

CORNERSTONE CHRISTIAN ACADEMY MIDDLE SCHOOL HANDBOOK CONTRACT

Date: _____ Grade Level: _____ Homeroom: _____

Name of Student (please print): _____
Last Name First Name

Students, please initial each line.

_____ I have read the Cornerstone Middle School Student Handbook and I agree to be governed by the rules and policies. In a spirit of cooperation, I agree to comply with said rules and policies.

_____ I have read and understand the rules and policies stated in the section “Bullying and Harassment” found on page 28 & 29.

Signature of Student: _____

Guardians, please initial each line.

_____ I have read the Cornerstone Student Handbook and I agree to be governed by the rules and policies. In support of the Administration and Faculty, and in a spirit of cooperation, I intend to see that my child complies with said rules and policies.

_____ I have read and agree to support my child’s adherence to the rules and policies stated in the section “Bullying and Harassment” found on page 28 & 29.

Signature of Parent/Guardian: _____

CORNERSTONE CHRISTIAN ACADEMY

2011 – 2012

**2140 FIRST COLONY BLVD.
SUGAR LAND, TEXAS 77479**

Main Desk: 281-980-0842
Fax: 281-980-1432

School Office Hours: 7:00 a.m. – 5:30 p.m.

Board of Directors

The board consists of men and women who are active members of First Colony Church of Christ. They serve on a voluntary basis to promote the growth and development of the school.

Officers:

Mr. Dana Wright, President
Mrs. Ann Fregia, Vice President
Mrs. Ruth Temple, Secretary

Members:

Dr. Don Hooper
Mr. Mark Mize
Mrs. Sarah Smith

DAILY BELL SCHEDULE & TEST CALENDAR

SCHEDULE

<u>Class</u>	<u>Time</u>
Zero Period	7:20 – 7:50
Homeroom	8:00 – 8:10
Chapel	8:15 – 8:40
Period 1	8:45 – 9:30
Period 2	9:35 – 10:15
Period 3	10:20 – 11:05
Period 4	11:10 – 11:55
Lunch	11:55 – 12:25
Period 5	12:27 – 1:12
Period 6	1:14 – 1:59
Period 7	2:01 – 2:46
Period 8	2:48 – 3:30

TEST CALENDAR

Monday:	Science/English/Reading
Tuesday:	Math/Spanish/Bible
Wednesday:	Science/History
Thursday:	Spanish/Bible/Reading
Friday:	Math/History/English

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FOREWORD

In the spirit of skills for life and faith for eternity, the faculty, staff and administration wishes to welcome each of you. It is our wish that your experiences be heartwarming and profitable, both spiritually and educationally. Your teachers see you as individuals, and it is precisely in your individuality that your Christian walk will achieve its fulfillment.

THE VALUES AND PRINCIPLES OF CORNERSTONE CHRISTIAN ACADEMY

As a Community, we:

- will show respect daily in the way we interact with our children, families and teachers.
- will show excellence in being adequately prepared, striving for flawless execution in all we do.
- will exercise biblical stewardship as demonstrated through ownership, citizenship, confidentiality, safety, security and taking care of property.
- will be honest in all our dealings, staying true to our mission and vision.
- will foster communication and cooperation as key elements of an environment of teamwork with parents, faculty and the church.
- value the importance of Christian character development among students and faculty.
- value the challenge of helping children grow and mature in all areas of development.
- value all learning styles and seek teachers who will motivate students to learn.
- value the opportunity to help children develop self-reliance, self-control and responsibility.
- value a positive learning environment that allows children to learn.
- value the importance of open and positive communication between school and the home.

II. ACADEMICS

The curriculum of Cornerstone Christian Academy Middle School is a challenging course of study which will prepare students to enter high school with a firm academic foundation. All students are expected to participate in all curricular requirements including the dissection of animals.

THE CORNERSTONE CHRISTIAN ACADEMY HONOR CODE

Each Cornerstone student agrees that she/he will abide by the Honor Code: **I pledge my word and honor that I will neither give nor receive unauthorized aid on any test, quiz, assignment, paper, project, or exam.**

Summer School.

Any student failing to meet minimum requirements for passing a core class will not be allowed to advance to the next grade level until the course is passed.

Withdrawal from School.

A written request for a student's withdrawal should be made to the registrar. A parent or guardian must confirm the student's withdrawal. Upon request, the student's scholastic record will be mailed to the school of transfer provided all financial commitments to the school have been fulfilled.

SCHEDULE CHANGES

Student registration is a critical function at Cornerstone. Based upon the registration data, courses are scheduled. On occasion due to unusual conditions, changing a student's schedule is justifiable (see below).

A change is considered justifiable if:

1. The student was scheduled for a course in which she/he has inadequate background. (Must be initiated by instructor)
2. The student has special circumstances and the change is approved by the academic dean/middle school principal.

ACADEMIC DUE PROCESS

At times, parents may have questions and comments concerning their child's teachers. In the event that a student or parent has a grievance against a teacher, proper procedure should be followed to resolve the grievance.

First, the student should approach the teacher directly, if the student is not satisfied, the parent should approach the teacher directly. If the student and parent are still not satisfied, the parent should contact the following (in the order listed) until satisfaction is achieved: the middle school principal/academic dean/middle school principal, and the head of school. Some guidelines in presenting a grievance are as follows:

1. In all cases, the concerned parties should contact the teacher, present their grievance, and allow the teacher a reasonable time to deal with the grievance.
2. If the issue is not resolved, the parties may consult the academic dean/middle school principal. The teacher will be informed by one of these that they have been consulted.

3. If the issue is not resolved, the requests will be taken to the head of school who may consult with and/or hold a meeting with the concerned parties. The teacher will be informed of the meeting in time to prepare a statement and will be given time at the meeting to respond. The head of school will decide the issue.

GRADE AND CREDIT INFORMATION

The Cornerstone Christian Academy school year is divided into two semesters with each semester divided into two quarters. Student grades are given at the end of each quarter. Semester averages include both quarter grades and the final exam. Only the semester grade is recorded on transcripts.

Evaluation System.

The evaluation system at Cornerstone is as follows:

- 90-100 "A" indicates excellence in mastery of subject matter;
- 80-89 "B" indicates above average achievement;
- 75-79 "C" indicates satisfactory and average achievement;
- 70-74 "D" indicates less than satisfactory and below average achievement
- Below 69 indicates failure

Failing Grades.

