, we are not seeing sufficient progress that needs to be made for a student to graduate on time and with the classes needed to go to college, the parents or guardians of that student will be contacted and a meeting will be set up. In that meeting options will be given and plans made as to how best to meet the needs of that individual student. Parents or guardians could be expected to have their student tested for learning disabilities.
- If a student has a learning disability or a learning disability with an IEP, that information must be provided to CCA for that student's file.

### **ACADEMIC CENTER**

The Academic Center is a specialized learning environment utilizing print-based and media-based curriculum. Students must be in at least 4<sup>th</sup> grade to use the Academic Center; however, the Academic Center is not the first choice of the administration for elementary students. Students are placed in the Academic Center because 1) they are in academic jeopardy; 2) they are taking advanced or elective classes; or 3) the administration has elected to offer a class via the Academic Center. Attendance in the Academic Center is tabulated just like any other class in the junior/senior high school.

#### **Policies**

- Students should be working.
- Students assigned to the AC should remain in the AC.
- Students should expect homework.
- A due date is a due date. Students have due dates associated with their work, and they are expected to meet their due dates. In general, projects are due when a student gets to the project. Late projects may result in a reduced grade for the work.
- AOP students should look ahead and be planning ahead to complete projects by the day they are due.
- ACE students should complete the composition and other assignments as they reach them.

## **2018-2019 Faculty and Staff Handbook**

- No students should be completing PACES or Units and then be doing projects that they skipped.
- There is to be no talking unless it is about the work being done in the class.
- Only the teacher assigned to a student's course may give the test for that course. This does not mean if a teacher is absent that a student has to wait for the teacher to return to school.
- Weekly goal cards will be stapled on the outside of each PACE and should be signed daily regardless of the student's grade level.
- During class time, all students should be in the cubicles or computer stations as needed. Students in PACES should be at cubicles. Students should only be at a computer station if they are working on a computer class.
- Only people testing may be at the testing table.
- All AC students will keep a daily log of work accomplished that day.

### **SUMMER SCHOOL**

Summer school for students in the Academic Center will be decided on a case-by-case basis, however, if an Academic Center student has not completed their work by the end of the school year or if a student is coming to summer school due to a failing grade in a core subject, that student will be required to attend summer school. If the work is not completed with a passing grade that student cannot be promoted to the next grade. Summer school classes end the last day of summer school and will not be carried into the next school year.

### **PHYSICAL EDUCATION**

A written excuse from a parent (or doctor for an extended period of time) is necessary to excuse a student from physical activities. All students must dress for PE class even if they have a written excuse. Dress for PE class is noted in the section labeled Dress Code.

### **STUDENT AIDES**

High school students (11<sup>th</sup> and 12<sup>th</sup> grade) can earn a half-credit as a student aide helping a teacher in the classroom. Grades will be given for aiding, but they will not count towards the student's GPA.

An aide's responsibilities could include any or all of the following:

- Grade papers using an answer key.
- Assist the recess time.
- Monitor the class, answer raised hands, or give instructional help during the reading group times.
- Write student work on the white boards.
- Do filing of papers or preparation of papers for distribution to student files.
- Prepare folders to go home.
- Run errands for the teacher.

Student aides should be in their assigned place at their assigned time. Student aides should be sent back to high school study hall if there are no duties to be performed. Student aides could lose the privilege of aiding if they do not comply with the desires of the teacher or administration.

### **NATIONAL CHRISTIAN HONOR SOCIETY**

Students who are invited to be part of National Christian Honor Society are chosen on the basis of their academic scholarship (maintaining an academic average of 90% or greater throughout their high school years and have taken at least one half of the honors or AP classes offered), their leadership qualities, their testimony, and their desire or willingness to serve. Students who elect to become a part of this group will have a great responsibility among the student body. Honor Society member will be expected to maintain a 90% average in their grades (3.33 GPA), attend meetings, and actively participate in at least eight (8) hours of school service and one community service project per semester. School and community service projects could include, but are not limited to the CCA food drive, doing



## 2018-2019 Faculty and Staff Handbook

gate or concessions for part or all of a game night, helping with the CCA Pink Week, CEF participation, Special Olympics, CCA campus clean-up or give-back days, etc..

Students who choose to accept membership in the Honor Society are agreeing to abide by the standards of the society in academics and character. Grades will be checked at each grading period. If a student's average falls below 90%, the student will receive a warning and will have until the next grading period to bring his grade up to the required 90% average to be able to remain in the Honor Society. Any lapse of character will be evaluated as it occurs. Once a student is removed from Honor Society, they will be asked to return all certificates, pins, and shirts, and they will not be able to rejoin.

