



CORNERSTONE
CHRISTIAN ACADEMY

Student-Parent Handbook

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1. SCHOOL HISTORY

Cornerstone Christian Academy (CCA) began operations in the fall of 1996 as an outreach ministry of Faith Bible Chapel North. The school was then known as Rocky Mountain Christian School, located at 120th and Sheridan in Broomfield.

From 1996 to 1998, God drew the student families and staff together. Through hands-on parental involvement, there came a growing realization of the school's unique blessings. Students, staff, and parents became a community, joined together for the purpose of educating our children - both academically and spiritually. This sense of community and unity is one of the defining characteristics of CCA.

Over the summer of 1998, CCA became an independent school. We moved from Broomfield to a church facility near 120th and Washington, in Northglenn. The school was incorporated under Colorado's Non-Profit Corporations Act and we obtained a 501(c)(3) designation from the IRS. A board of directors was elected and remains the decision-making body for the school.

From August 1998 until 2004, CCA enjoyed a working ministry relationship with New Life Community Church. In 2004, we were welcomed with open arms by Harvest Worship Center in Federal Heights for what was to become a six year relationship.

Due to unexpected delays in zoning and construction on the remodel of the Arabian Horse Center, CCA resided in two temporary locations during the 2009-2010 school year. Grades K-8 returned to Harvest Worship Center, and the high school was welcomed to the north campus of Crossroads Church.

At the completion of a two year project, CCA was thrilled to move into our own building at 12000 Zuni Street in Westminster, CO. The building currently has adequate square footage to accommodate approximately 350 students. The Lord has consistently shown His hand of mercy and blessing as we work side by side for the enrichment of our students' lives, spiritually and academically.

We are grateful to Christ who sustains us, and to God the Father who goes before us, and who has laid our foundation. "Thus saith the Lord God, 'Behold, I am laying in Zion a foundation stone, a tested stone, a precious cornerstone of sure foundation; He who believes will never be dismayed.'" (Isaiah 28:16.) We pray that God will be glorified in all that we do.

2. IDENTIFICATION SECTION

2.1 Statement of Faith

Consistent with the denominational diversity present within the school community, our Statement of Faith as determined and adopted by the CCA School Board is only a partial expression of our beliefs; it is a reflection of our unity in essential Christian doctrine, and is regrettably, in part a response to recent societal changes. Reasonable minds can differ on scriptural interpretation, but it is from this Statement of Faith that the School Board sets policy for the school in an effort to maintain a unified community of believers.

2.1.1 We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God for faith and practice. (II Timothy 3:16; II Peter 1:20-21; Revelation 22: 18-19)

2.1.2 We believe there is one God, eternally existent in three persons - the Father, Son, and Holy Spirit. (John 10:30; John 17: 20-23; John 8:58; Deuteronomy 6:4)

2.1.3 We believe in the deity of Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 7:26); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of God the Father (Mark 16:19); and His personal return in power and glory. (Acts 1:11; Revelation 19:11)

2.1.4 We believe that Jesus Christ is the only way of salvation, having made full and complete payment for all the sins of all people when He died on the cross at Calvary. His resurrection is proof that God the Father accepted this payment on our behalf. (I John 4:2, 15; John 3:16; I John 1:7; Romans 5:8)

2.1.5 We believe that the Holy Spirit brings us to faith in Jesus Christ, indwells us, and keeps us in faith day by day. We believe that the Holy Spirit is consistently at work to bring us into spiritual maturity. We believe that as Christians we are to submit to the Holy Spirit and to cooperate with Him as He produces spiritual fruit in our lives. (I Corinthians 12:13, 6:11; Galatians 5:22-24; Ephesians 1:13-14, 5:18)

2.1.6 We believe it is our privilege and duty to share the good news of God's grace and salvation, through the atoning blood of Jesus Christ, with all people, for all have sinned and fall short. We believe in the resurrection of both the saved and the lost; the saved to everlasting life and the lost to eternal judgment. (Matthew 28:18-20; Acts 1:8; Luke 24:46-47; John 5:28-29; Ephesians 2:8-9; Romans 3:23-24)

2.1.7 We believe that marriage matters to both God and society. God's ideal for marriage is between one man and one woman and should reflect Christ's relationship with His Church/Christian community (Genesis 2:18-25; Ephesians 5:21-33; I Corinthians 7:2)

2.1.8 We believe that gender also matters to God. God created Man and Woman as unique, complementary halves of the "One Flesh" unions of marriage as defined by God (Genesis 1:26-27; 2:18-25).

2.1.9 We believe that God intends sexual intimacy to be solely reserved for those who are married as defined by God. Sex in all other forms (including but not limited to: adultery, fornication, homosexual and bisexual acts, polygamy, bestiality, incest, or the use of pornography) is sinful and offensive to God (I Corinthians 6:9-10 & 18; 7:2-5; Hebrews 13:4; Romans 1:18-28; Matthew 15:18-20).

2.1.10 We believe that we ALL fall short of God's standards and that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 3:23, 10:9-10; I Corinthians 6:9-11).

2.1.11 We believe in the spiritual unity of the believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-27; Galatians 3:26-28)

2.1.12 We believe that parents have a God-given responsibility to bring their children up in the nurture and admonition of the Lord. (Ephesians 6:4; Deuteronomy 6:4-9; Proverbs 22:6)

2.1.13 We believe that prayer is a vital part of every Christian's life. In prayer, we praise God, seek His guidance, bring Him our needs, and intercede for others. When we pray in faith, God has promised to hear our prayers and answer us. We are to pray with the heart and mind of Christ in accordance with His divine will and purpose; and we are to pray without ceasing. (I Thessalonians 5:16-22; Philippians 4:6-7; I John 5:14; James 1:5-8, 5:13-18; I Timothy 2:1-4)

2.2 Vision Statement

Strengthening foundations for future generations.

2.3 Mission Statement

The students of Cornerstone Christian Academy will be equipped, and their

families thereby strengthened, through excellence in education proffered through a Christian worldview within a secure, loving environment where students develop intellectually, socially and spiritually for the purpose living an impactful life as a person, citizen and leader for the glory of God.

The mission can be summarized in the following three statements:

Encouraging a Genuine Faith

Educating through Academics, Athletics and Arts

Equipping for Service

2.4 Expected Student Outcomes

At CCA we expect that our graduates will have a sound Christian worldview, who...

- a) are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- b) are proficient in mathematics and science.
- c) have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- d) appreciate literature and the arts and understand how they express and shape their beliefs and values.
- e) have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or “stranger.”
- f) personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- g) know how to utilize resources including technology to find, analyze, and evaluate information.
- h) have the skills to question, solve problems, and make wise decisions.
- i) understand the worth of every human being as created in the image of God and commit to practicing the morals of healthy family living.
- j) can articulate and defend their Christian worldview while valuing intellectual inquiry and engaging in the marketplace of ideas (open, honest exchange of ideas).
- k) understand and commit to a personal relationship with Jesus Christ.

