

Cornerstone Christian Academy

Parent/Student Handbook

Academic Excellence in a Christian Environment



Cornerstone Christian Academy in partnership with families exists to equip students to achieve their God-given potential through outstanding academic programs and activities within a Christ-centered environment.

Alphabetical Table of Contents

Academic Integrity-11	Homework-10	Signing Students out of School-16
Admissions-5	Inclement Weather-16	Special Programs and Assemblies-19
Admissions Criteria-5	Internet Policy-26	Standards of Modesty-21
Admissions Paperwork-6	Learning Material-9	Statement of Confidentiality-4
Admissions Procedure-6	Lockers-20	Statement of Cooperation-31
Athletic Eligibility-25	Lost and Found-20	Statement of Faith-3
Attendance-15	Lunch and Snack-20	Student Clubs/Service Organizations-19
Board of Directors-4	Meet the Teacher-7	Student Drivers-14
Chapel-18	Mission Statement-3	Student Expectations-22
Class Parties-19	Parent Expectations-4	Student Pictures-20
College Courses-12	Parent Orientation-7	Student Records-13
Curriculum-9	Parent/Teacher Conferences-17	Summer Program-25
Discipline-24	Philosophy of Education-8	Suspension and Expulsion-24
Dismissal-14	Procedure for Addressing Problems-17	Transcripts-13
Fees and Tuition Policy-7	Retention Policy-11	Uniforms-21
Field Trips-19	School Hours-13	Vision Statement-3
Fundraisers-18	Sexual Harassment Policy-30	Visitors-14
Grade Point Average-10	Sickness or Injury-16	Withholding Grades-12
Grading Periods-9		
Graduation Requirements-12		

Mission Statement

Cornerstone Christian Academy, in partnership with families, exists to equip students to achieve their God-given potential through outstanding academic programs and activities within a Christ-centered environment.

Vision Statement

The vision of Cornerstone Christian Academy is to provide an outstanding spiritual and educational environment where, working with Christian families and churches, students will be thoroughly prepared to fulfill God's purpose for their lives.

Statement of Faith

- We believe the Bible to be the inspired and only infallible, authoritative, inerrant word of God. 2 Timothy 3:16; 2 Peter 1:21
- We believe that there is only one God, eternally existent in three persons; Father, Son, and Holy Spirit. Genesis 1:1, John 1:1, John 10:30-38
- We believe in the virgin birth of Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, Hebrews 7:25, Hebrews 9:12, John 2:11, John 11:25, Colossians 1:14, Acts 1:11, Revelation 19:11-16
- We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for salvation. Romans 3:19, Romans 3:23, John 3:16-19, John 5:24, Ephesians 2:8-9, Titus 3:5-6
- We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. Ephesians 4:30, Ephesians 5:18, 1 Corinthians 3:16, 1 Corinthians 6:19-20
- We believe in the resurrection of both the saved and the lost, those who are saved to eternal life and those who are lost unto eternal damnation. John 5:28-29
- We believe in the spiritual unity of believers in our Lord. Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28
- We believe that God is the Creator of all things and that man is created in the image of God. Genesis 1:1, Genesis 1:26-28, Genesis 5:1-2, Colossians 1:16-17

Board of Directors

President: Jason Wilks

Rex Creswell

Karen McAbee

Members:

Kayla Fortner

Neil Phillips

Jonathan Andrews

Brian Harris

Mike Reed

Shaunathan Bell

Rodney Land

Anthony Sims

Statement of Confidentiality

Cornerstone Christian Academy strives to maintain strict rules of confidentiality. Information that you give us concerning you or your child will remain strictly confidential. Anyone who is not affiliated with the academy will not have access to information regarding your child without your express permission.

Parent Expectations

Parents are the most important person in a child's life. Cornerstone Christian Academy exists to partner with families in the biblical mandate to rear children in the fear and admonition of the Lord. The academy recognizes the vital role parents play in their child's education. While it would be impossible to attend every event or function, we ask that parents participate in the following ways.

- Pray for Cornerstone Christian Academy, its board, administration, teachers, staff, and students.
- Willingly partner with Cornerstone Christian Academy, its faculty, and its administration in carrying out the academy's mission.
- Read and explain the parent/student handbook to your child.
- Attend parent/teacher conferences as requested by your child's teacher.
- Attend Parent Orientation.
- Keep up to date on Cornerstone Christian Academy events and information by checking Facebook, the Cornerstone website, reading newsletters, or listening to the Soaring Eagle podcast.
- Keep in touch with your child's teacher.
- Regularly attend a local church of your choosing.

Admissions

Cornerstone Christian Academy does not discriminate on the basis of race, color, gender, or national and ethnic origin in its admission, educational, or athletic policies. The school does not provide enrollment to students whose special educational, emotional, or physical needs cannot be met by our existing programs, services, or staff.

As a private institution, Cornerstone Christian Academy reserves the right to set its own standards for student conduct, dress, and scholarship. Admission to Cornerstone Christian Academy is a privilege and not a right. Therefore, the academy maintains the right to admit only those students whose parents agree to partner with Cornerstone Christian Academy for the purpose of providing a high standard of education with Christ at its core. Final decisions concerning acceptance will be decided by the admissions committee which reserves the right to refuse admission to any student whose enrollment would not be beneficial to him or the academy. Acceptance into any grade level does not constitute automatic acceptance into the next grade the following year. Each student's record will be reviewed annually at the time of re-enrollment.

Admissions Criteria

- Cornerstone Christian Academy offers priority enrollment for presently enrolled students, provided the privilege is exercised within the early enrollment period.
- New students who are siblings of existing students may also be extended priority enrollment privileges at the discretion of the administration.
- Preschool and kindergarten children must be of the appropriate age by September 1 of the year they are enrolling.
- Due to the rigorous standards of the academy's curriculum, K5 - 4th grade students are required to take an entrance exam for placement purposes. 5th - 12th grade students are placed according to student records.
- Permission to administer academic testing is assumed upon enrollment.
- New students are accepted on a nine-week probationary basis that is reviewed by an admissions committee based on academic progress, cooperation with the school program, and attitude.
- All parents or guardians of students enrolling at Cornerstone Christian Academy must read this handbook in its entirety and sign a statement agreeing to support and aid in the enforcement of school policy.
- Transfer students must be in good standing with their former school.
- Transfer students must submit a letter of recommendation from a non-family member who knows the child well and can speak to their character and disposition.

Admissions Procedure

Below is a general outline of the admissions procedure for Cornerstone Christian Academy.