Academic Probation. Students may be placed on Academic Probation at the end of a semester. Possible reasons for being placed on Academic Probation include, but are not limited to the following: a GPA lower than a 2.0; multiple Ds and/or Fs; excessive absences; and the discretion of the Academic dean/middle school principal. The student and parents/guardians will be notified in writing of the terms of the probation.

Ineligibility. Ineligibility will be determined at the end of each quarter using a point system. A failing grade is equivalent to 2 points. A "D" in any course is equivalent to 1 point. If a student has a total of four points under this system at the end of any quarter they will be deemed "ineligible" until progress reports of the following quarter or at the discretion of the academic dean. An ineligible student will not be allowed to participate in any school activities such as athletics or extra-curricular activities, and any school-sponsored trips.

Report Cards.

A link to access report cards will be emailed at the end of each quarter. Academic progress between quarters will be posted online via PARENTSWEB. Teachers will have updated grades posted by the middle of each quarter. Access to PARENTSWEB is available with a unique user ID and password and may be blocked by the business office if financial obligations are not current.

Non-custodial parents. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Requests for duplicate mailings should be made in writing to the school office at the beginning of the school year.

Document Release.

It is the policy of Cornerstone Christian Academy that all financial obligations to the school must be kept current in order for the student to continue at Cornerstone Christian Academy and/or documents to be released.

SEMESTER EXAMINATIONS

Examinations are given by teachers at the end of each semester. The exam will count one-fifth of the semester grade. To obtain the overall average, each quarter is counted as two-fifths of the semester grade.

GRADE POINT AVERAGE

The grade point average (GPA) is determined using the standard 4.0 system. The GPA is calculated as follows:

1. Assign a point value to each semester grade according to Table I - GPA Computation Data. Point value for the course is multiplied by the credits earned for that course. Add the resulting decimal figures; the total is the *quality points earned* for that semester.
2. The sum of the quality points earned is divided by the number of credits attempted for that semester. The result is the *grade point average (GPA)* for that semester.

HONOR ROLL

Honors will be determined at the end of each semester. For the purpose of honor roll, the GPA will be rounded to the nearest tenth. A student with a semester GPA of 4.0, after rounding, will receive High Honors. A student with a semester GPA from 3.3 up to 3.9, after rounding, will receive Honors. Students with any semester grade lower than 70 are not eligible for honors.

Providing Accommodations for Students.

Students at Cornerstone Christian Academy are eligible for certain academic accommodations to facilitate their learning and their ability to demonstrate mastery of academic material. Provision of academic accommodations is undertaken according to general guidelines of Section 504 of the Rehabilitation Act of 1973. An accommodation may be offered by faculty member when a student is observed to be experiencing undue difficulty meeting academic requirements. Whether or not the student benefits from the accommodation, parents may be advised to pursue having the student undergo psycho-educational or neuropsychological evaluation. This assessment is employed to determine factors underlying the student's academic difficulty, and whether the student will benefit from having specific on-going accommodations in the classroom.

SCHOOL TECHNOLOGY RESOURCES: INTRODUCTION

Students and their parents will abide by the Cornerstone Acceptable Use Policy for school technology resources. School technology resources can include but are not limited to: computers, laptops, printers, internet access, scanners, projectors, DVD/VCR players, etc. Any violation of the regulations contained in the policy is unethical and may result in disciplinary actions and/or appropriate legal actions. *The ability to use school technology resources from school computers is a privilege; and such use of school technology resources may be suspended at any time, at the sole discretion of the faculty of Cornerstone, without any liability or responsibility on the part of the administration, faculty, or staff of Cornerstone Christian Academy*

Any misuse of school technology resources must be reported to an appropriate Cornerstone staff or faculty. Misuse can come in many forms, such as any digital media sent or received that indicate or

suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in the Cornerstone handbook apply while using school technology resources.

Access to school technology resources at Cornerstone Christian Academy is intended for educational purposes. It is impossible for Cornerstone Christian Academy to restrict access to all controversial and/or non- educational materials. Neither Cornerstone Christian Academy nor its faculty, staff, or administration can be held responsible for materials acquired on the internet.

Cornerstone Christian Academy Acceptable Use Policy.

Internet and Email.

Cornerstone Christian Academy has actively pursued making advanced technology and increased access to learning opportunities available to our students, faculty and staff. As such, students at Cornerstone Christian Academy have the opportunity to access the Internet. Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. With this tool, however, students and parents should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Therefore, students and staff must understand and practice proper ethical and legal use.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the user's responsibility not to initiate access to such material. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The Internet is to be used for scholarly research and as a means of obtaining needed information. The Internet offers access to inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling-related. Students are further prohibited from using the school Internet connection for shopping purposes, downloading music or video, social networking and video streaming. Students should not access any information of this sort. Cornerstone reserves the right to monitor the internet usage of all students through specialized software reporting as well as any other means available to teachers and administration.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Copyright.

Students' use of the Internet must be in support of education and research and consistent with the educational objectives of Cornerstone Christian Academy. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is also prohibited. Students should never copy other people's work or intellectual property and submit it as their own.

Social Networking.

Students may not use any chat, p2p or collaboration programs to communicate with others through the computer network during class, unless a teacher or administrator expressly authorizes them to do so. The use of email during class, without teacher approval, is strictly prohibited. Likewise, the playing of games during class time, without teacher approval, is also strictly prohibited. Accessing social networking websites (MySpace, Friendster, Tagged, Facebook, etc.) are off limits during class time. The use of circumventors to get around school network security is prohibited.

Computer Content.

No computer programs (executables), MP3's, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through email as well as setting up "servers" on a student's laptop or by any other physical or electronic means. Students should not download copyrighted MP3's or non-shareware programs, games, and/or any programs not supported by Cornerstone

Privileges.

The use of school technology resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Cornerstone Christian Academy reserves the right to review any material on user accounts and to monitor network storage in order to make determinations on whether specific uses of the network are inappropriate. Decisions of the Cornerstone Christian Academy administration regarding unacceptable computer use are final. A student's use of school technology resources may be revoked, denied or suspended at the request of faculty and staff of Cornerstone Christian Academy.

Network Etiquette.

Students of Cornerstone are expected to abide by the generally accepted rules of network etiquette.