New Honor Society inductees will be recognized during the fall semester.

### NATIONAL TESTING

The Iowa Assessments Test is given each year for students in K5 through twelfth grade. Students who are absent or miss the test will be charged a late test fee. Students are required to make up all missed tests.

The college entry SAT and ACT exams are not given at the Academy; however, the registration material may be obtained from the CCA high school guidance counselor.

### GRADUATION REQUIREMENTS

In order to prepare our students for college, Cornerstone has aligned its standards with the State of North Carolina.

Subject Area	4 Year College Bound Credits	Community College Bound Credits	Courses
Bible	4 Credits	4 Credits	Discipleship, Apologetics, Changed into His Image, Behold Your God
English	4 Credits	4 Credits	English 1, English 2, English 3, English 4
History	4 Credits	3 Credits	U.S. History, Government, World History, Economics
Science	3 Credits	2 Credits	Physical Science, Biology, Chemistry,
Math	4 Credits	3 Credits	Algebra I, Algebra II, Geometry, Precalculus
World Languages	2 Credits		
Health & PE	1 Credit	1 Credit	Health, PE, Sports

## 2018-2019 Faculty and Staff Handbook

Electives	4 Credits	4 Credits	Speech, Digital Arts, Journalism, Financial Math
Totals Credits	<b>26 Credits</b>	<b>21 Credits</b>	

### Notes:

- Students who are college bound must take a math class that is beyond Algebra II
- Students who are Community College bound must choose a path towards a certification at the community college.
- The administration will determine the number of credits that a course at FTCC counts towards Cornerstone credits. Generally 3 FTCC credits equals ½ credit at Cornerstone.

Each graduate will receive his diploma at the graduation ceremony with the following exceptions:

- Course work has not been completed (a senior will not be able to march if course work is not completed prior to graduation night).
- Participation in a school-sponsored event that takes place after graduation day.
- Outstanding balance on the student's account.

### GRADUATING WITH HONORS

- A senior must have at least a 3.5 GPA to graduate with any type of honors.
- A valedictorian or salutatorian must have been at Cornerstone for at least their junior and senior year.
- A valedictorian or salutatorian must meet the requirements for a Track 1 diploma.
- The valedictorian and salutatorian will be determined after all grades have been recorded and averaged for final GPA's.

### *Honor Cord Colors*

Honor Student	Heavy Gold
Bible	Red, Black, and White
English	Royal Blue
Math	Orange
Science	Purple
History	Red, White, and Navy
Spanish	Red and Gold

## 2018-2019 Faculty and Staff Handbook

Music

Pink

Drama/Speech

Royal Blue and Gold

\*To earn an individual honor cord, students must have achieved the following:

**Honor Student** – Achieved a 3.5 or higher overall GPA

**Academic Courses** - Have taken all AP or Honors courses offered in the course of study . Earned at least a 3.3 average

**Fine Arts Courses** - Have taken the fine arts course all four years. Earned at least a 3.3 average

### THE ADVOCATE'S WAY

College Prep at Cornerstone

#### *MISSION*

To prepare students to be faithful advocates for truth, justice, and righteousness.

#### *VISION*

Students who complete this program will:

- Be a testimony of God's love to others. [1 Timothy 4:12]
- Have the courage to stand for the faith. [2 Timothy 1:6-8]
- Be advocates for the poor and needy. [Proverbs 31:8-9]

Students who complete this program will demonstrate:

- A command of the written and spoken word.
- A capacity for logic, debate, and apologetics.
- A thorough understanding of Language, Science, Math, and History.

Students who complete this program will possess:

- A High School Diploma from Cornerstone Christian Academy.
- Sufficient coursework to enter any state university in North Carolina.
- 20-30 college credit hours through Fayetteville Technical Community College's high school connections program.

## 2018-2019 Faculty and Staff Handbook

### *PREREQUISITES*

Prior to entering the Advocate's Way, students are required:

- To have a 3.0 average with no failing grades in the previous year.
- To score at grade level on our entrance exam [\*If transferring from another school]
- To have a willing heart and work ethic as demonstrated in an entrance interview or 8th grade interview.

### *COURSE OF STUDY*

The Advocate's Way will feature an advanced course of study that emphasizes:

- Developing a bible-centered worldview and philosophy.
- Developing a well-rounded view of the world through the study of great novels and writing.
- Developing reasoned, logical arguments and communications.
- Developing a keen understanding of the social and political issues of the world.
- Building a capacity for lifelong learning in all arts and science.