- Visit One: Parent or guardian visit to tour the school, receive information, and set up a date for testing or interview of children depending on age. (K5-4th grade testing, 5th - 12th grade interview)
- Visit Two: Testing of students K5-4th grade, Interview of students 5th-12th grade.
- The admissions committee will review each student's file along with test results, interview, letter of recommendation, and any other pertinent information to determine acceptance.

If, after prayerful consideration, you determine that your child should attend Cornerstone Christian Academy, please come to the school office to formally enroll your child. The registration fee is due at the time of enrollment and is non refundable unless it is determined by the admissions committee that your child is not eligible for enrollment at Cornerstone Christian Academy.

Admissions Paperwork

Please provide the following paperwork at the time of registration. . This information will be kept on file in the school office. Forms provided by Cornerstone Christian Academy can be located on the school website or picked up in the school office.

- Admission application
- Emergency Contact Information
- Signed statement of cooperation
- Affidavit as required by the state health department
- Student health form
- Copy of the student's legal birth certificate
- Immunization form (IMM-50, blue slip, or exemption form)
- Copy of the student's social security card
- Copy of the student's most current report card (if applicable)
- Proof of custody (if applicable)
- Transcript request form

Divorced/Custodial Parents - Special Instructions

The school has every intention to do what is in the best interest of the child. Therefore, specific instructions are necessary regarding situations with students whose parents are divorced. Parents are responsible for providing the school with a copy of the divorce decree or order. The decree states which parent has primary custody or sole custody

in some cases, as well as the specific times agreed upon for visitation. The school will abide by the stipulations set forth in the divorce decree. To ensure this, parents must inform the school of any changes to the divorce decree by providing a copy of the same as well as any additional information in writing, signed, and dated. No consideration will be given to changes without written proof.

In addition to the copy of the divorce decree, the primary custodian will be asked to provide the school with a list of persons to whom they will allow their child to be released, as well as any persons to contact in case of emergency. This list must be in writing, signed, and dated by the custodial parent. Students will only be released to the persons stated on the list provided by the custodial parent. At any time, the primary custodian can provide the school with an updated list to replace the original. However, it must be in writing, signed, and dated by the custodial parent. All changes must be submitted to the school office.

It is the school's responsibility to remain neutral in a divorce situation. All students will be treated equally and fairly regarding the carrying out of a divorce decree. In the case of special circumstances that may arise, the legal counsel involved with the divorce actions will be contacted by the school administration.

Parent Orientation

Each year, before school begins, Cornerstone Christian Academy will hold a parent orientation meeting. At least one parent must attend this meeting.

Meet the Teacher

Students will be given the opportunity to meet the teachers before school begins each year. Your child will have the opportunity to explore their classroom, talk to his teacher, and ask questions. Class lists will be posted outside the door. It is especially important for new students to attend the Meet the Teacher event. Check the school website or Facebook for event dates and times.

Fees and Tuition Policy

- Payment may be made online through MySchoolWorx, or by sending cash or check to the school office. Checks should be made to Cornerstone Christian Academy. Credit/debit cards are also accepted.
- Tuition is due on the first of every month, August - May. Tuition is considered late on the tenth of each month.
- A late fee of \$20 will be charged to any account showing a tuition balance after 5:15 pm on the tenth of the month. If the tenth falls on a weekend or holiday, tuition may be paid on the following school day with no late fee applied.
- Payment of fees, tuition, and other charges as set out from time to time must be made in accordance with the terms specified.
- When an account becomes delinquent, a notice of delinquency will be sent home. If no arrangements are made to clear the account, the student's status is in jeopardy.

- Delinquent balances must be paid in order to re-enroll, participate in graduation, and/or to receive student records.
- Families seeking assistance with unpaid accounts may submit a letter to the administration to be reviewed by the board of directors.

Please see updated tuition and fees on the school website at www.cca-eagles.com.

- Tuition Payment Options
 - Annual Payment - Pay full tuition in August and receive a \$75 discount.
 - Semi-Annual Payment - Pay half of the tuition in August and half in January to receive a \$25 discount with the January payment.
 - 10 Month Payment Plan - Pay 10 equal installments due on the first of each month, August - May.
 - Payments may be made by cash or check to the school office or online through MySchoolWorx via credit or debit card.
- Tuition Reimbursement
 - Tuition will be reimbursed at the rate of \$15 per day the student has paid and has not attended Cornerstone Christian Academy from the date of official withdrawal.

Philosophy of Education

Cornerstone Christian Academy is designed to be an educational institution with an emphasis on historic, biblical, Christian faith.

Spiritual Objectives

- To lead our students to a saving knowledge of God through Jesus Christ
- To train students' affections to know that the things of God are good, true, and beautiful.
- To model for students how to rest in the finished work of Christ.
- To pour into students for the purpose of partnering in the work of Christ.
- To arm students with spiritual tools and resources that enable them to fulfill the call God has placed on their lives.
- To teach students to wisely discern the purpose God has instilled in them.

Academic Objectives

- To foster academic fearlessness.
- To provide a Christian education that strives for academic excellence for the average and the above average student.
- To teach the connectedness of all academic fields through integrated curriculum.
- For students to understand God's providence over all wisdom and truth.
- To give students the tools to think logically, critically, and creatively.
- To give students the tools to attain any level of learning or skill to which they may aspire in order to fulfill their God-given purpose.

Social Objectives

- To train students to be observant, service-oriented individuals.
- To model for students how to shape the culture rather than conforming to it.
- To reclaim the integrity of family relationships.
- To establish the honorable institution of true friendship as demonstrated in scripture.
- To encourage students to seek ways to contribute to their community and country.

Physical and Emotional Objectives

- To model respect for and contentment in the frailties and limitations of the human body.
- To rejoice in the uniqueness of others as God created them.
- To understand that we are stewards of the temple of God.
- To seek physical and mental health in order to accomplish God's calling.

Curriculum

Cornerstone Christian Academy understands the term curriculum to be the sum of all programs, activities, and materials used to form a Cornerstonian. These choices have been established through prayerful collaboration with faculty and administration.

Learning Material

Educational material is issued annually. The condition of materials will be noted when issued and must be returned in like condition. Fines will be charged for overtly damaged materials. All consumable workbooks are ordered through the school and will be provided for your child.

Cornerstone Christian Academy allows students to borrow books from our library. Any books borrowed from the library are to be returned by their due date in good condition. Fines are assessed for lost or damaged books. Students with outstanding library books or fines will not participate in graduation, receive school records, or be allowed to re-enroll for the following school year. If you have books you would like to donate, we would gladly issue a tax-deductible letter for your book donation.