- l) know, understand, and apply God's Word in daily life.
- m) are empowered by the Holy Spirit and pursue a life reflecting the Fruits of the Spirit.
- n) are actively encouraged to be contributing members of the body of Christ.
- o) understand, value, and engage in appropriate social (community) and civic (political) activities.
- p) have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- q) are good stewards of their finances, time and all other resources.
- r) understand personal gifts, talents and how potential vocation serves the kingdom of God.

2.5 Statement of Purpose

It is our purpose as a school to work with parents in helping students achieve their highest spiritual, academic, and social potential. Spiritually, we challenge students to find God's plan for their lives. Academically, we challenge students to work "as unto the Lord" and to do their best in their studies as an act of worship. Socially, we challenge students in their relationships to encourage one another to draw closer to the Lord.

2.6 Core Values Statement

Cornerstone Christian Academy has developed and integrated the following core values to provide a firm foundation for our school.

- a) Administration and faculty are professing Christians who are committed to living a life based on scriptural principles that are consistent with a Christian worldview as outlined in CCA's Statement of Faith.
- b) Administration is committed to establishing and maintaining a culture that is overtly Christian - specifically designed to encourage the spiritual formation of our students, who are encouraged to develop a personal faith and relationship with God.
- c) Administration and faculty are committed to establishing and maintaining a safe, loving and nurturing environment for our students and families.

- d) Parents are the primary educators of our children and are expected to take an active role in the educational process of their children.
- e) All programs, activities and processes are geared toward the strengthening of our individual and collective families.
- f) High academic standards are established and maintained with internal and external evaluations as a consistent and integral component of the process.
- g) The practice of the integration of faith and learning in all academic disciplines is purposely maintained.
- h) Our primary learning strategy is to teach our students how to process information in the context of a biblical Christian worldview, by utilizing critical thinking practices.
- i) All organizational practices which include education, business development, marketing, personnel management, and board governance will be Christ-centered and consistent with promoting the overall vision and mission of CCA.
- j) The teaching of the Bible as a core subject is essential to CCA's academic curriculum. Integral to this process is the promotion of God's sovereignty, the inerrancy of scripture, the personal nature of our relationship with God, and an understanding of the Great Commission.
- k) Administration is committed to the establishment and development of programs and activities that actively promote athletics, the arts, student government, and the social development of our students.
- l) Administration and faculty are committed to the balanced development of our students toward the purpose of becoming responsible citizens of their school, communities, state and country.
- m) CCA will publicly support the men and women of the United States Armed Forces; especially those families within our own community who have family members serving at home or abroad.
- n) Administration will be purposeful in establishing supportive relationships with local governmental leadership and local church leadership.
- o) Administration will be purposeful in helping to promote the professional development of the faculty.

3. POINTS OF INTEREST

3.1 CCA is an “independent - interdenominational” school and is not a ministry of another organization or church. CCA is the only school of this type known to exist in the north metro area. More than a dozen denominations are represented within the school community.

3.2 CCA’s board of directors consists of parents and staff who volunteer their time, talents and resources to the school. The Board is the sole and final decision making body for the school.

3.3 Traditionally, 10-20% of CCA’s Annual Operating Budget is met by faithful reliance upon God. This “faith” portion of our budget is met through fundraising and individual gifts to the school. CCA does not have any endowments or substantial individual or corporate benefactors.

3.4 The board of directors has traditionally kept tuition to a reasonable level. This has been done in furtherance of our goal to foster economic diversity within the school body.

3.5 CCA offers a traditional classroom approach for grades K-12. Though self-paced and other non-traditional educational programs exist, we believe God’s plan for CCA is for us to improve the quality of our classroom-based education.

3.6 For Kindergarten through 6th grade, individual class size is capped at twenty-four (24) students, but classes are often smaller. This reflects the school’s education philosophy and is designed to ensure that each student has the opportunity to receive a balanced educational experience (spiritual, academic, and relational). We believe all three are affected by classroom size.

3.7 CCA is committed to excellence both in the classroom and in our extracurricular activities. All athletes are required to abide by the school’s code of conduct (listed below). There is an additional charge for all extracurricular activities.

3.8 CCA offers before-school and after-school care as a service to working parents. Charges for this program are below market levels and are designed to cover costs only.

3.9 CCA is a fully accredited K-12 institution holding accreditation from the Association of Christian Schools International (ACSI) and from AdvancEd. The K3 and K4 Preschool program is licensed through the state of Colorado.

3.10 Hours of operation are 7:45 a.m. to 3:45 p.m.

3.11 CCA offers at least two special programs or concerts during the school year.

3.12 CCA is decidedly more “discipleship-oriented” (vs. evangelistic) in evaluating student applicants for admission. Before a student is accepted for enrollment, a family interview is required.

3.13 All teachers at CCA are born-again Christians who consider teaching to be a ministry and a God-given gift. Teachers are expected to mentor students as well as provide academic counsel and spiritual encouragement. All teachers and staff will implement servant leadership principles in the classroom. The teachers at CCA have college credentials in specific or various fields of expertise. It is the policy of CCA to encourage teachers to seek professional development and continuing education.

3.14 CCA is a community committed to prayer. We have, since our inception, dedicated a regular time to pray for the needs of the school, staff, families, and students. Though far from where we need to be in terms of our corporate spiritual life, we know the power and importance of prayer. Specific physical and economic needs are often met within the school body. We take seriously our call to be the body of Christ. (I Corinthians 12:12-27)

4. EDUCATION STANDARDS

4.1 Philosophy of Education

In God’s plan, parents have the primary responsibility for training their children. School is merely an extension of this God-given parental authority. Parents should prayerfully delegate their authority to the school and school staff. Schools, in turn, must respect and exercise with care the parental authority so given. In Christian schools, such as CCA, there can be unity in the training of children when both parents and staff submit to the spiritual authority of Jesus Christ. This unity, which arises out of our mutual submission to Christ, is another hallmark of CCA.

Because it is God’s desire that parents and school staff have unity, CCA does not take an official position on potentially divisive doctrinal issues (such as the form of baptism or communion) that presently exist in the greater Christian community. Due to the secular climate in our country, we feel compelled to state that we are unequivocally pro-life and pro-marriage (between one man and one woman). Our teaching is Bible-based and designed to direct the student to a personal relationship with Jesus Christ, who is the source of life, wisdom, and eternal salvation. The primary goal of CCA is to equip students with the academic and spiritual skills necessary to be successful and to use those skills in service and obedience to God. Doing this in an environment that reflects and encourages God’s love is what CCA

is all about.