These include (but are not limited to) the following:

- Be polite. Do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not send out bulk email. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. The academic dean/middle school principal must approve beforehand all email that is being sent to the entire school or an entire class.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. Likewise, students may not download large files over the Internet during school hours.
- Do not damage computers, computers systems or computer networks or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. The use of intentionally harmful programs is strongly prohibited and will result in serious disciplinary consequences.

Security.

To protect the integrity of a computer system involving many users, Cornerstone students are not permitted to:

- Reveal your password to another user.
- Use another user's password to gain access to the network or Internet related resources.
- Trespass into another user's files.
- Record another person's voice without express permission from that person.

Cornerstone Christian Academy has a strong Acceptable Use Policy for computer work done while a student is at school or participating in a school function, a policy which monitors all computer use from the school campus or communications related to school classes or activities done from any school computer.

Cornerstone Christian Academy sometimes does become involved in student technology use issues that have happened using technology off the school campus and outside of school time in the following situations:

- The school becomes aware of slanderous, hurtful, harassing comments in student communication about another individual, especially one in the Cornerstone community. Fundamentally, such conduct is unlawful and unethical.
- The school becomes aware of improper communication between personnel and students or parents. Interactions between personnel and students or parents must all happen within the jurisdiction of monitored and supervised resources, such as e-mail.
- The school becomes aware of unethical or illegal activity in which a student might have been involved through an electronic source. In such cases, usually the school administrators meet with the student's parents, provided the claim appears viable.

Personal Websites And Blogs.

Students who develop and maintain personal websites and/or blogs, including but not limited to such freely accessible sites as myspace.com, and who identify themselves as students at Cornerstone Christian Academy must keep in mind they are representing the school in a public forum. Any personal site which contains the name and identity of the school must not contain personal information about the student, inappropriate images or vulgar language which would contradict the values of the school as stated in the school's mission statement. The following recommendations are made to students with personal webpages and/or blogs:

- Since websites/blogs are available to anyone at any time, a student should not post personal information that she/he does not want everyone to see and be aware of, including parents, and strangers.
- Whenever possible, students are encouraged to use a privacy feature that ensures that only those people whom the student approves may have access to the website.
- Students are advised to be very careful about taking surveys which ask them to reveal personal details about the student's personal life that should not be information available to the entire public at large.

Cornerstone Christian Academy encourages all students to use the internet for its educational potential, but to be very careful of its many traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all of our students. When inappropriate websites and/or

blogs created and maintained by Cornerstone Christian students mention the school's name and/or use a school logo, the school can and must hold the student responsible for its content. The school may take the following actions:

- Call the student in for a conference to request that she/he modify his/her webpage/blog and/or take the school's name and/or logo off of the website;
- Communicate with a student's parents/guardians about any inappropriate material on a student's webpage/blog;
- If the student will not cooperate with the school administration as to making her webpage/blog free of anything that would cause harm to her and her reputation and/or the reputation of the school, disciplinary action will be taken until compliance is heeded. The school prefers to avoid such a situation, however, through internet education and dialogue with students and parents about the dangers of the internet.

III. SCHOOL REGULATIONS

DRESS CODE

The school uniform is worn daily at Cornerstone Christian, with the exception of specified “non-uniform or free dress days.” The uniform must be worn from the time the student arrives on campus until the final bell. The uniform must be in good repair and fit properly. Our goal is that students be neat in appearance and reflect pride in themselves and the school.

Required Parts of the Uniform

1. Uniform khaki pants, shorts, skirts and skorts may be purchased from Parker Uniforms.
2. All plaid items, shirts and sweaters must be purchased from Parker Uniforms.
3. CCA sweatshirts and jackets may be ordered through the business office.
4. CCA spirit tee shirts may be purchased through the business office.
5. A belt must be worn with any shorts or slacks having belt loops.
6. ALL shirts must be tucked in at ALL times.
7. Closed-toe, rubber-soled shoes and socks are required at all times. Shoes may be leather or canvas. Please make sure that your child can securely fasten whatever shoes they wear to school. No boots or sandals. Athletic shoes are required on PE days.
8. Hairstyles must be neat and trimmed. Extreme hairstyles are not permitted. Boys’ hairstyles must be above the eyebrow, above the ear and above the collar. Girls must have their hair securely pulled away from their face on PE days.
9. Culottes, jumpers, skirts and shorts must be no shorter than two inches above the knee and should not extend below the bottom of the knee. Uniform items that are old and faded should be replaced by new ones.
10. Students in inappropriate clothes will be given disciplinary consequences and may be required to change and/or may be sent home.

BOYS’ UNIFORM

Official Uniform – Worn on TUESDAY and for special events

- Khaki pants.
- White oxford shirt with crest – long or short sleeved.

Mix and Match Options – Worn on MONDAY, WEDNESDAY, THURSDAY, FRIDAY

- Pleated front khaki pants or shorts.
- White or burgundy polo shirt – long or short sleeved. ***All polos must be purchased through Parker School Uniforms.***
- White oxford shirt – long or short sleeved. All oxford shirts must be purchased through Parker School Uniforms.
- Burgundy sweater.
- Undershirts and socks must be white.

GIRLS' UNIFORM

Official Uniform Worn on TUESDAY and for special events

- Plaid jumper with crest or skirt from Parker.
- White peter pan collar blouse (long or short sleeve).

Girls Mix and Match Options – Worn on MONDAY, WEDNESDAY, THURSDAY, FRIDAY

- Pleated front khaki pants or shorts.
- Plaid or khaki skirt.
- Plaid box pleat skirt.
- White or burgundy polo style shirt – long or short sleeved. ***All polos must be purchased through Parker School Uniforms.***
- White oxford shirt – long or short sleeved.
- Burgundy sweater.
- Girls are required to wear shorts under all skirts and jumpers. Parker supplies navy modesty shorts.
- Tights, undershirts and socks must be white.

Parker School Uniforms. 4630 Hwy 6 South (HWY 6 @ Austin Parkway), Sugar Land, Texas 77478, 281.494.6789 or www.parkersu.com.

SPIRIT DAY

FRIDAY and Special Events

Spirit shirt and blue jeans or hemmed blue jean shorts. Shorts must be of similar length as uniform shorts.

OUTER WEAR

- Students may wear any jacket or sweater for outside play.
- Only burgundy sweaters, including official CCA sweatshirts, may be worn in the building.
- Please label all items that come to school with your child.