### *REQUIREMENTS*

To continue in The Advocate's Way, students are required:

- To maintain a B average with no failing grades.
- To maintain academic standing at Fayetteville Technical Community College.
- To complete at least 10 hours of community service per year with organizations that serve the poor.

To graduate from Cornerstone with The Advocate's Way medal of recognition, students are required:

- To maintain a 3.0 average with no failing grades.
- To complete all requisite coursework.
- To successfully complete a senior level evaluation of advocacy skills. This will include one of the following:
- An essay that seeks to speak righteousness in our community
- A speech in front of chapel or at a local church that seeks to speak righteousness to our school community.

## 2018-2019 Faculty and Staff Handbook

- Planning and organization of a community service event

### THE MASTER'S WORK

Vocational Pathway at Cornerstone

#### *MISSION*

To prepare students to be faithful members of our community with a marketable trade upon graduation.

Students who complete this program will:

- Be a testimony of God's love to others. [1 Timothy 4:12]
- Have the courage to stand for the faith. [2 Timothy 1:6-8]
- Be advocates for the poor and needy. [Proverbs 31:8-9]

Students who complete this program will demonstrate:

- A command of a trade.
- A command of the interpersonal skills required to be successful.

Students who complete this program will possess:

- A High School Diploma from Cornerstone Christian Academy.
- A Trade Certificate from Fayetteville Technical College.

#### *PREREQUISITES*

Prior to entering The Master's Work, students are required:

- To have a 2.0 average with no failing grades in the previous year.
- To have a willing heart and work ethic as demonstrated in an entrance interview or 8th grade interview.

#### *REQUIREMENTS*

To continue in The Master's Work, students are required:

- To maintain a B average with no failing grades.
- To maintain academic standing at Fayetteville Technical Community College.
- To select an area of concentration for your study of a trade a FTCC prior to 11th grade.

## 2018-2019 Faculty and Staff Handbook

- To complete coursework as assigned at FTCC.

To graduate from Cornerstone with The Master's Work medal of recognition, students are required:

- To maintain a 2.5 average with no failing grades.
- To complete all requisite coursework.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

FERPA, The Family Educational Rights and Privacy Act, is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Although Cornerstone Christian Academy (CCA) is a private school and does not receive Federal funding we wish to make sure that your child's records are afforded the same level of protection that FERPA requires. Under FERPA, schools must generally afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

## 2018-2019 Faculty and Staff Handbook

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) CCA will seek parental consent when a request for educational records is received from officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

### **NOTICE FOR DIRECTORY INFORMATION**

FERPA, The Family Educational Rights and Privacy Act, is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99. Although Cornerstone Christian Academy (CCA) is a private school and does not receive Federal funding we wish to make sure that your child's information is afforded the same level of protection that FERPA requires. FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the "directory information" notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.) Cornerstone Christian Academy has designated the following information as directory information: Student's name, address, phone number, photograph, age, and grade level. Under FERPA schools, with certain exceptions, are required to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to a school, such as Cornerstone Christian Academy, to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production The annual yearbook Honor roll or other recognition lists Newspaper submissions of awards received Graduation programs Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

## DRESS CODE POLICIES

The following Dress Code is intended to establish an institutional expectation for appropriate attire.

### SUPPLY PURCHASES

Uniform shirts and outer wear must be ordered and purchased through the Cornerstone uniform vendor. The vendor will have a complete line of approved school shirts and outer wear. See the office for more information.

When purchasing supplies (book bags, folders, etc.), please be sure that no depictions of worldliness or ideas contrary to Christian principles are on these items. In the high school, book bags need to fit inside the student's locker during the day.

### CLOTHING

#### *REGULAR SCHOOL DAY DRESS*

#### *SHIRTS AND OUTERWEAR*

Pre-school (K3 and K4) students must wear a Cornerstone T-shirt or sweatshirt. Elementary students must wear Cornerstone T-shirt or polo shirt. Junior/Senior high students must wear a Cornerstone polo shirt.

All students must abide by the following:

- Only Cornerstone apparel may be worn in class as an outer garment. Non-Cornerstone jackets may be worn outside the class. Any hoodie or crewneck sweatshirt worn on campus or at school functions must be Cornerstone apparel. Students may be asked to remove their sweatshirt/hoodie in class.
- Cornerstone shirts should always be worn, even if a CCA sweatshirt or hoodie is worn.
- A solid color long sleeve shirt with no logos or writing may be worn under polos or t-shirts for warmth.