Grading Periods

- First Semester: 2 nine week quarters
- Second Semester: 2 nine week quarters
- Midterm occurs 4 ½ weeks into each quarter
- Report cards go home at the end of each nine week grading period.
- Parents are welcome to check grades using their MySchoolWorx account at any time.

Grading Procedure

K1 - K4 does not issue standard report cards.

Kindergarten grading begins during the second nine week quarter.

Letter grades are determined by the following criteria:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: Below 60

If a student has failed to make up daily work or tests by the end of the grading period, the student can be given an incomplete on their report card. Any student who does not make up his work in a timely manner is given an F for the grading period.

Grade Point Average

The grade point average is determined by averaging all final grades of all Cornerstone core courses for which a credit is given. This average accumulates in the 9th - 12th grades. A student must attend Cornerstone Christian Academy for grades 9-12 in their entirety to be considered for valedictorian or salutatorian.

Homework

While homework is a vital part of the education process, Cornerstone Christian Academy seeks to keep homework carefully balanced so as not to be burdensome. Each faculty member has the authority to determine whether or not to assign homework and to determine the percentage homework will contribute toward the student's grade. Length of time spent on homework will vary based on the child's ability and grade level. Students are expected to arrive at school with their homework completed. Please notify your child's teacher if he is spending excessive amounts of time on homework each night.

Academic Integrity

Each student is responsible for the completion of his own individual assignments. Copying another student's work is strictly prohibited. Students are not allowed to share completed assignments or tests. This is considered cheating and will be handled as stated. Plagiarism is considered a major offense and will result in an automatic grade of zero for the assignment.

Retention Policy

Grades K5

- Administration decides with parent and teacher input.

Grades 1st -2nd

- If a student fails to pass a core class (math, language, reading) he will repeat the grade level.

Grades 3rd-6th

- If a student fails to pass a core class (math, language, reading, science, history) he will repeat the grade level.

Grades 7th-8th

- If a student earns more than two F's in major subjects (math, english, science, history, Bible) for the semester average, the student is required to repeat the grade.

Grades 9th-12th

- If a student earns more than two F's in a major subject (math, english, science, history, Bible) for the semester average, the student is required to repeat the grade.
- Any student receiving a failing grade in a class for the semester must make up the credit the following school year by completing all required coursework on their own time in addition to their other required courses.

Parents of students who have attended Cornerstone Christian Academy for one full academic year may submit a written request for retention to the administration. The request should state reasons retention is desired. Requests should be made no later than April.

Graduation Requirements

- Students must earn 4 credits in the following courses.
 - English
 - Math
 - Science
 - History
- Students must successfully complete a Bible and a classical course for each year the student attends Cornerstone Christian Academy grades 9-12.
- Students must complete an elective course for each year of high school.
- Students must document a minimum of 40 hours of volunteer community service over the course of grades 9-12.

College Courses

Students may take college courses following successful completion of their 9th grade year. College coursework is the responsibility of the student. Students must schedule college courses in such a way as to not interfere with Cornerstone Christian Academy courses. Credit earned for college courses will appear on student transcripts. However, college coursework does not replace credits required of Cornerstone Christian Academy for graduation.

Withholding Grades

Before final grades will be released:

- All tuition, fines, and fees must be paid in full.
- All books, materials, and school property must be returned.
- All projects, assignments, and necessary tasks for proper grade calculation must be completed and turned in to the appropriate teachers.

Student Records

Cornerstone Christian Academy maintains a permanent cumulative file on all Cornerstone students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary actions make up most of the content of these records. Cornerstone Christian Academy will release student grades, standardized test scores, and medical information upon the written request of another school system, provided the student has no outstanding fines or balances. No school records, other than the transcript defined above, will be released to a student's parent or legal guardian, or any agency other than another school. The confidentiality of records will be maintained. Staff or other approved persons may have access to records under conditions specified by the administration.

Transcripts

A transcript of a student's grades will be provided to the student's parent or guardian upon request at no charge. The transcript will include the completed portion of the permanent record as well as standardized test scores. Cornerstone Christian Academy reserves the right to charge a processing fee for additional transcripts. Transcripts given to a parent or guardian are unofficial.

School Hours

- K5 through 3rd Grade:
 - Instruction begins promptly at 8 am.
 - Students arriving after 8 am will be considered tardy and must be signed in at the office by a parent or guardian.
- 4th - 12th Grade:
 - Homeroom begins at 7:55 am. .
 - Students arriving after 7:55 will be considered tardy and must check in at the school office.
 - Students are not allowed on campus before 7:15 or after 3:15 unless involved in an extracurricular activity or attending our extended day program.

Dismissal

- Parents and students are asked to observe traffic flow patterns.
- All students are to be loaded and unloaded under the canopies.
- Cars must be placed in park for the loading or unloading of children.
- Parents and visitors must park in the designated spaces in order to enter the building.
- Cars which are not in a designated space and left unattended may be towed.
- K5 - 1st grade dismiss at 2:30 from the preschool entrance.
- 2nd - 6th grade dismiss at 2:45 from the gym entrance.
- 7th - 12th grades dismiss at 3:00 from the high school entrance.
- In grades K5 and up, students will be taken to dismissal with their oldest sibling.

Student Drivers

- Student drivers may park in designated student parking on campus.
- Administration reserves the right to revoke driving privileges.
- Student drivers must abide by Alabama law.

Visitors

Certain measures are taken by the academy to ensure the safety of each child, faculty, and staff. Parents and friends are welcome to visit our classes by making arrangements in the school office in advance. Administration reserves the right to deny visitation to persons who arrive without proper notice. All visitors must press the intercom button beside the door and present their photo id to the camera. Doors will be unlocked after stating your reason for visiting. Photo ids must be left with office personnel for the duration of your visit. In order to allow classes to run smoothly, items your child may have forgotten can be left in the office and will be delivered by school personnel during class changes.

Attendance

At Cornerstone Christian Academy we believe that developing faithfulness in classroom attendance is essential to the overall development of the character of the student. Classroom instruction is extremely important and one can never truly compensate for absence from class. When a student's absences or tardies are considered excessive, a parent/teacher conference with the administration will be called.

Make-Up Work:

- It will be necessary for missed work, including make-up tests, to be completed at the teacher's convenience. Testing or turning in work prior to a planned absence is at the discretion of the teacher.
- For sickness or pre-approved absences, all work must be returned within the number of days the student was absent.
 - For example: 2 school days absent equal 2 school days to return assignments after returning to school.
 - If the student does not return assignments or take tests within the allotted time period, the grade will be recorded as zero.
- If the student is absent due to a school function (athletics, Beta, band, etc.) all work must be turned in on the first day back to school. No additional days will be given. Tests that were assigned previously will be given as scheduled.