Please go to www.parkersu.com for more information.

Visible Body Piercing and Tattoos.

Visible body piercing other than pierced ears, including tongue piercing, is not allowed. Visible tattoos are not allowed at school or any school function.

Blankets.

Students are not to bring blankets to school.

DRESS CODE VIOLATIONS

Dress code violations will result in a lunch detention. The student must report to the specified room by noon and will be dismissed with a short time remaining so that she/he can eat. Three lunch detentions will result in a 3-hour Saturday Detention.

Dress code violations that can be corrected must be corrected immediately. Final judgment about what constitutes acceptable or unacceptable dress lies with the teachers and/or the administration.

ATTENDANCE

Attendance will be kept by period. Each period or homeroom missed will count as a fraction of a day. These fractions will be added over time to calculate the total absences. **An accumulation of 7 periods absent--regardless of the day on which each occurs--will count as one full day absent.** (For example, an absence for one period on each of seven separate days would constitute 1 full day absence.) **Presence in the clinic constitutes an absence from class.**

Absences and Notification of the School.

A *parent or guardian* (not the student) is requested to notify the school attendance office (281-980-0842) between 8:00 a.m. and 9:00 a.m. in the event of a student's absence; otherwise, parents may be called.

Excused Absences include:

1. Illness of the student;
2. Death in the family;
3. Participation in school activities (with permission of the administration and the parents);
4. Doctors' appointments that cannot be made other than during school hours (doctor appointments may be verified by the school attendance secretary or academic dean/middle school principal.);
5. Any special situation approved by the administration **prior** to the absence.

A note, signed by the parent or guardian, must be submitted to excuse the absence regardless of the reason.

Unexcused Absences include:

1. All other absences not approved by the school;
2. Absences for which the student does not bring a parent note;
3. Truancy for the day: additional consequences may be imposed.

Unexcused Absence to an Individual Class (Skipping):

Missing a class without permission is considered skipping and is unexcused. Skipping a class may result in the deduction of 2 points from the student's quarter average in the particular class. A student will also serve a Saturday Detention for each class skipped. Additional consequences may be imposed.

Absence to Chapel.

Chapel is an important aspects of the student's education. Attendance is expected and will be treated as any other class. **Any student missing Chapel will be required to make-up each chapel missed, during a special chapel time to be held Friday's after-school.** A doctor's note must be provided by a student missing an assembly for that absence to be excused. A parent note will not suffice.

Absences and Extra-curricular Participation.

A student must attend classes for a full school day in order to participate in after-school events and activities. A doctor's appointment will be treated as an exception, so long as the student brings a doctor's note to the attendance secretary on the same day. Presence in the clinic counts as an absence from the missed class and makes the student unable to participate in after-school events and activities. Coaches, sponsors, etc., are responsible for enforcing this rule. The academic dean/middle school principal, together with the sponsor, may waive this policy when it is in the best interest of all parties concerned.

Early Dismissal.

If a student anticipates leaving campus for any reason, she/he must present a note to the office stating the reason for her departure and signed by her parent/guardian. ***The note must be brought to the attendance secretary by 8:00 a.m.*** The student will be given a dismissal slip. At departure time, the student turns in the dismissal slip and signs out at the attendance desk. If she/he returns to school the same day, she/he must report to the office and sign in with her time of return.

Any student who leaves campus for any reason, including illness, without the permission of the front office or academic dean/middle school principal will be subject to serious disciplinary consequences.

Anticipated Absence.

If a student anticipates absence from school, she/he must bring a note, signed by his/her parent/guardian, at least 24 hours prior to the absence. The note should be brought to the office by 8:00 a.m. The student receives a form for all her subject teachers to sign and to give her assignments.

Extended Absence.

Because of the educational importance of class participation, students are strongly discouraged from class absences due to trips or family vacations. If an extended absence is necessary, parents are asked to contact the academic dean/middle school principal at least **one week** in advance. If an anticipated absence is not secured, the absence may be considered unexcused.

Extended Illness.

If, because of serious illness, the parent or guardian of a student expects an *extended absence of three days or more*, he or she/he should inform the academic dean/middle school principal as soon as possible. A doctor's statement may be required.

Excessive Absences.

Ten Absences Policy. A student, after missing her tenth day of school, must make up each day that she/he is absent thereafter, **regardless of whether the absence is excused or unexcused.** (Please note the method of calculating absences in the above "Attendance" section.) The day will be made up on a designated Saturday.

Fifteen Absences Policy. A student, after missing her fifteenth day of school, will be required to meet with the academic dean/middle school principal. His/Her parents or guardians may be asked to attend this conference. If absences persist after this counseling session, in consultation with the head of school, the student may be required for possible dismissal. Because of the importance of class participation to the student's learning experience.

Excessive Absences may result in non-participation from attending any school field trips.

Saturday School.

A student, after missing his/her tenth day of school, must make up each day that she/he is absent thereafter, ***regardless of whether the absence is excused or unexcused.*** (Please note the method of calculating absences in the above "Attendance" section.) The day will be made up on a designated Saturday.

School sponsored or sanctioned activities are exempt from and do not count toward the total of ten (10) absences. In the event of extenuating circumstances (extended illness or hospital confinement), consideration may be given to extending the limit of ten days. An exemption form must be submitted and approved by members of the administration. The student and her parent may be required to meet with the academic dean/middle school principal or to provide a doctor's statement.

School-sponsored Trips.

Participation in field trips is a privilege. Each student is responsible for making up the work of the classes she/he has missed due to a school-sponsored trip. The student is responsible for informing her teachers in advance of the trip that she/he will be gone and for completing her work ahead of time. Students that are academically ineligible will be unable to attend field trips or participate in school sponsored trips. (please see "ineligibility" for the formula used to determine academic ineligibility). An ineligibility list will be given to all teachers for each grading period. Students on trips are governed by the same regulations applicable to all school activities. Likewise, students in danger of failing a course, or with excessive absences to a course, cannot afford to miss several consecutive days of class and may not be allowed to attend the school sponsored trip. These students may forfeit any money paid for such programs if a teacher feels the student should not miss class.

Students will not be allowed to participate without an official field trip form signed by her parent/guardian. Phone calls and e-mail letters will not be accepted. Permission slips may be faxed in an emergency.

Overnight Trip Behavior Agreement.