4.2 Discipline

4.2.1 School discipline in the Christian school environment typically takes one of two forms. The first can be characterized as a black and white legalistic approach: “This is the rule; you broke the rule; these are the consequences.” This approach affords little discretion to consider the unique character of the child (or children) violating the rule; nor for the circumstances surrounding the violation. The second approach is to administer discipline based solely on the individual and the circumstances. This form of discipline usually has rules, but those rules are always subject to modification “under the circumstances.” The second approach fails in application to genuinely set any standards and affords school administrators too much discretion.

4.2.2 The discipline philosophy at CCA seeks to balance these two approaches. In God’s redemptive plan, both the law and grace play a role. (“I did not come to destroy the law, but to fulfill it.” Matthew 5:17-18) To maintain the highest quality education and effectively administrate the school, rules must be set (the law). To allow for individual circumstances, within the boundaries of those rules, school administrators are given discretion (grace) in how best to approach a specific violation. Our goal is that Cornerstone becomes neither too legalistic nor too permissive. Both the law and grace are respected.

4.3 Disciplinary Actions and Procedures

4.3.1 Generally, discipline will begin with consequences from the teacher that are appropriate to the degree of misbehavior. A second or third display of misbehavior will usually result in an incident report. An additional occurrence of misbehavior will likely result in another incident report and a conference with the principal. Any particular action may warrant a jump to a higher level of discipline without following the general flow of this discipline model. Whether or not the flow of discipline is followed in any particular circumstance is at the discretion of the teacher or administrator.

4.3.2 Students may be disciplined for any action or attitude that reflects poor or unacceptable behavior or causes a problem for another person. When the behavior results in an Incident Report, this form will state the facts of what has happened and the action taken by the teacher or administrator. The parent must sign and have the student return the form to the school office the following day. Failure to do so may result in another incident report being issued.

4.3.3 In tracking behavior issues, CCA operates on a demerit system. Demerits typically will result whenever an Incident Report is issued. Incident reports may represent one or more demerits depending on the nature and extent of the

misbehavior.

4.3.4 The result of accumulated demerits is as follows:

1st Demerit: Parental contact is through the Incident Report

2nd Demerit: Parental contact is through the Incident Report. Administration may contact the parent as well depending on the seriousness of the situation.

3rd Demerit: Parental contact is through the Incident Report. Administration will also contact the parent via phone call or e-mail. With the third demerit administration will determine whether or not a suspension is in order. Suspensions will usually begin the day following the issuance of the Incident Report. Suspensions may last one (1) day or longer, depending on what the administration determines is most appropriate. At this point, a parent-teacher or parent-administrator conference (in person or over phone) will also be held.

4th Demerit: Parental contact is through the Incident Report. If the student did not receive a suspension on the third demerit, then the fourth demerit will result in an automatic suspension. If the third demerit resulted in a suspension, then administration will determine whether or not a second suspension is in order. The teacher and/or administration will contact the parent by phone or e-mail.

5th Demerit: Parental contact is through the Incident Report. If one has not already taken place, a parent-teacher or parent-administrator conference must be held within one week of the Incident Report being issued.

6th Demerit: Parental contact is through the Incident Report that the student brings home, and via electronic mail notification. By policy, administration recommends to the CCA School Board for the student to be disenrolled. At this point, if the parent chooses not to appeal the recommendation for disenrollment, the student is dis-enrolled and not allowed to return to CCA, with school records being provided to the family in a timely manner, pending settlement of any outstanding financial obligations.

If the parent does choose to appeal the recommendation for disenrollment, the parent and student must appear before the CCA School Board at its earliest opportunity to convene, and present their appeal for reenrollment. If, in the opinion of the CCA School Board, it is in the best interest of both the student and CCA for the student to be reinstated, the student will be reenrolled with probationary status, with the CCA School Board giving specific notice regarding the details of said probationary status.

If, in the opinion of the CCA School Board, it is not in the best interest of both the student and CCA for the student to be reinstated, the student shall be disenrolled immediately, with school records being provided to the family in a timely manner, pending settlement of any outstanding financial obligations. Students who have been disenrolled from CCA are eligible to apply for reenrollment at CCA in a subsequent school year unless they have been explicitly denied that opportunity by the CCA School Board. Students who have been disenrolled from CCA, who desire to re-enroll at CCA, must reinterview with administration.

4.3.5 A teacher may issue a consequence to a student without necessarily issuing an Incident Report and therefore no demerit will result. If a student fails to complete and return a discipline assignment by the next school day, another discipline assignment will be issued. If the two discipline assignments are not turned-in the following school day, then an Incident Report may be issued.

4.3.6 The administration reserves the right to make discipline decisions on a case-by-case basis. The school generally follows its discipline procedures contained herein; however, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or disenroll the student immediately.

4.4 School Board Action

4.4.1 Attending Cornerstone Christian Academy is a privilege. The School Board may deny that privilege to a student who continues to resist correction and whose attitude and behavior is detrimental to the spiritual and academic progress of other students.

4.4.2 The Principal has the authority to suspend a student from school or from certain school activities. Normally, suspension is from one to three days. Parents/guardians shall have the right to appeal any disciplinary actions taken to the School Board. The School Board shall then hear the matter and render a final decision. The School Board shall make all decisions concerning disenrollment.

5. ACADEMIC PROGRAM

5.1 Curriculum Philosophy and Guidelines

5.1.1 We consider the Bible to be our most important textbook. The truth, as revealed in Scripture, is the foundation for the school program as a whole. Therefore, curriculum materials include the Bible. Classes are enhanced by hands-on-activities, field trips, athletic events, and the use of community resources. Students will have opportunities to participate in community service (e.g., Compa, Denver Rescue Mission, and local nursing homes).

5.1.2 Cornerstone Christian Academy has morning Chapel once a week. The entire student body and staff participate in Chapel. Parents are welcome and encouraged to attend Chapel Services.

5.3 Grading Scale

5.3.1 The general elementary grading scale is as follows:

A (90-100%)	Excellent
B (80-89%)	Good
C (70-79%)	Satisfactory
D (60-69%)	Unsatisfactory, Needs Improvement
F (below 60%)	Failure

5.3.2 The grading scale for secondary grades is as follows:

Percentage/Points	
A (90-100%) / (4.0)	Excellent
B (80-89%) / (3.0)	Good
C (70-79%) / (2.0)	Satisfactory
D (60-69%) / (1.0)	Unsatisfactory, Needs Improvement
F (below 60%) / (0.0)	Failure

5.3.3 For select courses in the high school, a weighted grade point scale will be applied as follows:

Percentage/Points	
A (90-100%) / (5.0)	Excellent
B (80-89%) / (4.0)	Good
C (70-79%) / (3.0)	Satisfactory
D (60-69%) / (2.0)	Unsatisfactory, Needs Improvement
F (below 60%)/ (0.0)	Failure

5.4 9th-12th Grade Late Work Policy

Other than exceptions listed in 6.6.3 below, only assignments turned-in on or prior to the due date for the assignment will be accepted. No credit will be given for late work. Administration reserves the right to grant an extension for a due date on a case-by-case basis.