Excused absences include:

- Sickness
 - Students must be fever-free without the aid of medication for 24 hours before returning to school.
- Marriage in the immediate family
- Doctor or Dental appointments that cannot be made outside of school hours
 - Proof of appointments is required upon return to school.
- Pre-approved travel
 - A two-week advance written notice is appreciated for travel. Students who have received pre-approval for a trip must collect assignments prior to leaving for the trip. All assignments will be due one day after returning to school. Administration reserves the right to limit the number of days the student can be excused for a trip. Additional or replacement assignments may be given based on the anticipated experiences of the student.
- Business trips where both parents and/or legal guardians are required to be out of town and children are too young or have no other place to stay.

Loss of credit due to absence:

- Five tardies equal one absence.

- For a student to receive credit in any class, the total number of semester absences may not exceed ten. Yearly absences may not exceed twenty. More than twenty absences within a school year may prevent a student from being promoted to the next grade.
- Exceptions may be granted under unusual circumstances after parental consultation with the administration and verifiable cause has been provided.

Signing Students Out of School

Students may leave school before dismissal in the following circumstances.

- A parent or guardian signs the student out at the appropriate school office.
- Someone from the student's approved checkout list signs them out at the appropriate school office.
- Establish phone contact with a parent or legal guardian and have a member of the administration verify permission for the student to leave campus.

In order to dismiss in an orderly manner, students leaving early must exit the parking lot at least 15 minutes before dismissal begins.

Inclement Weather

The closing of school due to inclement weather will be announced as quickly as possible. Cornerstone Christian Academy follows the same weather policy as DeKalb County schools. Should school be cancelled due to inclement weather conditions, this announcement will be posted on the school website, Facebook, and a text message will be sent to parents through MySchoolWorx.

In the event that tornado warnings are issued, students will be moved into the storm shelter in the basement of the high school. Phones may not be answered at this time as staff and faculty see to the safety of all students as their first priority.

Sickness or Injury

In the event that a child becomes ill or is injured at school, the parent will be contacted immediately. If the office is unable to reach the parent or guardian, emergency contact persons listed in the child's file will be contacted. In case of emergency, your child will receive the best medical attention available while every effort is made to contact parents. Designated faculty with proper training shall render first aid as needed.

- Infectious Disease
 - Each case shall be considered on an individual basis. The decision to admit or continue enrollment of an infected child will be based upon the behavior, neurological development, and physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered.

- The parents or guardians of an infected child enrolled at Cornerstone Christian Academy are responsible for securing regular medical evaluations that would permit reliable assessment of any change in the student's condition which might affect the school's decision regarding continued enrollment.
- Records
 - In accordance with Alabama State Law, each student must have up-to-date physical records and either an immunization form or immunization exemption form on file in the office.
- Flu and other highly contagious illnesses
 - The county health department notifies the school if there are flu cases in the area. Individual classes or the entire school may be closed if a majority of students and/or teachers are absent.
- Medication
 - Medicines that need to be administered during the school day must be turned in at the office along with a parental permission form.
 - All medications must be:
 - In the original container with the pharmacy label attached
 - Accompanied by the parental permission form
 - If a child needs medication that does not meet these requirements, a parent or guardian may come to the school to administer necessary medication.
 - In the event a child needs over the counter medication, a parent may call and give verbal approval to office personnel to administer the medication.

Parent/Teacher Conferences

Parents and guardians are encouraged to contact a member of the teaching staff when they have a question or concern about their child's progress. To facilitate conferences, parents are asked to either call or email the teacher in order to set an appointment. Teachers may be emailed through MySchoolWorx or the email address found on the school website.

Procedure for Addressing Problems

Occasionally during the course of the year, misunderstandings or problems can arise. This is often the result of lack of communication between those involved. The board has adopted the following policy for addressing issues.

- Contact the teacher or faculty member involved and address the problem with them directly by setting up a conference.
- If the problem is not resolved, contact the school office to set an appointment with the appropriate administrator.
- After speaking with administration, if the problem still requires resolution, send a signed letter to the board. Letters must be signed in order to receive consideration.

Fundraisers

In order to keep tuition reasonable, it is necessary to participate in fundraising activities. Below are some ways in which you can help support Cornerstone Christian Academy.

- Amazon Smile
 - Visit smile.amazon.com and select Cornerstone Christian Academy as your charitable organization.
 - Be sure to choose the correct Cornerstone Christian Academy as several organizations have similar names.
 - Each time you shop on Amazon through Amazon Smile participating sellers will donate a portion of their proceeds to the school.
- Box Tops
 - General Mills will donate ten cents for every box top for education returned to them.
 - Please check items for this logo and turn them in to your child's homeroom teacher.
- Annual Auction
 - Each year Cornerstone Christian Academy hosts an auction.
 - Parents can help by
 - Selling tickets to people who would be interested in bidding for auction items to raise funds.
 - Purchasing a table and inviting friends who could bid.
 - Help cook beforehand.
 - Collect auction items for both the silent and live auction.
 - Help set up the day before the auction date.
 - Work the auction as a volunteer.
 - Clean up after the auction has ended.
- Foundation for the Future
 - Anyone wishing to support Cornerstone Christian Academy can donate to our Foundation for the Future.
 - Each year the Foundation supports buildings and programs for the continued improvement of Cornerstone Christian Academy.
- Helping Schools Car Tags - When renewing your Alabama car tag you can purchase a "Helping Schools" tag for an additional \$15 and designate Cornerstone Christian Academy as your school of choice. A percentage of your tag fee will be donated to Cornerstone Christian Academy.

Chapel

Each week we hold chapel services for our K5- 12th grade students. Chapel is a wonderful time to worship together outside of our bible study time in the classroom. Parents, guardians, and grandparents are welcome to attend chapel services with their child.

- K5 - 4th grades - Thursdays 8:10
- 5th - 6th grades - Fridays 2:00
- 7th - 12th grades - Fridays 8:10

Class Parties

Class parties occur periodically throughout the school year. As a Christian school we focus on Christ's birth at Christmas, God's love on Valentine's Day, and the resurrection of Christ at Easter. In the fall we focus on God's provision reflected through harvest time. Cornerstone Christian Academy does not celebrate Halloween. Class activities will reflect the aforementioned matters of faith during holiday celebrations.