The following policy is enforced for any overnight trips: "I understand that I am to abide by all rules and policies of Cornerstone Christian Academy and the attendant sponsor while on a school-sponsored trip. I understand that I am not to leave my hotel room, the hotel premises, or the activity premises without the permission of the sponsor. If I do not abide by these rules, I understand that I may be removed from my leadership position, the team, or the school club and that I may not be allowed to participate in off-campus school activities for one full school year. In addition, my parents may be notified and I may be sent home at my parent's expense."

Make-up Work.

Students who are absent for any reason will be required to make up the work missed. All work must be completed in the *time allotted* by the teacher. It is the responsibility of the student to contact the teacher regarding make-up work.

TARDINESS

Tardies to School.

A student reporting to school *any time* after 8:00 (or who is not in homeroom) must report first to the front office to receive an admit pass.

Excused tardies ordinarily include but are not limited to the following:

1. Court appearance
2. Car accident (student himself/herself)
3. Doctor's appointment
4. Car trouble (parent note required)

After a certain amount of class is missed, the incident is considered an absence rather than a tardy. The academic dean/middle school principal has final discretion.

***A parent note or other form of verification is required for the tardy to be excused.**

Unexcused tardies include but are not limited to the following:

1. Traffic
2. Carpool
3. Oversleeping

After a certain amount of class is missed, the incident is considered an unexcused absence rather than a tardy. The academic dean/middle school principal has final discretion.

A student will be allowed three tardies to school per semester without consequence. After the third tardy, a lunch detention will be given for each tardy to school. If a student is repeatedly tardy to school, a conference may be held with his/her parents, and the academic dean/middle school principal. Further disciplinary action may be taken.

Tardies to Class.

Excessive tardies to class may result in disciplinary consequences.

GENERAL REGULATIONS

Birthday Celebrations.

All birthday celebrations must be confined to the cafeteria. Due to the problem of attracting insects, no food items such as cakes, cookies or brownies may be stored in classrooms or carried around the building. They may be stored in the student's homeroom. They may be eaten only at lunch. No balloons may be carried in the building, as they create a hazard in the crowded hallways.

Cellular Phones.

Students are not allowed to use cellular phones during the school day. They are never to be used in the main building during school hours. They may be used before and after school. Cell phones should be turned off and stored away. They should not be visible. If they are visible, they will be collected and turned into the academic dean/middle school principal. On the first offense, the academic dean/middle school principal will return the phone at the end of the day and the student will receive a lunch detention. *On the second offense, the dean of student will return the phone to the student's parent only* and a lunch detention will be issued. On any additional offenses, the parent will be required to pick up the cell phone and pay a \$25 fine in addition to a lunch detention.

Deliveries.

We cannot accept the delivery of flowers, balloons, food, and other gifts to students.

Fax Machine.

The fax machine is for the use of the office staff only. It may not be used for student business or for faxing in student assignments.

Food and Drink.

Designated eating areas are the cafeteria, courtyard, and those areas designated for students. No student may sit or eat in the open area upstairs before or after school or at lunch. Students must assume personal responsibility for cleaning up and disposing of trash. Eating is not allowed in the library, halls, or foyers.

Hall Use.

Students may not be in the halls outside of pass time without a hall pass. No backpacks, purses, books, etc., are to be left in the hallways or foyers of the school.

Lost and Found.

The school is not responsible for lost or stolen articles. A lost and found collection area will be established/held in a central location and announced to the students at the beginning of each year. If articles are not claimed they will be given to charity. Students are strongly urged to put names on their belongings and are asked to report the loss of valuables or any possible theft.

Parent Notification.

As professional educators we are committed to open communication with parents for the well-being of our students. When issues arise in students' lives that warrant parental intervention, it is our obligation and practice to inform parents of our concerns.

Publicizing Events.

In order to sponsor any activity in the name of the school, a student or a student organization must receive permission to do so from the school administration. In order to give publicity to any event through posters, news columns, radio broadcasts, or other means of communication, or to be

interviewed on campus by media services, an individual must receive permission to do so from the administration.

School Property.

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost of repairing or replacing the property. Intentional damage will incur disciplinary consequences.

Smoke-free Campus.

All are reminded that there will be no smoking on our campus at any time.

Telephone Calls.

Phone calls to students are discouraged. **Students will not be called to the school office for a telephone message except in an emergency.** Students may use the phone located on the Attendance desk for short calls of an urgent nature.

Visitors.

All visitors must check in at the front Administration desk and receive a badge to wear. Ordinarily visitors are only allowed on campus during the lunch period and only in designated lunch areas. Any questions regarding visitors on campus may be directed to the academic dean/middle school principal, who has the right to refuse any visitors. Students wishing to visit Cornerstone Christian Academy for purposes of future admission must contact the Admissions Office in order to set up an appointment for a guided visit of our campus.

Unscheduled Interruptions. Unscheduled classroom visits by parents are prohibited. In the event of an emergency, parents should check in at the front office. Classes will not be interrupted for delivery of messages to students regarding car pools and other non-emergency personal matters.

V. STUDENT WELFARE

STUDENT WELFARE

When the student's academic, physical, mental or emotional well-being is in jeopardy, the school will inform the parents of our concern. We reserve the right to require appropriate outside professional intervention as a condition for continuance at Cornerstone Christian Academy.

The school reserves the right to collaborate with teachers, administration and other counselors to insure a student's welfare and his/her success at our school.

Known or suspected cases of abuse, neglect, or serious disregard for the welfare of a child by a parent or guardian will be reported to Child Protective Services as required by law.

DISCIPLINE

Discipline Philosophy.

All members of the Cornerstone Christian community have the responsibility to create and maintain an atmosphere that encourages learning and growth. Teachers and administrators work together to insure that everyone in the school community respects the student's right to learn and the teacher's right to teach. Students share in this responsibility by contributing positively to the classroom atmosphere, treating others and their property with respect, arriving to school and class prepared and on time, and dressing in a neat and appropriate manner. Parents join with the school by encouraging in their children right conduct and a love of learning.

Students at times make choices that are contrary to the school's philosophy or guidelines. At such times it is the responsibility of the school to try to help these students understand why their behavior is inappropriate and to help them effect the desired behavior change. Any disciplinary consequences must have these learning goals in mind.

Discipline Definitions.