#### *PANTS AND SKIRTS*

Students may wear either navy blue or khaki dress pants or dress shorts. Female students may also wear navy blue, khaki or blue denim skirts or jumpers. Skirt length or slits must not rise above the middle of the kneecap when either standing or sitting. Skirts should be loose fitting and modest.

All students must abide by the following:

- Clothes should not be frayed or have holes in them.
- Shorts and Pants must be loose fitting. Pants should not be hugging or outlining any part of the body. Baggy pants that are designed to ride low or lie off of the hips are not acceptable. Pants must not be a knit, corduroy, or jean material. Short length must not rise two inches above the middle of the knee when seated. If a parent has any questions about the style of pants, please consult the office.
- If skirts or pants have belt loops, a belt must be worn.

#### *SHOES, SOCKS, AND HATS*

Pre-school (K3 and K4) and Elementary students must wear closed-in shoes with socks.

Junior/Senior high students must wear closed-toed shoes with socks at all times. For female students, heels should not be higher than two inches from the floor to the bottom of the shoe at the highest point.



## 2018-2019 Faculty and Staff Handbook

All female students can also wear hose, tights, and leggings. These must be solid colors, with no design or pattern. These will not be considered a replacement for any other required dress code item.

Hats should not be worn in the main buildings (with the exception of the gym).

### *FIELD DAY DRESS*

Female students may wear any color loose fitting pants, shorts to the knee, wind pants, culottes, capris, or skirts, a Cornerstone T-shirt, and closed-in shoes (unless prior authorization is given for a different style of shoe).

Male students may wear any color loose fitting pants, shorts to the knee, wind pants, or dress pants, a Cornerstone T-shirt, and closed-in shoes (unless prior authorization is given for a different style of shoe).

### *PE DRESS - (JR. / SR. HIGH)*

Students will wear black wind pants or black knee-length sport shorts, white or black sports socks, and tennis shoes. PE shirts will be purchased through our uniform provider.

### *SATURDAY SCHOOL DRESS*

Saturday school dress will be the same as normal school day dress.

### *KINDERGARTEN AND HIGH SCHOOL GRADUATION DRESS*

Female students should wear a dress with a nice pair of dress shoes. Dresses should not clash with their navy gowns.

No sleeveless dresses are permitted. Dress length should be to the middle of the knee. Also, if you could please remember that ponytails, hair bows, barrettes, etc. makes it difficult for caps to stay on.

Male students should wear a long sleeved white shirt, dress slacks with a belt, dress shoes, and a tie that will not clash with their navy gowns.

### *BANQUET DRESS*

Female students should wear a formal or semi-formal dress. Dress should be loose fitting with slits and length being no higher than the middle of the knee sitting or standing. A dress can be sleeveless, but not strapless. The neck and shoulder lines should be modest and not revealing in any way. Dresses cannot have a low back. Dresses must be approved by a female high school teacher no later than a week before the banquet.

Male students should wear a button-down style dress shirt and tie, dress pants with a belt and dress shoes. Jacket is optional.

### *PERFORMANCE DRESS*

A letter will be sent home in a timely manner prior to the performance. This letter will outline the specific performance dress.

### HAIR

The color of the student's hair must be a natural shade of brown, black, blonde, and red. Faddish, bizarre or unusual hairstyles such as etchings, mohawks (or fauxhawks), etc. are not acceptable.

Female students may have highlights in their hair, but it should be blended and natural looking.

Male students' hair must be off the eyebrows, ears, and collar. Hair must be well groomed at all times.

Male students are to stay clean-shaven. No beards or mustaches are allowed.

## 2018-2019 Faculty and Staff Handbook

If parents have any questions about their student's hairstyle or color, please consult the administration before making any changes.

### MAKE-UP, JEWELRY AND TATTOOS

Pre-school (K3 and K4), Elementary, and male students may not wear makeup.

Female students are encouraged not to wear large or excessive jewelry. Jewelry should be conservative. Toe rings and ankle bracelets should not be worn. Female students may wear up to two earrings in each ear and they must be located in the lower lobe of the ear

Male students will not wear earring(s) in any part of the body. They may not wear jewelry except watches, class rings or rubber theme bracelets (any wording should not violate school standards or philosophy.)

Any student who gets a tattoo after enrolling in the school will be dismissed from the Academy.

Any student who has a tattoo prior to enrolling in CCA will be asked to keep it covered at all times. If the student brings inappropriate attention to their tattoo, he may be dismissed from the Academy.