We love celebrating your child and encourage parents to send treats for the class on your child's birthday. We ask that you please make arrangements with your child's teacher and provide all utensils necessary for the treat you send. If party invitations of any kind are sent to school, please send enough for the entire class. When inviting only a few people, please distribute invitations outside of school.

Special Programs and Assemblies

From time to time, special speakers, films, or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited to attend these programs. Student groups or organizations may request approval for school-time programs or presentations to the student body.

Student Club/Service Organizations

Under the direction of the faculty, special interest clubs may be formed each year. Parents with special talents and interest in these types of activities are encouraged to make themselves available for leadership and consultation.

Field Trips

As a part of our instructional program, various classes take trips to interesting and educational places in the area from time to time. All field trips are pre-approved by the administration. Parents will be notified in advance and must return a signed permission form for students to participate. A small fee may be charged depending on the trip to be taken. Only presently enrolled Cornerstone Christian Academy students and, if feasible, siblings, will be allowed to participate in school sponsored trips or excursions. Transportation must be provided by parents. In the event that you will not accompany your child on a trip, please be sure an adult chaperone has been arranged for him and the teacher has been notified.

Student Pictures

Each fall the school will have individual school pictures taken by an approved photographer. These pictures will be used in our school yearbook. Advance notice will be provided. Each Christmas children may have pictures taken with their siblings. Individual pictures will also be taken each spring.

Lunch and Snack

Cornerstone Christian Academy orders lunch from several local providers during the school year. Milk and fruit drinks are also delivered fresh by a local company and may be purchased for lunch or snack. A monthly menu goes home for the parent to purchase lunch monthly. Students are welcome to bring lunch from home and can use the microwave for up to 1 minute to warm lunches. Microwave times are kept short in order for all students to make use of them.

Students in K5-4th grade are not allowed to have carbonated drinks at snack or lunch unless a special occasion has been announced by the teacher. 5th - 12th grade students have the option to purchase drinks from a vending machine during snack or lunch. For the safety of students, no glass containers are permitted on campus.

Lost and Found

Lost and found items are located inside the cabinets at the door of the gym. During the summer, unclaimed items are donated to a local charity. Parents will be notified before this occurs to allow them time to check the lost and found for items their children may have misplaced.

Lockers

Lockers are for the personal use of students and are the property of Cornerstone Christian Academy. Lockers may be searched at any time without notice. At the end of each school year, lockers are to be left in good condition. Damage to lockers will be assessed and the student fined accordingly for cleaning and repair/replacement costs.

Uniforms

Students in kindergarten through twelfth grade are required to wear uniforms four days a week. For all uniform shirts, the official school logo must be applied to uniform shirts on the upper left hand side. The logo may be embroidered, appliqued, or screen printed. Patches with the school logo may also be used. Patches should be sewn onto shirts. In the event that students would like to wear a jacket or hoodie inside the school building, those items must be navy, red, or gray with a Cornerstone logo or school spirit design.

One weekday will be designated as “free day”. On that day, students may choose their own dress provided it follows Cornerstone Christian Academy’s standards of modesty. Additional days not requiring students to wear uniforms occur occasionally. The school or your child’s teacher will send notice in advance of these special days.

Teachers will document when a child attends school out of full uniform. After the third occurrence, a letter will be sent home. If a parent continues to ignore the dress code, the matter will be addressed by administration.

Mondays - red polo type top, khaki bottom

Tuesdays - blue polo type top, khaki bottom

Wednesdays - free day

Thursdays - red polo type top, khaki bottom

Fridays - blue polo type top, khaki bottom

Standards of Modesty

Cornerstone Christian Academy endeavors to uphold Biblical principles with respect to clothing and grooming standards. . These standards are based on neatness, appropriateness, modesty, and love. These standards are not a measure of spirituality, but a way to reflect that Cornerstone Christian Academy is a Christian institution. Students and parents are expected to observe this dress code on campus during regular or extracurricular activities as well as off campus during school trips.

- All clothing must be neat, clean, and in good repair.
- No tight fitting garments. Leggings are allowed with the appropriate length top or dress.
- Shorts, skirts, and dresses, including slits, must be no more than 3 inches above the knee when the student is kneeling.
- No bare midriffs, low necklines, or shirts/dresses with spaghetti straps/strapless are allowed.
- No shirts or dresses that reveal the back are allowed.

- Undergarments are not to be visible at any time.
- Gym shorts are for physical education class only and must be the appropriate length.
- Writing and graphics on clothing should not contradict Cornerstone Christian Academy's statement of faith or promote anything against school policy.
- Pants with holes, worn, frayed, or tattered areas must not be located more than 3 inches above the knee or must be covered.
- Hats, caps, or other head coverings may not be worn inside the building unless given specific permission by the administration.
- Piercings should be appropriate and not excessive. No plugs or gauges are allowed.
- All male and female hair should be clean and well-groomed. Avoid extremes in dress, makeup, and hairstyle.
- No visible tattoos are allowed.
- Appropriate shoes must be worn for student activities including but not limited to those in the gym.

The dress standards stated apply to all students, both in the classroom, after school activities, and on school sponsored trips unless specific administrative exception has been given. Each student may be judged on the appropriateness of his appearance and such cases will be handled on an individual basis. If a student is found to be in violation of these standards the violation cannot be remedied at school, the parents or guardians will be called and asked to bring proper clothing to the student. Students will not be allowed to remain in class until the situation has been rectified. Repeated dress code violations will be subject to disciplinary action.

Student Expectations

Cornerstone Christian Academy is a place where the Holy Spirit is invited to dwell. As such students, parents, and faculty are to be cognizant of the attitudes, spirit, and actions they bring into this holy space. Student expectations include but are not limited to:

- Honesty in all academic endeavors.
- Courtesy to classmates.
- Respect for faculty and administration.
- Respect for property.
- Maintain a helpful and caring attitude.
- Complete coursework on time.
- Exhibit personal responsibility for their space and belongings.
- Exhibit personal responsibility for one's own attitude and actions.
- Push themselves to challenge mediocrity in all endeavors.

General Rules

The following rules are observed in order to maintain a safe and productive learning environment.