5.5 9th-12th Grade Make-up Course Policy

5.5.1 CCA does not typically provide opportunity for repeating courses that students fail during high school. Students will likely have to seek out online or summer school options outside of CCA, potentially at additional cost, when they receive a failing grade in a course required for graduation.

5.5.2 Although CCA does not typically provide opportunity for repeating courses, if the opportunity arises, a CCA course may be repeated in order to improve a student's GPA. The previous grade for the course will remain on the transcript, but the lower of two grades for the same course will not be calculated as part of the GPA.

5.5.3 If a student repeats a course, it may be taken into consideration should the student become eligible for any academic awards.

5.5.4 A non-CCA course may also be repeated as long as CCA offers the same or highly similar course.

5.6 Report Cards

CCA operates on the semester system for grades 7-12. Therefore, there are two separate grading periods. Once during each semester, parent/teacher conferences will be scheduled. CCA operates on a quarter system for grades K-6. Therefore, there are four separate grading periods. There are two parent/teacher conferences that are offered after the first and third quarters.

Progress reports will be issued during these conferences. We encourage both parents to attend these conferences if at all possible. At the end of each semester a report card will be mailed home.

5.7 Promotion and Retention

5.7.1 Promotion and retention of students will be decided by the Cornerstone Christian Academy staff and administration. Promotion and retention will be determined using the following criteria:

- a) Student's level of academic performance
- b) Student's level of social readiness
- c) Attendance

5.7.2 If a teacher is considering retention of a student, the parents and Principal will be informed as soon as possible. The initial recommendation or consideration should come no later than the third quarter.

5.8 Graduation Requirements

5.8.1 A minimum of 24 credits is required to graduate from CCA. Each credit is equivalent to one school year, or 2 semesters, of class time. Students grade 9-12 are allowed to take one study hall each semester, unless administration grants permission otherwise.

Department	Required Credits
Arts and Technology	1.00
Mathematics (including Alg. I)	3.00

Biblical Studies	4.00*
Science (including Biology)	3.00
Electives	4.00
English	4.00
Foreign Language	1.00
Physical Education	1.00
Social Sciences	3.00

*Students must complete one ½ credit of biblical studies for each semester they attend CCA unless an exception is approved by administration.

5.8.2 Certain activities provided through CCA or approved by CCA may be granted credit within particular disciplines. Credits earned through activities require approximately 65% more time compared with time spent in the classroom for a course. For athletics, the greater of 100 hours or 1 season is equivalent to ½ credit of Physical Education. 50-99 hours is equivalent to ¼ credit. Hours can be accrued for a school year starting June 1 and continuing until May 31. Hours accumulated after May 31 will count for the following calendar year. Hours from a previous year cannot be carried forward. (e.g., if a student has 99 hours of dance June 1- May 31, that will result in .25 P.E. credit) Activity hours must be approved by CCA administration.

5.8.3 The top student in each graduating class will be named valedictorian. The valedictorian will be the student with the highest grade point average who has attended CCA a minimum of 1.5 semesters and is in good behavioral standing at CCA. When calculating GPA for the purpose of valedictorian status, replacement grades will not be considered, the original grade in the course will be used in the GPA calculation.

5.9 High School Honors Program

There are two academic programs in the high school comprised of varying courses: The college preparatory program and the honors program. Students have opportunity to alter between programs throughout their careers depending on their performance and desire.

The honors program focuses on providing an added level of rigor to courses. Students with a high school semester GPA at or above 3.75 are automatically admitted to the honors program. Students with a high school semester GPA between 3.0 and 3.75 have opportunity to apply to the program. Report cards of incoming freshman are reviewed to determine eligibility.

5.10 College Days

CCA offers college days for students who would like to visit a college that they are

interested in attending in order to learn more about the school. For students to use college days and have these days count as a school sponsored activity, they must adhere to all of the following requirements:

- a) Students may only take two days during each of the student's junior and senior years for college visitation.
- b) The office must be notified at least a week in advance of an absence to be considered a college day and therefore, a special event.
- c) Prior and follow up contact with CCA's college counselor is required.
- d) College days may not be taken during the ten school days prior to finals.
- e) Parent(s) must accompany student(s) on college day visits.

5.11 Counseling Opportunities

CCA has on staff a Masters Level, Licensed professional counselor who works directly with administrators, faculty, parents/guardians and professional community resources in order to meet the specific needs of the student. All students may meet with the school counselor on an "as needed" basis as various issues arise. Appointments may be arranged by students themselves or in response to requests from parents/guardian, faculty and /or other student who report concerns.

School-based counseling is intended to be brief and oriented towards immediate problem solving or crisis intervention. If initial meetings with a student indicate that more intensive, ongoing counseling is needed, the student will be referred to an outside professional. Although parents/guardians may not be advised of every student-counselor interaction, they will be notified when there is any question of student safety. Parents of students under the age of 15, will also be notified if there are more than two meetings with a student where a plan of action needs to be determined.

The school counselor offers emotional, academic and behavioral support from a Biblical Christ-centered perspective where scripture is the authority. Some services that are offered include:

- a) Brief solution-focused counseling pertaining to school related issues (offered during school hours).
- b) Referrals for emotional and/or special needs support.

- c) College and Career counseling.
- d) Guidance Counseling link on our website for college specific information.
- e) Advice and recommendations for scholarships.
- f) College visits with juniors and seniors.
- g) Transcript review and recommendations.
- h) Class scheduling for grades 9-12.
- i) Individual meetings with all students grades 9-12 to discuss academic and career plans and goals.
- j) Interventions and special needs assistance as needed via specific plans that include parental involvement.

5.12 Part-Time Enrollment

5.12.1 CCA accepts students for part-time enrollment in high school classes and will issue a transcript including any courses taken through CCA.

5.12.2 Students enrolling part-time at CCA are welcome to join full-time students during the lunch hour and will also be permitted to enroll in any study halls scheduled adjacent to their courses at no additional charge. Students will be permitted to arrive for the period prior to their first course and stay up through the period after their last course. While on campus, students will need to report to their assigned classes, study halls and/or lunch period.