*Please Note:*

*The Academy reserves the right to change or introduce new dress code measures during the school year. The Academy reserves the right to make all final decisions concerning dress code.*

## CONDUCT

### ATTITUDE

All students are to maintain a Christ-like attitude at all times. Constant or repeated complaining, repeated violation of rules and regulations, criticizing, griping, or sullenness will not be tolerated. Making light of Bible classes, chapel programs, or guest speakers is not acceptable. No student will be permitted to ridicule or mock other students, school rules, or personnel. If in the opinion of the administration, improper attitudes persist after parents have been contacted, probation, suspension, or expulsion may result. A proper Christ-like attitude prevails only as we give ourselves to consistent daily devotions and prayer.

A student or parent of a student who does not cooperate or agree with the purpose and program of the school may not be admitted or allowed to remain in school.

### BEHAVIOR

If at any time a student has shown a lack of overall compliance to the school or classroom rules or is a danger to other students, staff, or other families, the administration reserves the right to have that student withdrawn immediately.

### BEHAVIORAL EXPECTATIONS

We believe parents and teachers must cooperate fully with one another. Anything done or said which tears down respect and confidence for either will harm the child. Parents should quickly take any misunderstanding to the teacher. Should the problem remain unsolved, the parents should then feel free to consult the vice principal or administrator if there is no vice principal.

Good behavior comes from the heart and must not be mere conformity to man-made regulations. The following expectations need to be observed:

- Proper respect – (to show regard or consideration for others) must be shown to the administration, faculty, staff, and other students.
- Improper speech, vulgarity, profanity, and lying are not acceptable conduct.
- Mutilation and destruction of school property is considered a serious matter. Students will pay for any damages and appropriate consequences will be given.
- Running, shoving, yelling, and other undue boisterousness or “horseplay” is considered inappropriate.
- Stealing, cheating, and lying are considered very serious and may subject the student to immediate dismissal. Students should respect the privacy of other students’ desks and property. Using or having other students’ books or possessions without permission are serious offenses that may be considered as intent to steal.
- Students are out of location if they are not in their assigned locations at their assigned times.
- Failure to follow instructions is not acceptable.

## 2018-2019 Faculty and Staff Handbook

Failure to follow the standards of conduct mentioned above will result in consequences of some form. As each student progresses from grade to grade, the expectation is that each student will become more responsible for their actions and behavior as they grow older and become more mature. For that reason, the discipline system in the elementary grades is designed to meet the maturity level of the student at that time, while endeavoring to help the student progress to the next level of maturity. The options for the form of discipline will be determined by the severity of the offense as well as the grade of the student.

### CLASSROOM CONDUCT

1. Students are to be completely prepared with all books and materials when class begins.
2. Students are to be respectful at all times in and out of class, addressing teachers appropriately.
3. Gripping will not be tolerated.

### STUDENT RELATIONSHIPS

Students should not be in non-supervised areas of campus without permission. There should be no physical contact between students unless it is necessary as a supervised activity.

### APPROPRIATE CONDUCT

Cornerstone Christian students are reminded that they represent the Lord and the school when they are on campus or away from campus. They are to be a good testimony to everyone who sees them. Cornerstone students represent the school every day of the year and will be disciplined for indulging in smoking, drinking, drugs, immorality (any degree of sexual conduct or inappropriate physical conduct), pornography, or inappropriate internet usage even when the practice occurs away from the school (for example, the use of improper speech or images on social media), or anything else that would damage the testimony of the school and our Lord Jesus Christ. Upon notification and investigation, appropriate consequences will be determined by the Administration.

Cornerstone Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. CCA seeks to inspire students to love God, His Word, and others; equips students to reach their potential and exhibit godly character in their homes and community.

Cornerstone Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Cornerstone Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Cornerstone Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

Genesis 1:27 "So God created man in his own image, in the image of God created he him; male and female created he them."

Romans 1:26-27 "For this cause God gave them up unto vile affections: for even their women did change the natural use into that which is against nature: And likewise also the men, leaving the natural use of the woman, burned in their lust one toward another; men with men working that which is unseemly, and receiving in themselves that recompence of their error which was meet."

## 2018-2019 Faculty and Staff Handbook

I Corinthian 6:9-11 “ Know ye not that the unrighteous shall not inherit the kingdom of God? Be not deceived: neither fornicators, nor idolaters, nor adulterers, nor effeminate, nor abusers of themselves with mankind, Nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners, shall inherit the kingdom of God. And such were some of you: but ye are washed, but ye are sanctified, but ye are justified in the name of the Lord Jesus, and by the Spirit of our God.”