Detention. A detention is a period of time served by a student for minor infractions of school policies. Detentions may be held at lunchtime, before or after school, or on Saturday. Students may be required to sit in silence, perform service, or engage in a learning assignment.

Saturday Detention. A Saturday Detention is a three hour silent detention. The student will report on a designated Saturday in full uniform and will not be allowed to work on school work, read or otherwise engage in any activity.

In-school Suspension. If a student is suspended, her parents/guardian will be notified and she/he will be expected to attend school from 8:00 a.m. – 3:30 p.m. She/he will not attend classes or be allowed to go to the lunchroom on the actual day of her suspension, rather she/he will spend her time in an isolated area. Students serving ISS may face consequences with regard to extra-curricular activities. These consequences could include the revocation of the privilege to participate in extra-curricular activities or to run for class office.

Disciplinary Probation. If a student has received multiple violations during her attendance at Cornerstone Christian Academy, or if for other reasons the student's behavior has caused serious concern she/he and his/her parents will be required to meet with the academic dean/middle school principal to discuss her probationary status and may be asked to enter into a behavior contract. Terms

may include, but are not limited to, disciplinary consequences, mandatory therapy, and provisions for consequences or dismissal in the event of a repetition of the offense. If a student's conduct warrants another suspension, she/he and her parents may be required to appear a second time before the academic dean/middle school principal and head of school she/he may face possible dismissal.

Out-of-school Suspension. In cases of serious disciplinary infractions, a student may be sent home and required to remain out of school for a designated period of time. These offenses, such as threatening a teacher or a student, certain drug or alcohol offenses, or any other infraction will be determined by the administration. An out-of-school suspension may also result in point loss, determined by the academic dean/middle school principal.

Dismissal or Expulsion. In some cases, a student may be asked to leave Cornerstone Christian for behavioral issues. Most often, the academic dean/middle school principal will review the case and make a recommendation. Final authority rests with the head of school.

CHEATING AND PLAGIARISM

Cornerstone Christian Academy students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor request it, is sufficient grounds to initiate an academic dishonesty case.

Academic dishonesty includes the commission of any of the following acts. **This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty.**

Clarification is provided for each definition by listing some prohibited behaviors.

Cheating.

Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

Examples:

- During an examination, looking at another student's examination or using external aids (for example, books, notes, calculators, conversation with others, or electronic devices) unless specifically allowed in advance by the instructor.
- Having others conduct research or prepare work without advance authorization from the instructor.
- Acquiring answers for any assigned work or examination from any unauthorized source. This includes, but is not limited to, using the services of commercial term paper companies, purchasing answer sets to homework from tutoring companies, and obtaining information from students who have previously taken the examination.
- Collaborating with other students in the completion of assigned work, unless specifically authorized by the instructor teaching the course. It is safe to assume that all assignments are to be completed individually unless the instructor indicates otherwise; however, students who are unsure should seek clarification from their instructors.
- Other similar acts.

Fabrication.

Making up data or results, and recording or reporting them; submitting fabricated documents.

Examples:

- The intentional invention and unauthorized alteration of any information or citation in any academic exercise.
- Using "invented" information in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
- Failing to acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
- Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.
- Providing a fabricated document to any employee in order to obtain an excused absence or to satisfy a course requirement.
- Other similar acts.

Falsification.

Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Examples:

- Changing the measurements in an experiment in a laboratory exercise so as to obtain results more closely conforming to theoretically expected values.
- Other similar acts.

Multiple Submissions.

Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

Examples:

- Submitting the same work for credit in more than one course without the instructor's permission.
- Making revisions in a paper or report (including oral presentations) that has been submitted in one class and submitting it for credit in another class without the instructor's permission.
- Representing group work done in one class as one's own work for the purpose of using it in another class.
- Other similar acts.

Plagiarism.

The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Examples:

- Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator).
- Failing to credit sources used in a work product in an attempt to pass off the work as one's own.
- Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources. Students are permitted to use the services of

a tutor (paid or unpaid), a professional editor, to assist them in completing assigned work, unless such assistance is explicitly prohibited by the instructor. If such services are used by the student, the resulting product must be the original work of the student. Purchasing research reports, essays, lab reports, practice sets, or an answer to assignments from any person or business is strictly prohibited. Sale of such materials is a violation of both these rules and State law.

- Failing to cite the World Wide Web, databases and other electronic resources if they are utilized in any way as resource material in an academic exercise.
- Other similar acts.

Complicity.

Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

Examples :

- Knowingly allowing another to copy from one's paper during an examination or test.
- Distributing test questions or substantive information about the test without the instructor's permission.
- Collaborating on academic work knowing that the collaboration will not be reported.
- Taking an examination or test for another student.
- Signing another's name on an academic exercise or attendance sheet.
- Conspiring or agreeing with one or more persons to commit, or to attempt to commit, any act of scholastic dishonesty.
- Other similar acts.

ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS

Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise.

VIOLATION OF DEPARTMENTAL OR SCHOOL RULES

Students may not violate any announced classroom or school rule relating to academic matters.

DISCIPLINARY ACTION

If a student is believed by a teacher to have violated this honor policy, the teacher will meet with the student to discuss the incident and will inform the academic dean/middle school principal. The teacher will complete a cheating incident report to be kept on file by the academic dean/middle school principal. The dean will meet with the student and contact the parents. The teacher will give the student a zero on the assignment; and the academic dean/middle school principal will enter the offense into the student's discipline record. In the case of complicity, both students will be given a zero on the assignment. If the student disputes the allegation, the dean will determine the next course of action. If the student disputes the dean's final decision, the FSAC or Discipline Board, will serve as the Board of Appeal. Its decision will be final.

If the offense is a repeated cheating offense, or if the cheating involves additional dishonesty or other infractions, additional consequences will ensue and will be determined by the academic dean/middle

school principal. Such consequences could include, but are not limited to, Saturday Detention(s), suspension, Discipline Board review, or dismissal from Cornerstone Christian Academy (for matters of dismissal, see “Disciplinary Action Due Process”). The dean will inform the parents of the additional concerns and consequences. If the student disputes the dean’s final decision, the Discipline Board and/or the FSAC will serve as the Board of Appeal; its decision will be final.

Note: This honor policy was adapted from the Texas A&M “Aggie Honor System” 2006.

Discipline Infractions.