5.12.3 In order to apply for individual courses at CCA, families will need to complete the normal enrollment process.

5.12.4 Tuition and Registration Information is available by contacting the Enrollment Director, Kathy Young: kathy.young@ccabulldogs.org

5.12.5 A second interview and administrative approval will be required should a part-time student desires to transition to full-time status.

5.12.6 Part-time students are invited to take part in extra-curricular activities and

school sponsored social events.

5.12.7 Part-time students will be subject to rules and regulations of the CCA Student-Parent Handbook.

5.12.8 Part-time attendance at CCA will be considered insufficient by CCA to meet compulsory education requirements. Furthermore, the issuance of diplomas and graduation ceremonies will only be provided to students enrolled full-time at CCA.

5.11.9 Part-time students will be required to pay Athletic Fees at the rate for non-CCA students as opposed to the full-time CCA student rate.

5.11.10 Discounts and tuition aid available to students enrolled full-time are not applicable to part-time tuition rates.

6. SCHOOL STANDARDS

6.1 New Enrollment

6.1.1 CCA is available to anyone interested in receiving a Christian education, from Pre-Kindergarten through grade 12. CCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic and other school-administered programs.

6.1.2 The following standards have been established for student entrance into Cornerstone Christian Academy:

a) Parents/guardians agree to submit their children to the basic objectives and statement of faith of CCA and must be willing to actively support the educational program.

b) Students must have a sincere desire to comply with CCA's program, and must be willing to cooperate with all standards and policies of CCA.

c) All students entering grades 6 through 12 must sign and be willing to live in agreement at all times with Cornerstone Christian Academy standards.

d) A student transferring from another school must be in good academic standing and must be eligible to return to the previous school. The previous school may be called to determine if student meets these criteria. Should the student's

accomplishments be below grade level as evidenced by recent grade reports and/or standardized achievement test scores or he/she is ineligible to return to previous school for some other reason, said student may be enrolled on a probationary basis or placed in a lower grade better suited for the level of achievement.

e) Transfer students may be required to pay all financial commitments to previous schools attended before enrollment in CCA is finalized.

f) Reenrolling students must be current on all financial obligations to Cornerstone Christian Academy prior to reenrolling.

g) New applications for enrollment of any student, including siblings will be placed in a pool. They will then be selected based upon classroom availability and how each applicant meets the vision of CCA.

h) Students must be able to learn in a traditional classroom with minimal intervention from staff and with minimal distraction to other students. CCA currently does not accept students with exceptional special needs.

i) Children must be five by October 15, to be enrolled in Kindergarten.

6.2 Credit Transfer Policy

6.2.1 Most class credits from institutions attended prior to enrollment at CCA will be transferable upon the receipt of an official transcript. Class credits will be applied toward CCA graduation requirements if they meet the same academic objectives of an equal or similar class required by CCA.

Once enrolled at CCA, students seeking to receive transfer credits from outside CCA must receive administrative approval prior to taking the course. Transfer credits will primarily be accepted to replace failed credit of classes already attempted at CCA.

6.2.2 All of CCA's core credits must be fulfilled in order to graduate from CCA.

6.2.3 Exception to 6.2.2

If a student has come from an institution that did not offer Biblical study classes this requirement may be waived. Also, a student entering CCA his or her senior year may waive college and career seminar as it is a required course for CCA juniors.

6.3 Re-enrollment

Each year it is necessary for parents/guardian to re-enroll their students for the coming school year. Re-enrollment can be taken care of through the school office.

Although interviews are not required for returning students, school administration may request an interview. Families must be current with all financial obligations to CCA in order to reenroll.

6.4 Maximum Class Enrollment

6.4.1 For Kindergarten through 6th grade, the maximum class enrollment is 24 students per grade level. CCA reserves the right to limit enrollment for any particular class at any time.

6.4.2 In the event a student desires to enroll in a grade, which has reached its maximum class size, that student will be put on a waiting list. As openings become available, the student will be enrolled at the discretion of the Elementary Principal and/or High School Principal, taking into account the family interview and/or the time the student is placed on the waiting list for that particular class.

6.5 Class Drop/Withdrawal Policy

There will be a one week drop/add period at the beginning of each semester. After the drop/add period, students failing to attend class, dropping or withdrawing from a class will result in loss of credit and a grade of an F. Exceptions discussed with administration due to incorrect placement based on ability or undue hardships will be considered.

6.6 Attendance

6.6.1 In order for an absence to be excused, it must be approved by a parent via a note or call to the office. CCA permits a maximum of ten (10) excused absences per semester, regardless of the reason. Additional absences must be approved by the CCA Board.

6.6.2 When a student misses a day and a parent has not notified the school, the student will be considered truant. Student's who miss school without parental permission will receive serious consequences.

6.6.3 For any missed day of school or missed class, parents and/or students should make arrangements with the appropriate teacher(s) as well as administration (via the school office). It is the responsibility of the student to find out via RenWeb what work was missed due to a missed day. For every one (1) day missed, a student will receive (1) day to complete and turn-in work assigned during the missed day; however, any work assigned before the missed day(s), must be turned-in on the day the student returns to school.

6.6.4 Junior high and high school students will be permitted a maximum of ten (10) excused absences within a semester (1st & 2nd quarter or 3rd & 4th quarter).

Upon the eleventh (11th) absence, administration will make a recommendation to the School Board that the student receive a failing grade for the class or classes where the absences were incurred. The School Board will review the student's absence record and circumstances and make a decision to either uphold administration's recommendation or to provide other consequences.

6.6.5 Kindergarten through 8th grade students arriving after 10:30 a.m. or leaving before 3:00 p.m. will receive a half-day absence. Students not present at all throughout the day will receive a full-day absence.

6.6.5 Because the School Board reviews cases of excessive absence, it is important for parents to provide the reason for their student absences when they call the front office.

6.7 Tardies

6.7.1 7th-12th Grade: Whenever a student is late to or unprepared for class the student is considered tardy. Each tardy will result in a lunch detention to be served the day following the tardy. If a student receives more than one tardy in a day or fails to report for detention, he or she will have to report to detention the following day and as many consecutive days as needed to serve a detention for each tardy. Excessive or intentional tardies may result in additional consequences.

6.7.2 Lunch detentions may be assigned as a consequences for behaviors other than tardies.

6.7.3 7th-12th Grade: Students arriving after the first 20 minutes of a class period will be counted absent for the period (see the absence policy above). These students may also be required to report for lunch detention the following day.

6.7.4 K-6th Grade: A student who arrives after 8:20 a.m. but before 10:30 a.m. will be counted tardy.

6.7.5 Parents of all grade level students should make every effort to have their students to school on time each morning. Students arriving late create a distraction to the teaching process already underway that results in diminished learning for all students. Each classroom teacher has the authority to establish a reasonable tardy consequence policy to encourage "on time" arrival.