- No personal electronic devices are allowed in school unless requested by the child's teacher.
- Cell phones must be turned in at the beginning of the school day and will be stored in the high school office.
 - Students may retrieve cell phones after school dismissal each day.
 - Cell phones confiscated from students who fail to turn them in at the beginning of the school day must be picked up by a parent or guardian.
- Students may not return to the parking lot during school hours without permission from the high school office.
- Students may not leave school grounds without permission.
- Students should remain after school only if they are under the direct supervision of a parent or faculty member.
- Students must abide by the internet use policy.
- Physical violence is not allowed.
- Threatening or profane comments by students or parents either verbally or in writing, are not allowed.
- School property shall be protected. Defacing or damaging school property, which is malicious or careless in nature, will result in appropriate disciplinary action and the replacement of such property by the student and/or parents or legal guardian.
- Disruptions in class, unruly behavior, or disrespectful speech/actions are not tolerated.
- Public displays of affection are not permissible in any circumstances. A hands-off policy is to be followed at all times.
- Buying or selling anything aside from school approved fund-raiser items is not permitted on campus or in the parking lot.
- Plagiarism, cheating, or forging another's name is a major offense and will be handled as such.
- Smoking or vaping on or off campus is prohibited.
- Students are not to be in possession of any material considered to be a drug or alcohol.
- Students may not bring weapons of any kind on campus.
- Theft of any kind will result in serious disciplinary action.
- Sexual misconduct or possession or viewing of pornographic material is not allowed.
- Students may not proselytize students to any non-Christian religion.
- Students are not allowed to talk about anything that is of a sexual nature (including, but not limited to, the act, preference, or orientation) unless it is part of the CCA curriculum.

Discipline

Cornerstone Christian Academy upholds biblical standards for behavior. Discipline is required to correct students, nurture self-discipline, and encourage strong character. The classroom teachers, in accordance with their own methods and in keeping with Cornerstone Christian Academy policy will handle mild discipline issues within their own classrooms. Cornerstone Christian Academy follows the discipline practices below. All discipline will be documented and a copy sent to parents or guardians.

For less serious violations the following actions may be employed:

- Warnings to students regarding their actions.
- Notice sent to parents through email, notes, or phone calls.
- Sitting or walking during recess or P.E.
- Extra assignments.
- Parent-Teacher conference
- Break detention
- Corporal punishment shall be used at the discretion of the administration.
 - Paddling can and will be administered by the administration only.
 - This will be done in the presence of a witness.
 - Parental authorization of corporal punishment is assumed upon enrollment of the child at Cornerstone Christian Academy.

Students who cannot be controlled through normal methods of discipline listed above shall not be allowed to remain a student at Cornerstone Christian Academy.

Suspension and Expulsion

Cornerstone Christian Academy partners with families in order to provide a high quality Christ-centered education. Families agree to cooperate with Cornerstone Christian Academy in its policies, procedures, education and expectations upon enrollment of their children in the academy. In the event that students or family members demonstrate a failure to partner with Cornerstone Christian Academy, the academy will dissolve the partnership and dismiss the student. Students and families who have been expelled may not attend Cornerstone Christian Academy events for the remainder of the school year.

Suspension is used as a disciplinary action in serious cases and is used at the discretion of the administration. Suspension should be taken seriously as a warning to change behavior immediately so as to avoid expulsion. Students on suspension are expected to complete all assignments in the time frame given. Suspension may vary in

length and may be assigned as in-school suspension or off-campus suspension. Students who are suspended may not participate in any school activity for the duration of their suspension.

Athletic Eligibility

Upon entering 6th grade, all students are eligible for participation in Cornerstone Christian Academy athletics. Grades will be checked at the end of each quarter. In order to retain eligibility students must earn passing grades in each subject. Grades will be checked at the end of each academic year for athletic eligibility the following school year. Athletic eligibility is determined by the Alabama Christian Athletic Association guidelines. All student athletes should obtain a copy of the Cornerstone Christian Academy Athletic handbook from the athletic director.

Summer Program

Cornerstone Christian Academy offers summer program childcare for the months of June and July. Cornerstone Christian Academy policies and expected behavior apply to all summer school students. Please see www.cca-eagles.com for pricing and summer program events.

Guidelines:

- Personal electronic devices are not allowed.
- Students need to bring a snack and drink each day.
- No carbonated beverages.
- Extended day students will be provided an afternoon drink and snack.
- There will be a five dollar charge for late pick up.

Discipline:

- 1st offense - Timeout with an age appropriate time limit.
- 2nd offense - second timeout and a note sent home.
- 3rd offense - parents contacted to come to the school to handle the situation.
- 4th offense - child will be sent home.
- If a child is sent home three times he will be dismissed for the remainder of the summer.

Internet Policy

The use of Cornerstone Christian Academy's computers, computer network, and internet resources is a key element of the curriculum and instruction. The CCA computer network is intended solely for educational purposes with the expectations that the teaching staff will incorporate appropriate use of computer network and internet resources into the curriculum and will provide guidance and instruction to students as to their uses. Despite its tremendous educational potential, the internet also presents the potential for security vulnerabilities and user abuse. For safety purposes, CCA employs both an internet filter and firewall. All employees and students are expected to abide by CCA's internet policy and procedures set forth below. Failure to follow the guidelines listed herein will result in disciplinary action. The school is not responsible for ensuring the accuracy or usability of any information found on external networks. Parent(s)/guardian(s) will be given the opportunity to determine their child's access to the internet when they first enroll at CCA. CCA will not be responsible for any and all claims arising out of or related to the usage of this interconnected computer system. CCA's computer network is regarded as a limited forum. This means that CCA may restrict speech for valid educational reasons and that uses acceptable on a user's private personal account on another system does not mean that it is acceptable on CCA's limited-purpose network.

ACCESS

CCA offers internet access for staff and student use. This policy sets forth the online acceptable use procedures for all staff and students using school computers and its network. The internet policy applies to all technologies capable of accessing, inputting, or extracting information/data from CCA's computer network, e-mail, and internet. Students and employees will have access to internet information resources through their classroom, library, or school computer lab. The use of CCA's system and access to the use of the internet is a privilege, not a right. The school reserves the right to limit or remove any user's access to the school's computer system, equipment, e-mail system, and internet access at any time for any reason. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's system or the internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; loss of credit and/or reduction of grade; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

EDUCATIONAL PURPOSE

CCA's computer network has not been established as a public access service and is not an open or limited open forum. The term educational purposes include, but are not limited to, information management, classroom activities, media-center projects, educational research, career development, and curriculum activities using computers and internet resources. CCA's computer network has not been established as a public access service or a public forum; therefore, CCA has the right to place reasonable restrictions on the material accessed or posted through the system into the intranet, e-mail, Web sites, and list server. Students and employees are expected to follow the rules set forth in this policy and the law when using CCA's computer network. The network will be monitored by staff to ensure educational utilization. Students and employees may not use CCA's computer network for non-educational commercial purposes. This means that no products or services may be offered, provided, or purchased through the computer network, unless such products or services are for

a defined educational purpose and such activity has been preapproved by the appropriate school authority. CCA's computers may not be used for political lobbying; however, they may be used to communicate with elected representatives and to express opinions to them on political issues.