Minor infractions will result in a Lunch Detention. Three Lunch detentions will result in a 3-hour Saturday detention

Minor infractions include, but are not limited to, the following:

- uniform violations
- chewing gum
- tardy to school or class
- in the halls without a pass
- inappropriate public display of affection
- disrespectful behavior
- inappropriate internet usage

More serious infractions will result in more serious consequences. They are Saturday Detention (3 hour), in-school suspension (ISS), out of school suspension, disciplinary probation and dismissal. The academic dean/middle school principal will meet with the student and the parents as warranted.

Major infractions include, but are not limited to, the following:

- inappropriate language or symbols
- open insubordination to any teacher, staff or administrator
- leaving campus without permission
- conduct detrimental to the reputation of the school
- inappropriate public behavior
- lying or deception
- theft or vandalism
- cheating or plagiarizing
- skipping or truancy
- possession or consumption of alcohol or drugs

Detentions or other disciplinary consequences may be given for any infraction considered sufficient by the faculty, staff or administration.

DISCIPLINARY ACTION DUE PROCESS

In cases involving possible dismissal from school, a student is entitled to due process.

In most school-related situations, no formal hearing is required. The teacher, principal, or head of school can make a fair decision after giving the student notice of the problem and the circumstances related to the problem. The student will be given an opportunity to explain the matter and defend himself/herself.

Matters Involving Possible Expulsion.

In matters of possible expulsion, the following procedures are followed:

- The academic dean/middle school principal will meet with the student and speak with the parents.
- A Discipline Board hearing will be conducted and the recommendations given to the academic dean/middle school principal and head of school.
- The head of school may choose to expel, or not, after consulting with the academic dean/middle school principal, who will then meet with the student and the parents. If the parties involved contest the decision, the matter is referred to the Faculty Staff Advisory Committee (FSAC). All decisions by the FSAC are final.
- The head of school may choose to defer his/her decision and to refer the matter directly to the FSAC. Ultimately the decision still belongs to the head of school. The decision of the head of school, in consultation with the FSAC, is final.

BULLYING AND HARRASMENT

Bullying and harassment are in direct opposition to our mission statement and our Christian values, and will not be tolerated. It is our desire to provide a safe atmosphere that is conducive to study and respectful of all students. Any form of bullying or harassment will be taken seriously by the teachers and administration. The student involved will be asked to immediately stop their offensive behavior and disciplinary consequences will be determined by the academic dean/middle school principal.

Expectations for Cornerstone Christian Students.

1. Keeping in line with our school's mission and motto, students are expected to work for social justice. Bullying of any kind is not in line with our community goals.
2. Students experiencing any type of unwanted behavior should first ask for the behavior to stop.
3. Keep records of any type of bullying that happens through electronic means.
4. If the behavior continues or a student needs help contact the office of the academic dean/middle school principal.

Definitions.

“Bullying” means inflicting physical hurt or emotional distress on one or more students. It may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberbullying
6. Physical violence
7. Sexual, religious or racial harassment
8. Public humiliation
9. Destruction of property
10. Exclusion
11. Rumor spreading

“Harassment” means any threatening, insulting, dehumanizing gesture, either in-person or through the use of electronics towards one or more students that:

1. Places a student in fear of harm to her person or property

2. Has the effect of interfering with the student's ability to learn
3. Has the effect of negatively impacting a student's mental, physical, or emotional well-being
4. Has the effect of disrupting the school environment/class

"Cyberbullying" means the harassment and intimidation of a student through the use of technology, such as e-mail and instant messages, cell phone and text messages, downloaded and/or doctored photographs and videos, and personal websites to humiliate, threaten and degrade a student. One simple guideline is this: If you wouldn't say it in person, do not say it online. Be the same person online that you are in real life.

"Bullying," "Cyberbullying," and/or "Harassment" also includes:

1. Retaliation against a student (s) for alleging an act of bullying, harassment, or discrimination.
2. Accessing or providing access to another student's computer or phone, which includes but is not limited to:
 - a. Email
 - b. On-line grades
 - c. Social networking sites
 - d. IM
 - e. Text message

SUBSTANCE ABUSE POLICY

Cornerstone Christian Academy abides by the laws of the United States and the State of Texas. The School does not condone illegal conduct. Possession of, use of, or attendance at School or School-sponsored activities under the influence of, alcohol, marijuana, narcotics, hypnotic or sedative drugs, or chemical depressants or stimulants as defined under the Penal Code of the State of Texas that have not been prescribed by a physician, is against the law and our School policies.

The possession, use, or distribution of any quantity of illegal drugs or drug paraphernalia, and/or the misuse of prescription drugs, is not permissible on School premises, School vehicles, or at offsite School-sponsored activities. Any student showing evidence of having consumed, or in the possession of, drugs, and/or alcoholic beverages at any time while at School or at a School-sponsored activity, will be subject to disciplinary consequences, which may include dismissal from the School. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are considered School-sponsored events.

Cornerstone Christian Academy reserves the right to employ the following methods, as well as any other the administration deems necessary, to determine the use of drugs and/or alcohol, and to take measures to prevent future use and restore the student's well-being.

Sobriety Test. A sobriety test may be used to determine if a student has consumed alcohol. This test may be administered on campus or at School-sponsored events.

Drug Test. If a student is suspected of using drugs, the administration may request the parents/guardian to have the student tested at the expense of the family at a School-approved facility. Failure to comply is grounds for dismissal.

Professional Intervention. Realizing the seriousness of alcohol and drug abuse/misuse, Cornerstone Christian will make every effort to assist students involved with the problem. When student behavior

strongly indicates drug or alcohol use, the administration may require professional intervention and subsequent treatment, if indicated, as a condition of continued enrollment. Confidentiality will be observed in providing this assistance, and every effort will be made to enable students who are actively seeking help for themselves or others to continue their education at Cornerstone Christian Academy.

Student Searches. School officials reserve the right to search student property upon reasonable suspicion that prohibited substances or materials are located there. School officials reserve the right to make a dog-sniff search of school, student's possessions with or without reasonable suspicion.

It is important that all of our students and their families familiarize themselves with the laws of the State of Texas. Cornerstone Christian reserves the right to call in the appropriate law authorities when confronted with illegal conduct.

CLINIC

In the event of an accident, injury or sudden illness of a student, someone should contact the academic dean/middle school principal, staff, or someone in authority immediately. If the emergency appears serious, an administrator or designated person will call 911; a parent will be notified.