### STUDENT CONDUCT SYSTEM

#### *PRESCHOOL*

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Our discipline consists of positive reinforcement, redirection, intervention, verbal reminders, and removal of privileges. The use of physical punishment is never permitted. To help our children learn self-discipline and self-reliance we use discipline techniques that teach the child what to do, rather than what not to do. Praise for good behavior and success is encouraged as a method of guiding children’s behavior. We understand that children experience a wide range of emotions, and we guide them toward appropriate and acceptable ways of expressing these emotions. Children are encouraged to use words to settle disputes rather than hitting, biting, kicking, etc. All staff members place emphasis on recognizing and encouraging positive behaviors rather than dwelling on the negative. Although every family handles guidance differently we ask that parents/guardians follow these methods while at Cornerstone Christian Academy.

Parents and/or guardians are essential active participants in this process. We will keep you informed of discipline procedures we have used with your child and work together to change undesirable behaviors

If your child is experiencing a change in the home environment that may result in behavioral changes, it is important for you to notify the teacher and/or director. They will keep you informed of any behavioral problems concerning your child. Every effort will be made to resolve any problem that may occur. However, if the staff of Cornerstone Christian Academy determines that policy is not followed or available resources have been exhausted, the right is reserved to request alternative arrangements for the care of your child.

Our focus will be on the positive rather than negative to ensure that all the children develop a positive self-concept, as well as, learn to problem solve and use their word to express their feelings and emotions.

Cornerstone Christian Academy follows the North Carolina Child Care Discipline and Behavior Management Policy. This policy will be explained to each parent/guardian and a signed statement will be kept on file stating that you understand and agree with the discipline and behavior management policies and procedures. Parents will be notified, in writing, of any changes that may occur in the Discipline and Behavior Policy. These changes will be explained to each parent/guardian and an updated statement will be signed and placed on file.

#### WE DO

- Praise, reward and encourage all of the children.
- Reason with and set limits for the children.
- Model appropriate behavior for the children.
- Modify the program environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior.
- Explain to the children the natural and logical consequences of their behavior.

## 2018-2019 Faculty and Staff Handbook

- Treat the children as individuals and respect their needs, desires, and feelings.
- Explain things to the children on their levels.
- Stay consistent in our behavior management program.

### WE DO NOT

- Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Shame or punish the children when bathroom accidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

### *ELEMENTARY GRADES K5-6<sup>TH</sup> GRADE*

#### **I. Minor offenses** – talking, disturbing, failure to follow instruction

##### K5-1<sup>st</sup> Grade

The teacher should use a system such as “stop light,” “lighthouse,” or “colored sticks” to promote positive behavior in the classroom. Each system must be passed by the vice principal for approval.

The system should include the details of how it works such as how many warnings a student gets before they move to the next level, what the consequences are for each level, and how the system can be objectively managed to give a citizenship grade.

Communication with the parents is essential and should be conducted either by writing in the students' journal or face to face. Remember, all parental communication must have written documentation.

##### 2<sup>nd</sup> – 3<sup>rd</sup> Grade

The use of the conduct sheet is one form of classroom discipline that may be used in order to determine the student's citizenship grade. The teacher has the option to use a system other than the conduct sheet such as “a ladder on the wall”, or “balloons on the wall” to promote positive behavior in the classroom. If such a system is used, it must be passed by the vice principal for approval.

## 2018-2019 Faculty and Staff Handbook

### 4<sup>th</sup> – 6<sup>th</sup> Grade

The use of the conduct sheet is the main form of classroom discipline that will be used in order to determine the student's citizenship grade.

**II. Major Offenses** – disrespect, refusal to obey, aggressive behavior, improper language, consistently interrupting, etc. Filling up the entire conduct form in a week will be considered a major offense.

#### Step One

A discipline report should be sent home and a copy given to the vice principal.

#### Step Two

A discipline report should be sent home and a copy sent to the vice principal.

A Parent/Teacher conference will be scheduled.

#### Step Three

A discipline report should be sent home and given to the vice principal. A suspension will be considered

A Parent/Teacher/Vice Principal conference will be scheduled.

#### Step Four

A discipline report should be sent home and given to the vice principal. The student is sent home and a possible suspension.

A Parent/Teacher/Vice Principal conference will be scheduled.

#### Step Five and following

A discipline report should be sent home and given to the vice principal.

The student will either be suspended or expelled.

**III. Severe Major Offense** – intense acting out, aggressive behavior that causes harm to another person or themselves, etc. This level also includes running away from any staff member.