6.8 Attendance and Finals

It shall be the policy of CCA that all high school students take finals, regardless of the student's attendance record. Students will not receive a passing grade for a class if they fail to take the final. An exception may be made for students who have an A in a class or for second semester seniors.

6.9 Dress Code for K-12

This dress code applies to the school day, all extra-curricular school activities, or any school-sponsored function even if it is held outside of regular school hours or off-campus. Parents/guardians are expected to enforce all dress code rules with their students and encourage them to use avoid styles that are revealing.

6.9.1 Students should dress in a manner that denotes good taste and comfort. Generally speaking, anything that causes or has the potential of causing embarrassment or class disruption, or is deemed to be revealing, will not be allowed.

6.9.2 Inappropriate dress items include the following: house-slippers, socks without shoes, cut-off jeans, clothing that is too tight or clings outlining the figure, any exposure of undergarments, any article of clothing that contains offensive graphics or text (including, but not limited to, the promotion of alcoholic beverages, tobacco, marijuana, and secular bands), or anything that may be potentially distracting or is deemed to be revealing.

6.9.3 Inappropriate dress items for boys include the following: muscle shirts, tank tops and inappropriate “skinny” jeans.

6.9.4 Inappropriate dress items for girls include the following: tube-tops, halter-tops, spaghetti straps, mid-driffs, low-cut tops (including those showing any cleavage), leggings worn without covering extending to mid-thigh, inappropriate “skinny” jeans, and strapless off-the-shoulder tops or dresses.

Shorts of a moderate length (mid-thigh, i.e. below the fingertips when arms are held at the sides), and dresses of a moderate length (cut within 2 inches above the knee) may be worn throughout the school year. Sleeveless and tank tops that are not revealing and with no visible undergarments are permitted. Strapless dresses that are not revealing will be permitted at formal events.

6.9.5 Swimwear that is not revealing must be worn for school events involving swimming. Guidelines for specific events will be communicated by administration.

6.9.6 CCA students are not permitted to get a permanent tattoo. Existing tattoos of a permanent nature should not be visible and must remain covered at all times.

6.9.7 Radical or fad haircuts (e.g. mohawks) or radical or fad hair dye will not be permitted for either boys or girls. Boys’ hair length should be kept off the shoulder. Boys are permitted to wear a short pony tail or man bun.

6.9.8 Body piercings other than earrings for girls and nose rings (non-septum) for girls are not permitted.

6.9.9 In light of societal changes surrounding sexual orientation and gender identity and consistent with CCA's Student-Parent Handbook Sections 2 & 3, CCA students must dress in conformance with one's biological sex, and use all restrooms, locker-rooms, and changing facilities in conformance with one's biological sex. Further, CCA students should not promote non-heterosexual relationships.

6.9.10 The administration reserves the right to interpret the dress code. School administration and/or board may determine, in their sole discretion, what is appropriate concerning any specific situation.

6.10 Athletics Program

6.10.1 It shall be the policy of CCA to set its own goals and objectives for all school athletic programs. The school may join one or more athletic associations and shall thereafter abide by the association's rules. However, neither association rules nor the "culture" present in middle and high school athletics shall be used to set CCA policy in this matter. All participants, coaches, and spectators shall abide by the school's code of conduct and shall behave in a sportsmanlike manner at all athletic events. Athletics shall not take precedence over student academics. All Colorado High School Activities Association (CHSAA) rules will apply.

6.10.2 Eligibility

All CHSAA eligibility rules will apply. Any student grade 6-12 who receives one or more "F's" at a weekly eligibility check will be ineligible for all sports for one week. Eligibility checks will be conducted on Wednesday morning. Students that would like to be certain work will count toward an eligibility check should turn that work in the Friday prior to the Wednesday eligibility check. The period of ineligibility will begin the Monday following the Wednesday eligibility check and conclude the next Monday, one week later. Students may practice during the week of ineligibility. If a student fails to pass five classes at the close of a semester, he/she is subject to CHSAA eligibility restrictions for his/her next sports season.

6.10.3 Physicals

Students who would like to play a sport need to have a physical done annually. The physical date can be no older than one year at the end of the season in which the student would like to play. Physical forms are available through the front office or from the athletic director. Physicals need to be turned in at or before the first practice.

6.10.4 Athletic Fee Schedule

The fee schedule is available on the website. Fees are to be paid prior to the first season game. Students may also be charged for any lost or damaged equipment and/or uniforms that were issued to them.

6.10.5 Communication

Coaches have complete control of lineups, playing time, position assignment and discipline when it pertains to their teams. Coaches are allowed the flexibility to make necessary changes as a team develops. Confrontations or interruptions during practice or the day of a game are not acceptable. If a parent or athlete wishes to speak to a coach about an issue he or she is to make an appointment with the athlete's coach. The chain of command for meetings over issues concerning playing time, team rules, team play, etc. is

- a) Make an appointment with the athlete's coach.
- b) If an issue is not resolved, then an appointment is to be made with the athlete's administrator.
- c) If the issue is still not resolved the issue may be taken to the school board via a written explanation and request for a meeting.

6.10.6 Play-Time Philosophy

At CCA it is our philosophy that our athletes will earn their playing time just as our students earn their academic grades through their God given gifts and abilities paired with hard work, discipline and a positive attitude. Each athlete will receive ample opportunity to improve upon his or her skills during practice. We also believe that each athlete plays a key role in the team no matter the playing time.

6.10.7 Varsity Letter Policy

It will be left to the discretion of each individual coach or sponsor as to the standards required to receive a varsity letter. Students failing to complete a season or activity will not be awarded a letter or the credit hours typically assigned to participation in an activity.

6.11 Honor Roll

CCA will release an honor roll and high honor roll each semester for grades 9-12. It will consist of students who maintain a GPA of 3.5-3.75 for the honor roll and a GPA of 3.76 or higher for high honor roll. Those students who remain on either the honor roll or high honor for the academic school year will receive a varsity academic letter.

6.12 Playground Rules

The following are guidelines for students at play (anywhere on campus). More

specific rules/regulations are available.

- a) Fighting or pretending to fight is not permitted.
- b) Throwing of rocks, snow, or sand is not permitted.
- c) No climbing on fences.
- d) Leaving school grounds without adult permission is not allowed.

6.13 Transportation

6.13.1 Students riding bicycles to school are not allowed to use them during the day. They are to be parked in an orderly way in a designated area. Double riding is not allowed.

6.13.2 It shall be the policy of CCA that all students with valid, unrestricted, minors' drivers' licenses are allowed to commute to and from school. During school hours, student drivers may not leave school property without authorization from school officials. Student drivers may only have other CCA students as passengers in their cars where the parents/guardians of the student-passenger have authorized the same. Any student driver exhibiting careless or reckless driving shall not be allowed to bring his/her car onto school property.