RIGHTS AND RESPONSIBILITIES

1. Search and Seizure – Students and employees should not expect privacy in the contents of personal files on the school system. Administrators and faculty may investigate or review files, messages, and other materials on the computer network to maintain system integrity and to ensure that users are acting responsibly. CCA may examine all information stored on school technology resources and any time. CCA may monitor staff and student technology usage. Electronic communications, all data stored on the school's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by a school administrator or designee at any time. Routine maintenance and monitoring of CCA's computer system may lead to discovery that this policy or the following policies or laws have been violated: policy dealing with student conduct and school discipline, policy dealing with student civil and legal rights and responsibilities, policy on staff activities, and/or federal, state, or local laws. An individual search shall be conducted if there is reasonable suspicion that this policy, school policies, and/or the law have been violated. The investigation shall be reasonable and related to the suspected violation. Parent(s)/guardian(s) of student have the right at any time to request to see the contents of a student's email files.

2. School Employees – Rights, responsibilities, and duties of school employees as they relate to email and Internet use are governed by CCA. Employees may be disciplined or terminated for violating the school's policies, regulations, and procedures.

3. Due Process – The school shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through CCA's computer network. In the event there is a claim that employees or students have violated this policy or other school policy in use of the computer network, they shall be provided with a written notice of the suspected violation and an opportunity to present an explanation as defined in school policy for students and staff. If the violation also involves a violation of other provisions of school policy, it shall be handled in a manner described in administrative and faculty policy manuals that deal with dismissal, including suspension, exclusion, and expulsion. Additional restrictions may be placed on the use of individual Internet accounts, or could result in suspension, expulsion, and/or financial liability.

UNACCEPTABLE USES

The following uses of CCA's computer network are unacceptable:

1. Personal Safety – Students shall not agree to meet with someone contacted or met online without parents approval. Parent(s)/guardian(s) should accompany students to approved meetings. Students shall promptly disclose to their teacher or another school employee any message received that is inappropriate or causes discomfort. Students and employees shall not use the computer network to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's easily traceable. Students using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information as stated above out of their postings. This paragraph does not prohibit the posting of employee contact information on school web pages or communications between employees and other individuals when such communications are made for education-related purposes. (i.e., communications with parents or other staff members related to students). This does prohibit using the computer network to post personal information about the user or another individual on school-approved social networks, for example, Facebook or other administrative-approved social network.

2. **Illegal Activities** – Students and employees shall not attempt to gain unauthorized access to CCA’s computer network or to any other computer system through CCA’s computer network or go beyond authorized access. This included attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing”. Students and employees shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal, and criminal prosecution and/or disciplinary action will be pursued. Students and employees shall not use CCA’s computer network system to engage in any act that is illegal; that facilitates gambling; or that violates any local, state, or federal statute.

Students and staff shall not use the Internet of CCA’s computer network to harass or threaten the safety of others, including the posting of derogatory comments on any internet website in relation to the school’s faculty or student body. Misuse of the computer equipment or network including, but not limited to, deletion or violation of password protected information, computer programs, data, password or system files; inappropriate access of files, directories, internet sites; deliberate contamination of system, unethical use of information, or violation of copyright laws is prohibited.

3. **System Security** – Employees are responsible for their individual email accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no condition should staff provide their login identity and/or passwords to another person. Students shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems, because this may be construed as an illegal attempt to gain access. Under no conditions should students provide other students with their login identity and/or network password. Students and employees shall avoid the inadvertent spread of computer viruses by following the school’s virus protection procedures when downloading software or bringing disks into CCA. Students who gain access to teacher computer files, directory, programs, and websites without permission from a teacher will be disciplined as defined in the student handbook. The school will assign specific staff with security, management, and account responsibilities associated with the school’s internet resources and network accounts. Tampering with CCA’s computer security system, and/or applications, and/or documents, and/or equipment, will be considered vandalism, destruction, and defacement of school property. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and/or student’s parent or guardian.

4. **Inappropriate Language** – Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. Students and employees shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students and employees shall not post information that could cause damage or a danger of disruption. Students and employees shall not engage in personal attacks, including prejudicial or discriminatory attacks, based on a person’s race, gender, religion, national origin, or disability, or engage in any other harassment or discrimination prohibited by school policy or bylaw. Students and employees shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students or staff members are told by a person to stop sending personal messages, they must stop. Students and employees shall not knowingly or recklessly post false or defamatory information about a person or organization.

5. **Respect for Privacy** – Students and employees shall not repost a message that was sent to them privately without permission of the person who sent them the message.

6. **Respecting Resource Limits** – Students and employees shall use the system only for educational and career development activities and for CCA curriculum activities. Students and employees will have access to limited space on their school’s computer server. Student ability to download files shall be limited by media center and school policy. Users are responsible for making backup copies of the documents and files that are critical to their use. Students and employees shall not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people. Students shall not deliberately or knowingly delete another student or employee’s file. Students and

employees shall only use software, including but not limited to, email applications and web browsers that are supplied by CCA. Employees and students shall not install hardware or software on CCA's computer system without express permission of the school administration.

7. Plagiarism and Copyright Infringements – Students and employees shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Students and employees shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. If a student or employee is unsure whether or not a work can be used, request permission from the copyright owner. Copyright law can be very confusing; ask administration for guidance as needed.

8. Inappropriate Access to Material – Students and employees shall not use CCA's computer network to access material that is profane or obscene, that contains viruses, network hacking programs, or similar programs that advocate illegal acts, or that advocates violence or discrimination towards other people. If students mistakenly access inappropriate information, they should immediately notify their teacher or another school employee. This will protect them against claims that they have intentionally violated this policy. Parent(s)/guardian(s) should instruct students if there is additional material that they think would be inappropriate for them to access. CCA fully expects that students shall follow their parent's instructions in this matter. Educators will monitor student use of the internet in schools and will take reasonable measures to prevent access by students to inappropriate materials on the internet and web to restrict access to materials harmful to students. CCA will monitor the online activities of employees and students, and operate technology protection measures (filtering/blocking devices or software) on all computers on CCA's computer network as required by law. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene, harmful to students, and child pornography, as required by law. Invasion or disabling of the filtering/blocking device installed by CCA, including attempts to evade or disable, is a violation of the acceptable use policy.