Keep in mind that these steps could jump to numbers 2 or 3 or variations thereof immediately depending on the severity of the offense.

#### Step One

The student will be sent home and suspended for one day. The student cannot return to school until a Parent/Teacher/Vice Principal conference takes place.

## 2018-2019 Faculty and Staff Handbook

### Step Two and Following

The student is sent home. The student is either suspended or expelled.

### IMPLEMENTATION PLAN FOR ELEMENTARY DISCIPLINE

#### K-6 MISBEHAVIOR LEVELS DEFINED

##### MINOR – OFFENSES TO BE HANDLED BY TEACHERS

- Not following directions
- Running in hallways
- Excessive talking
- Inappropriate laughing/sneering
- Derogatory notes/pictures
- Teasing/put downs
- Eye rolling
- Interrupting
- Name calling

##### MAJOR – OFFENSES TO BE HANDLED INITIALLY BY TEACHERS AND REPORTED TO ADMINISTRATION

- Disrespect
- Refusal to obey
- Aggressive behavior
- Improper language
- Constantly Interrupting

##### SEVERE MAJOR OFFENSES – OFFENSES TO BE HANDLED BY ADMINISTRATOR

- Intense acting out
- Aggressive Behavior that causes harm to others
- Running from an adult



## 2018-2019 Faculty and Staff Handbook

### K-6 CLASSROOM PROCEDURES

Each student will be evaluated each day concerning their conduct in the classroom. Communication will be sent home each day in the student's homework journals about their behavior.

Each teacher will use a visual system that includes six discipline evaluative words. (e.g. Exceptional (Purple), Excellent (Pink), Great (Green), Average (Orange), Poor (Red), Action) Students will start on the third rung from the top. Students who behave will be able to move up rungs. They may move up one rung for great behavior through lunch time, and two for good behavior from lunch to dismissal. Students who commit minor offenses will be moved down the visual system for each significant minor offense. If they reach the bottom rung, then the teacher will invoke the consequences system and will be required to communicate by phone with the parents.

### CONSEQUENCES SYSTEM

#### MINOR OFFENSES

For each minor offense beyond the visual system, the student will move up a step. Any defiance of the system that is intense or lasts for more than 30 seconds will move the student to the next step.

Step 1: Verbal Warning that includes clearly defined expectations and the communication of the next steps.

Step 2: The student will be assigned to walk for the first half of recess.

Step 3: The student will be moved to the timeout corner of the room for a time equal their age in minutes (e.g. a 7-year-old will have 7 minutes). The timeout corner is a cool-down space and the student will be expected to silently sit at the desk.

#### MAJOR OFFENSES

For each major offense or for the accumulation of minor offenses during a single day, students will move up these steps.

Step 4: The student will be moved to the timeout corner in a buddy classroom. The student will be given a book to read or an assignment to complete. The student will remain in the buddy classroom for 30 minutes or until the next major transition. (Lunch, Library, etc..) The teacher will notify the office that "a student has reached Step 4" and send a school discipline referral form to the office within 30 minutes.

Step 5: The teacher will call the office a request a student escort. An office staff member will come to the room and escort the child to the office. The teacher will send the referral form with another student within 30 minutes of the incident.

#### SEVERE MAJOR OFFENSES

For each severe major offense or for the accumulation of major offenses during a single day:

Step 6: The teacher will call the office and request an Administrative Assist. The school administrator will come and assist the teacher.

## 2018-2019 Faculty and Staff Handbook

### 7<sup>TH</sup> – 12<sup>TH</sup> GRADE DISCIPLINE

Our student conduct system is intended to provide guidelines for administration, teachers and students concerning student misconduct. It is divided into multiple levels. Each level has a specific consequence. Please understand that all student misconduct situations require an evaluation by the administration about the severity of the misconduct.

Level 1: 1 Demerit

Dress Code Violation

Horseplay

Unprepared for class

Disrupting class

Failure to follow classroom rules

Chewing gum

Being in an area that is restricted

Unexcused Tardy

Failing to return the Family Folder each week.

Level 2: Morning Detention

Assigned automatically for any level 2 infraction or after the accumulation of 5 demerits in a semester.