6.14 Leaving School Grounds

6.14.1 During regular school hours, no student shall be permitted to leave the school grounds. Students are to stay in the building or on the school property throughout the school day unless accompanied by a staff person or parent/guardian. In other words, students may only leave school grounds with proper authorization from a parent/guardian and/or school officials.

6.14.2 Students leaving the school for any reason must be signed out by their parent/guardian in the school office before leaving school. All students who enter school property after school is in session must be signed in by their parent/guardian in the school office. Specific exceptions may be made but only with staff approval. Juniors and Seniors may have open-campus privileges for lunch. This privilege may be revoked if the student's grades or behavior indicate that the privilege is being abused. CCA has a closed campus for the lunch period for all other students.

6.15 Telephone Usage

Telephone calls to the school office may be made between 7:45 a.m. and 3:45 p.m. For reasons of campus security and maintaining order, students will not be permitted to use the school phone except in the case of real necessity. Students desiring to use the telephone must first obtain written (phone pass) or verbal permission from a staff member. Failure to do so will result in a discipline situation.

6.16 Cellular Phones

7th-12th grade students will be allowed to carry cellular phones throughout the day if they do not become a distraction; however, cell phones should not be seen, heard (including vibration or any other noise) or used in any way during the time the student is on campus. Essentially, staff should be unaware that a student is in possession of a cell phone on campus. If any of the above guidelines is violated, then the cell phone may be confiscated for the remainder of the day or longer and other consequences may result. Use of a cell phone during a test may be construed as cheating and result in more severe consequences. Violations of the cell phone policy may result in loss of the privilege of having a cell phone on campus.

There are two exceptions where cell phone use is permitted on campus:

- 1) While at the school office, 7th-12th grade students may contact parents using a cell phone after receiving permission from the school office
- 2) After leaving the building at the end of the day, 7th-12th grade students may contact parents using a cell phone.

In both cases, when the call or text is complete, all other cell phone use must be discontinued.

6.17 Personal Music

6.17.1 In general, students should avoid bringing personal music to school. Students may not listen to personal music using headphones or over speakers during study halls, classes, or passing periods. If students choose to bring personal music to school for use before or after school or during lunch, they are agreeing to subject it to the approval of teachers and/or administration with the potential result of temporary or permanent confiscation and other consequences.

6.17.2 Music brought to school should at minimum represent a worldview in its lyrical content that does not contradict a Christian worldview. Music that does not meet this standard according to the judgment of CCA staff may be confiscated. This includes entire digital music devices (e.g. phones, iPods and other Mp3 players) if any of the content contained or used on the device is objectionable. Furthermore, if a staff member asks to see or hear what a student is listening to and the student appears to switch songs or in any way hide what he or she was listening to, the device may be confiscated and other consequences may result as well. This policy also applies to all school activities (e.g. field trips, sporting events, etc.)

6.18 Student Relationships

CCA students are encouraged to seek and develop Christian friendships with the opposite sex as opposed to romantic, “boyfriend-girlfriend” relationships. During school hours and activities, students should not engage in public displays of affection (including, but not limited to, holding hands, embracing, and kissing). All student relationships should be honoring, both within the relationship and to

God.

Consistent with CCA's Statement of Faith and 6.19 below, CCA students who choose to have "boyfriend-girlfriend relationships" should abstain from all sexual intimacy and maintain a Christian lifestyle 24 hours a day, 7 days a week, 365 days a year.

6.19 Off-Campus Behavior

As members of a Christian community, students enrolled at CCA are expected to submit their lives to biblical standards and exhibit a Christian lifestyle both in school and outside of school. As such, misbehavior off-campus may result in consequences at school. Students are expected to maintain a Christian lifestyle 24 hours a day, 7 days a week, 365, days a year.

6.20 Searches

All school owned equipment—i.e. lockers, desks, and computers—are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or book bag for school personnel or turn over his or her cell-phone to be searched. If a student is suspected of specific wrongdoing, the student may also be required to open his or her vehicle for search.

6.21 Video Surveillance

CCA reserves the right to videotape students in common areas for the purposes of safety and security.

6.22 Alcohol, Tobacco, Marijuana and Illegal Drugs

6.22.1 Students possessing alcohol, tobacco, marijuana or illegal drugs on their persons, in their belongings or in their vehicles will receive severe consequences. Furthermore, CCA reserves the right to perform random or individualized drug and/or alcohol testing at any time.

6.22.2 Whether on or off campus, underage drinking, use of marijuana, use of illegal drugs, and purchasing of tobacco for underage minors will be considered violations of CCA's expectation of students to exhibit a Christian lifestyle.

6.22.3 Student Drug Testing Policy

When deemed appropriate, CCA reserves the right to require drug testing for any student.

6.23 Food in the Classroom

Students are only allowed to bring water to class unless otherwise approved by the administration.

6.24 Immunizations

The Colorado School Entrance Immunization Law requires that all students provide proof of immunizations or a signed exemption. Immunization records for all students must be presented by the first day of attendance. If the school does not have either proof of immunizations or a signed exemption card within 14 days of enrollment, attendance in school may be denied for any student according to the Colorado Statutes 25-4-902.

Immunization Requirements:

- a) Hepatitis B- Three shot series. CCA requires proof that the series has begun. The shots should be completed within the school year. (Required for all students)
- b) Measles, Mumps, Rubella (MMR)- Two doses of MMR. (Required for all students)
- c) Diphtheria, Tetanus, and Pertussis (DtaP/Td)- (Required: 5 doses, High School – current tetanus recommended.)
- d) Chickenpox (Varicella)- If the student has had chicken pox, and a licensed health care provider provides the date, the vaccine is not required. (Required: 2 doses for K, 1, 2 and 1 dose for all other students)
- e) Polio- requirements can vary depending on age. Required: 4 doses.
- f) Tdap- Required for: 6th,7th, 8th, 10th, 11th and 12th.

6.25 Medication Administration

Please be aware that Colorado State Law guides our medication policy. If a student must take medication during school hours, he or she must provide the following before we will administer it:

6.25.1 A written doctor's order that must include: student name, drug name, dosage, purpose of medication, time of day medication is to be given, anticipated duration of treatment and doctor's signature. The order may be emailed to the school by the physician.

PLEASE NOTE: The pharmacy label applied to the medication bottle will NOT suffice for a doctor's order.

6.25.2 Written permission from a parent or legal guardian must be on file at CCA. A form that may be completed by both physician and parent is available in the front office.