EXAMPLES OF SELECT POLICIES

Employee's and Students' Personal Web Presence – CCA does not discourage the rights of students and employees to take part in school-approved social-networking sites, personal websites, blogs, discussion forums, and wikis away from the school. CCA requires, however, that its employees, students, and other school representatives observe the guidelines listed below and throughout this document when making reference in any form generally or specifically about any person or school-related activity on any internet-related communicative device. In addition, the school reserves the right to access an employee's or student's social networking website, blog, discussion forums, wikis, or any other internet-related communication device in making decisions relative to employment promotions or awards and honors given in the name of the school. Furthermore, employees or students must post on their personal websites a notice that the site may contain copyrighted material that cannot be downloaded without the approval of the copyright owner; they are also to post a notice declaring who is the creator of the web page.

A reproachful violation in any way of the following policies and guidelines can result in disciplinary action, including the termination of an employee or expulsion of a student.

- Use of profanity, vulgar, or slang language in any communicative form.
- Intimidation or disparagement upon any person in any way.
- Using website pages or social-networking sites to promote or display conduct prohibited by school policies.
- Posting photos of any person, including himself or herself, associated with CCA in any way while wearing official attire or any other clothing that associates the photos to CCA unless written permission has been granted by CCA in writing.
- Displaying any form of behavior that harasses or bullies a school employee or student.

- Ridiculing in any way a school-related activity or function, including any person associated with such activities or functions.
- Making derogatory or demeaning comments in respect to race, gender, nationality, disability, or physical features, including sexually suggestive comments.
- Making threats or implying a threat to harm an employee, student, or any other person associated with CCA.
- Use CCA's logo or name without written permission from the school.

STUDENT ELECTRONIC COMMUNICATION DEVICE POLICY

An electronic device, whether in the form of a cell phone, smart watch, or other electronic communication device, is defined as a piece of transmitting equipment that has the capability to converse or send/receive a message by voice, word, or picture to another person or persons. The use of such devices, regardless of purpose, is subject to the following school policies. The use of a communicative device in any form (voice, word, or picture) is prohibited from the beginning of the school day to the end of the school day, which includes during class-changing times between classes, lunch period, and other down times during the school day. All communication devices must be turned off and placed in the office during the school day. In case of an unlikely emergency, for example, fire, intruder in the school, and other emergency type situations, a student should report the emergency to the CCA office or school personnel. A student violating one or more of these policies will be subject to disciplinary action by the principal, not excluding suspension or expulsion from CCA.

LIMITATION OF LIABILITY

CCA does not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, email, and internet programs that violate this policy or any applicable law. CCA makes no guarantee that the functions or the services provided by or through the school system shall be error-free or without defect. CCA is not responsible for any damage suffered through the use of its computer system, including but not limited to, the loss of data, interruptions in service, the accuracy or quality of information obtained through or stored in the system, damages or injuries from improper communications damage to property used to access school computers or online resources, or financial obligations resulting from the use of school resources.

Sexual Harassment Policy

It is the position of Cornerstone Christian Academy that harassment (this term shall be understood to include sexual harassment) is a form of misconduct that is prohibited by the Scriptures (e.g. Matthew 5:28; 2 Corinthians 12:21; Galatians 5:9; Ephesians 4:9; Ephesians 4:19; 5:3; Colossians 3:5; 1 Thessalonians 4:7; 5:22; 1 Peter 2:11). All employees, students, volunteers and anyone affiliated with this ministry are to always maintain professional relationships. As a result, harassment violates our Biblical stands, and constitutes a basis for discipline up to and including termination/expulsion.

The Supreme Court explained in 1986, "Title VII affords employees the right to work in an environment free from discriminatory intimidation, ridicule, and insult." ("Title VII of the Civil Rights Amendment," U.S. Equal Employment Opportunity Commission (EEOC). <http://www.eeoc.gov/laws/statutes/titlevii.cfm>)

What is sexual harassment?

Sexual harassment is unwanted and unwelcome behavior from students or staff members that is sexual and causes problems for you at school. The unwelcome behavior may be verbal, visual, or physical. Sexual harassment is against the law and should not be ignored. This includes but not limited to:

- Comments, notes or invitations of a sexual nature
- Derogatory comments or jokes that are sexual
- Touching or gestures that are sexual
- Blocking or cornering in a sexual way
- Pulling clothing or grabbing that is sexual
- Showing sexual interest in someone when the interest is not wanted
- Any expression of sexual interest between adults and students

What should you do if you think you have been sexually harassed?

Do not ignore the behavior. You do not have to put up with it. Even though it is hard to do, you should tell your harasser to stop. Report what's going on to any adult staff member with whom you feel comfortable talking. If you wish, you can bring someone to help you make your report. You have the right to speak to someone of your same sex. When you tell the staff member what's going on, they will report it to the Administration. The administration will have a second person present because it is good practice for a complainer to be talking to two people when notifying of a violation and should not have to repeatedly tell the story. There will be an investigation, and a decision will be made upon the facts of the case. The investigation is confidential, and the complainer will not be asked during the investigation to face the person(s) who they believe is harassing them. They do not have to worry about the person or about someone else "getting even" with them for telling; the school staff will do their best to protect them.

What will happen to a person who is guilty of sexual harassment?

Students or staff who have been found guilty of sexual harassment will be told that the behavior must stop and will have appropriate disciplinary and corrective action taken. Students who have been found guilty of sexual harassment will be subject to disciplinary action up to and including expulsion. Staff members who have been found guilty of sexual harassment will be subject to disciplinary action up to and including dismissal. Corrective action for students and staff may include oral and written apologies, training, and counseling.

*CCA requires background checks on all employees.

Statement of Cooperation

I understand that the education of my child is primarily my responsibility as a parent/guardian and that I am choosing to partner with Cornerstone Christian Academy in this endeavor. I have read and understand the policies, rules, and procedures set forth by Cornerstone Christian Academy. I agree to stand by the school in their carrying out the information in the handbook. I understand that if at any time this partnership is no longer beneficial to my child or to the good of the school and its students the partnership will be dissolved and I will be asked to withdraw my child.

I understand the financial, discipline, and other policies of CCA as set forth in the student handbook; and I do agree to support and abide by said policies for as long as my child(ren) listed (or others to be enrolled) attend CCA.

I give CCA permission for my child to take part in all school activities, including bus trips, sporting events, and school-sponsored activities held off-campus.

I agree to hold CCA and its agents harmless for the liability to my child or any guardian or parent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against CCA or any employee or agent thereof, on my child's behalf and the school or its agent is not found as fault, I agree to pay any attorney's fees, court fees, damages and/or other costs that CCA or its agent should incur to defend itself against such action.

(Parent/Guardian Signature)

(Parent/Guardian Signature)