Inappropriate language

Showing disrespect for fellow students, faculty or staff

Defacing school property or the property of others

Public displays of affection

Using cell phone without permission

Inappropriate print or internet material on campus

This level includes more serious misbehaviors that reflect a disregard for the rules, an uncooperative attitude, or failure to respond to corrective action taken by the teacher. Morning detentions will be held once a week and will start at 7:00 a.m. and end at 7:45 a.m. Parents will be notified at least one day in advance when students are

## 2018-2019 Faculty and Staff Handbook

assigned a morning detention so that they may make transportation arrangements. Students will be expected to be on time and will not be allowed to attend detention late.

### Level 3: Saturday Detention

Assigned for any level 3 offense or for the third detention in a school year. After 2 morning detentions, the third is automatically a Saturday Detention.

Skipping class

Disrespectful or Defiant Arguing with a teacher

Bullying

Using profanity

Destroying school property or the property of others (penalty plus restitution of all damages)

Academic dishonesty (includes homework)

This level includes serious misbehaviors that reflect malice, blatant disregard for school rules, defiance of authority, or an attitude of disrespect. Students assigned Saturday work detentions will be charged a \$30.00 fee per session to cover the cost of supervision. Student will work quietly in a classroom. Detentions will be from 8:00-11:00 a.m.

### Level 4: Suspension or Expulsion

Assigned for any level 4 offense or for the second Saturday Detention in a school year. Students who receive a suspension will not be allowed to participate in athletic events for 1 week from the date of the incident.

Fighting

Stealing

Vandalism (penalty plus restitution of all damages)

Pornography

Sexting

Truancy (skipping or leaving school without permission)

Verbal or physical abuse toward another student (including cyber bullying)

Any dishonesty or deliberate deception (including cheating or plagiarism)

Setting off any fire alarms in a non-emergency

## 2018-2019 Faculty and Staff Handbook

Possession/use of tobacco or alcohol on school premises or at school functions

Threatening a teacher or staff

This level includes extreme misbehaviors that endanger others, create distrust, severely weaken the student/school relationship, severely damage the reputation of the school in the community or are illegal. Students who are suspended from school will receive a zero for any daily work due on the day of suspension and a maximum score of 70% for any major grade. All major grades must be made up on the next school day.

Level 5: Expulsion

These are “no tolerance” misbehaviors that are illegal, result in injury to others, create distrust, severely damage the integrity of the student, or severely damage the reputation of the school community.

Possession of a deadly weapon

Possession or use of illegal drugs

### CONDUCT SYSTEM APPEAL

Only major offense or levels 2 and above decisions may be appealed. Students who choose to appeal conduct system decisions must do so in writing through the school office by the end of the next business day

## **EXTRA CURRICULAR ACTIVITIES**

### **FINE ARTS**

The appreciation of fine arts is important to a well-rounded education. It is our goal to instill in our students an appreciation for art, music, speech, and literature, and to give them opportunities for personal growth in each of these areas. All students are encouraged to take part in the fine arts.

When piano (class and private lessons), band, private voice lessons, and other private and class instrumental instruction are available, students with musical ability and interests are encouraged to participate.

Dramatic productions, musical concerts, holiday musical programs, fine arts competitions, and festivals give students opportunities to perform and/or compete.

### **ATHLETIC PROGRAMS**

Our athletic programs are designed to teach students to glorify the Lord in every aspect of life. Athletics can be very beneficial in developing many positive character traits. All students, regardless of their prior experience, are encouraged to participate in any and all of the Academy's sports teams.

### **INTRAMURAL SPORTS**

Our intramural program is offered for 3<sup>rd</sup>-6<sup>th</sup> grade. The purpose of this program is to introduce our young athletes to different sports, to teach them the fundamentals, and to make participation convenient for the parents. Students will practice during P.E. or immediately after school. Games will be scheduled so as many parents as possible can be present

### **JR. / SR. HIGH SCHOOL EXTRA-CURRICULAR ELIGIBILITY**

- Eligibility to participate in sports, student leadership, special school trips, or other school related extra-curricular activities is based upon academics, behavior, attitude, and compliance with the school's expectations.
- Eligibility is suspended upon receiving an F in any core subject (Bible, English, History, Math, and Science) at each report card time. Ineligibility continues until that student is making a passing grade in that subject.
- Students in the Academic Center also become ineligible at report card time when they have not passed (at least a "D") the appropriate number of paces in ACE or have not reached the designated percentage of progress in AOP for that time period.
- The administration may remove a student from any extra-curricular activity at any time for behavior, attitude, or non-compliance.
- Those students that become ineligible for the second time in any one sport are removed from the team.

Participation on a team sport is a commitment by the student athlete as well as the parent. When a student is removed from practices or games by the parent, the student and parent may be forfeiting the student athlete's playing time or position on the team.