6.25.3 Medication must be in the original pharmacy bottle, complete with label. Medication cannot be given if it comes in a baggie, envelope, plain bottle, etc.

6.25.4 The medications provided to the front office will not be available outside of school hours.

6.25.5 Students are not allowed to carry any other type of medication on their person or in their backpack at any time, and students may not transport controlled substances (such as Ritalin, Concerta, Adderall, and other stimulants) to and from school.

6.25.6 The medication policy applies to ALL medications, including over-the-counter medicines (Tylenol, cough syrups, decongestants, etc.), homeopathic remedies and inhalers. Cough drops require written permission from a parent and must be kept in the front office.

6.26 Student Commitment

In conjunction with and addition to the other policies listed in the Student-Parent Handbook, all 7th-12th grade students are required to affirm the Student Commitment listed below:

a) I submit to the basic objectives and statement of faith of Cornerstone Christian Academy and actively support the educational program.

b) I agree that I have read the Cornerstone Christian Academy Student-Parent Handbook. I agree to comply with and support the policies and procedures included in the Student-Parent Handbook, including those of dress and conduct.

c) I agree to use the principles outlined in Matthew 18 (approaching the person with whom there is an issue myself, prior to taking the issue to others) in resolving conflicts with parents, administration, teachers, and staff.

d) I will not lie.

e) I will not cheat.

f) I will not steal.

g) I will not use alcohol, marijuana, or illegal drugs nor will I purchase tobacco.

h) I will not engage in inappropriate physical conduct, especially of a sexual nature.

i) I will not tolerate students who violate the Student Commitment including the

Student-Parent Handbook.

j) I agree to the Student Commitment, including compliance with the Student-Parent Handbook, 24 hours a day, 7 days a week, 365 days a year both on and off-campus.

6.27 Harassment and General Grievance Policies

6.27.1 Harassment Policy

CCA is committed to maintaining an environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. CCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Sexual harassment is prohibited at Cornerstone Christian Academy. All employees, volunteers, parents and students are expected to conduct themselves at all times in a way that provides an atmosphere free from sexual harassment

6.27.2 Grievance Procedures

All matters involving a grievance shall remain confidential, to the extent possible and provided by law. Filing a grievance shall not reflect upon the individual's status, except in the case of knowingly making a false allegation.

a) Anyone who wishes to file a grievance may do so by scheduling a meeting with an administrator of Cornerstone Christian Academy and reporting the incident. A grievance may also be filed by writing a letter to any of the officers of the CCA Board of Directors and delivering it to the school office.

b) The Administrator or Board Officer with which the grievance is filed will report to Cornerstone Christian Academy's Board of Directors.

c) Depending upon the nature of the grievance, the Board will investigate the claims the grievance or instruct administration to undertake an investigation. Upon conclusion of the investigation, the Board or administration will prepare a written report and recommend a course of action.

d) The person filing the grievance shall not be entitled to a copy of the written report, but shall be apprised from time to time as to the status of the investigation and course of action.

7.0 REGISTRATION, TUITION, AND OTHER FEES

7.1 Registration Fee

It shall be the policy of CCA that upon the school's acceptance for enrollment and payment of a student's registration fee, such fee shall thereafter become non-refundable.

7.2 Tuition and Fees

7.2.1 Tuition is payable through several payment plans. All tuition payment plans must be completed by May 31 of the current school year. Terms of Tuition payment will be according to the Enrollment Form.

7.2.2 Volunteer Hours

In addition to other tuition and fees, each family is required to serve volunteer hours at CCA.

7.2.3 Unpaid tuition and fees shall be grounds for disenrollment.

7.2.4 Multiple tuition discounts may be applicable. Percentage discounts will be applied individually, one after another (not added together and then applied).

7.3 Delinquent Accounts

It is CCA's policy that a past due account shall be grounds for disenrollment. Furthermore, academic records (i.e. transcripts or grade reports) will not be released for students whose accounts are past due.

7.4 Debt and Re-Enrollment

It is the policy of CCA that all tuition and fees responsibilities are current, and the family account is in good standing, prior to re-enrolling a student.

7.5 Family Enrollment Form

The Family Enrollment Form may contain additional terms and conditions regarding tuition and fees.

8.0 MISCELLANEOUS POLICIES

8.1 Business Promotion

It shall be CCA policy that neither the school, its Board, nor staff, sponsor, endorse or promote any member or nonmember businesses (home-based or otherwise). This policy shall not be construed in any manner so as to prohibit individual members from personal solicitations, endorsements, or promotions within the school community and/or on school grounds.

8.2 Conflict Resolution

8.2.1 CCA, like most Christian schools, is made up of a diverse group of people (parents/guardians, administrators, teachers, and students). Like all organizations, wherever fallen people gather together, misunderstanding and disagreement will

also be present. Scripture commands us to “Live in harmony with one another...; Repay no one evil for evil... [and] If possible, so far as it depends on you, live peaceably with all.” Romans 12; 16-18 (NIV)

8.2.2 It is God’s will for CCA that we live and work in harmony. However, when conflicts come or offenses are committed, let us love one another, as Christ loves us; for it is by this love that the world will know we are His.

8.2.3 The principles of Matthew 18:15-17 shall guide the school in resolving all conflicts that may arise. Matthew 18 provides a three-step process of conflict resolution, which is intended to bring about restoration. Unrepentant offenders or those unwilling to submit to discipline shall be asked to leave CCA.

8.2.4 The following principles shall be employed and guide the school once a conflict or offense is made known:

a) The matter is to be kept confidential. Information should be shared only on a “need to know” basis at all three steps in the process.

b) The matter should be communicated clearly, lovingly, and as objectively as possible at all three steps in the process.

c) Upon a sincere confession, put on an attitude of forgiveness and seek restoration at all three steps in the process.

d) The first step is one-on-one. Failing to resolve the matter one-on-one, the parties should seek a mediator as the second step. Each person should prepare a statement of the issues in a spirit of prayer and humility. Both parties should willingly submit themselves to the mediator’s decision as the Lord’s will in the matter.

e) Failing mediation, the final step is a hearing before the School Board. A written record of the meeting shall be made, and all Board decisions on the matter shall be final. No legal action shall be initiated by the School Board.

8.3 Halloween

It is the policy of CCA not to promote the traditional holiday of Halloween. Christian alternatives to the holiday (dress-up day, harvest festivals) may be scheduled as school-sponsored activities at the discretion of the Board of Directors.

9. NONDISCRIMINATORY POLICY

Cornerstone Christian Academy admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities generally

accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, nationality or ethnic origin in administration of its educational policies, admissions policies, scholarship and aid programs, or athletic or other school-administered programs.

10. POLICY CHANGES

The information contained in this handbook and any other CCA policy is subject to change without notice.