If a student becomes ill and needs to go to the clinic, she/he must obtain a pass from the **current** period teacher or teacher whose class is about to begin. **A student who goes to the clinic without permission or without signing into the clinic may be considered unexcused and "skipping" the classes missed. Consequence for skipping may be enforced.** The student may stay in the clinic for only one period per day. If the student is too ill to remain in school, or is involved in an emergency situation, she/he must obtain permission from the administration or attendance secretary to leave school. The parents/guardian will be notified before the student is allowed to leave campus. Contact with a parent or guardian must be made by a school staff member before a student will be allowed to leave.

Health Records.

Students must have health records on file in the school office in order to be admitted to class. These records are required by law and are regularly audited by the State Health Board.

Medication.

We only administer over the counter medication to a student with a signed consent form on file. If a student brings prescription medication to school, the parent must complete a Medication Information Form, obtained from the attendance secretary. If a student has a serious or chronic medical condition, or requires any special accommodations due to a health condition, her parent must fill out a Student Accommodation Plan, obtained from the front office.

EMERGENCY PROCEDURES

School Closing.

There are several locations where you can find Cornerstone Christian school-closing information.

1. Critical updates will be posted to the main page of our website
2. [Channel 11](#) or [Channel 2's](#) websites have timely data on the school closings link

In our effort to provide our parents, vendors and community organizations with reliable information regarding school closures due to weather, human-made disasters or natural disasters, Cornerstone Christian uses a mass communication system to notify our community by phone call and text message.

If we should have to close because of an emergency, we will list the closing immediately on the websites above when possible. In most cases, Cornerstone Christian will also notify parents by phone or email. Make sure to log on to PARENTSWEB and verify your email address in your profile so that you don't miss any messages.

If an emergency situation occurs during the school day, the administration will decide whether or not to dismiss school.

Fire Drills and Tornado Evacuation.

Evacuation plans are posted in classrooms, assembly areas, and halls. All students are urged to consider the seriousness of fire drills and tornado evacuations. Such drills are preparation for the reality of fire or disaster. Silence, order, and speed are of the utmost importance in any emergency evacuation.

Crisis Plan.

Cornerstone Christian has developed an extensive plan for responding to various crisis situations. The decision to enact the plan rests with the head of school or with other administrators upon her absence.

VI. FINANCIAL POLICY – TUITION AND FINANCIAL AID

Tuition can be paid in full or monthly (12 month plan). The first month's tuition is due by June 5. The monthly payment option is only available through the Pay Easy tuition payment plan.

The paperwork necessary to enroll in this program is in your enrollment packet.

Middle School: payable in twelve (12) monthly payments beginning June 5. Total Cost: \$8288

Fees

Current Family Registration Fee: \$100 per child

New Family Application Fee: \$200 per child

Enrollment Fee: \$500 (Additional siblings are charged half of the enrollment fee depending on which program they are enrolled in.) Testing fee for new families: \$75 first child, \$50 each additional child.

TUITION DISCOUNTS

Tuition discounts are available for the following:

- A three percent (3%) discount is available when tuition for the school year is paid in full by June 1. A four percent (4%) discount is available when tuition is paid in full at the same time the enrollment packet is returned (within 2 weeks after acceptance to the Academy).
- A ten percent (10%) discount is available for multiple children of the same family enrolled at Cornerstone Christian Academy. To qualify, these children must be siblings from natural birth or legal adoption and must reside in the same home. The older child will pay the full tuition rate; the discount will be applied to the tuition for each of the younger siblings.

TUITION REFUND POLICY

(See WITHDRAWAL FROM SCHOOL.)

FINANCIAL AID

Based on available resources and need, Cornerstone Christian Academy uses the FACTS Financial Aid system to help determine appropriate allocation of financial scholarships. While we attempt to provide some tuition assistance as part of our financial planning, Cornerstone neither guarantees nor implies scholarships will be given each year. The online application can be found at www.factstuitionaid.com and should be completed by March 31.

BUSINESS OFFICE

All tuition and fees are processed through the Business Office Manager. Any questions regarding tuition, fees, extended care billing or any other school-related financial issues should be directed to the Business Office Manager.

DEVELOPMENT & FUNDRAISING

Cornerstone Christian Academy is a non-profit 501 (c)(3) organization. Our goal is to provide quality Christian education at an affordable price. Relative to the programs we offer, our tuition costs are considerably low. To continue as such, we augment our operating budget with fundraisers each year. It is these fundraisers that allow us to keep fees low and, therefore, we appreciate all generous support and donations from our faculty and staff, our Board, parents, grandparents, alumni and the community at

large. All donations to our annual giving campaign are tax-deductible as are items donated to the auction.

Annual giving is critical to the financial foundation of the school. In all cases, some level of participation by all members of the Cornerstone Christian Academy family is expected. Annual giving generates much needed funding to support the growth and development of the school.

Every student benefits from annual giving because the money raised directly supports classroom materials, facility and program creation and augmentation, as well as student activities.

The development staff and committee volunteers will provide information regarding fundraisers and campaigns throughout the year. All questions regarding fundraising should go directly to the head of school.

All events that involve the collection of money for donation or sale of items require the completion of an event proposal form and approval by the head of school. The head of school must approve any and all uses of the school logo.

WITHDRAWAL FROM SCHOOL

Parents of students have committed to financial responsibility on a separate contract stating that based on student enrollment, Cornerstone purchases curriculum and supplies for the school year. We hire teachers for the calendar year, August through July. When a child is accepted for admission to Cornerstone's program, it is based on the assumption that the child will complete the academic year. Should parents choose to withdraw a child on their own for any reason, the parents are responsible for the full semester's charges. Partial refunds will be considered for families experiencing catastrophic illness in their immediate family, those moving over 45 miles away from the school or upon approval of a Board-appointed committee.

Notification of intent to withdraw must be submitted to CCA in writing at least two weeks prior to withdrawal date.

Fees are not refundable at any point.

No transcripts or records will be released until all financial obligations to the school have been satisfied.

All parents/guardians sign an admission agreement upon registering which acknowledges acceptance of CCA's policy on refunds. This is a written contract binding all parties to said policy.

We appreciate your cooperation and acceptance of our policies as it helps to keep CCA a school of excellence.

AMENDMENTS TO HANDBOOK

Cornerstone Christian Academy retains the right to amend this handbook for just cause. Students and parents will be notified if changes are made.