



2024 / 2025

STUDENT HANDBOOK

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1. Who We Are

Cornerstone Christian Academy is a ministry of Cornerstone of Victory Church. It was born from the vision of Robert and Renee Griffith. Pastor Caleb Griffith and Cornerstone Church believe in developing Christian leaders for the future of our nation and that Christian education is a worthwhile endeavor. From its origin, the goal has been to provide a “quality Christian education that builds godly character.”

The school was founded in 1994 with 12 students and has grown to a present enrollment of over 300 students in grades kindergarten through twelve. Cornerstone is accredited by the National Council for Private School Accreditation (NCPSA), the Association of Christian Teachers and Schools (ACTS), and the Middle States Association. The school has also earned Model Status with Accelerated Christian Education. These recognitions make Cornerstone Christian Academy one of the top Christian schools in NC and in the top 10% nationally. Cornerstone is North Carolina’s premiere, individualized, College preparatory academy. For 30 years, Cornerstone has been committed to answering the call of God in partnering with parents to raise godly children.

Renee Griffith is the Executive Director of Cornerstone Christian Academy. Renee Griffith earned her A.S. degree from Mitchell Community College and earned her B.S. from Mountain State University. The role of the Executive Director is to function as the chief executive leader of Cornerstone Christian Academy. The Executive Director works closely with the Lower and Upper School Principals, and the Vice Principal. All decisions made by the Executive Director are final (except where directed otherwise by the school board).

The Principal of the Lower School is Mrs. Carmen Bandy. She serves as the head of the Lower School. The Principal of the Upper School is Dr. Jocelyn Griffith. Mrs. Dana Palmer serves as the Upper School Vice Principal. All serve under the Executive Director.

Cornerstone Christian Academy is a ministry of Cornerstone of Victory Church, Inc. CCA belongs to Cornerstone of Victory Church, Inc. The staff of CCA answers directly to their supervisor who answers to the Executive Director who answers directly to the Pastor and the board of the church. Pastor Caleb Griffith is the head of the church. The board of Cornerstone of Victory Church, Inc. is responsible for the supervision of Cornerstone Christian Academy.

The Board of Directors for Cornerstone of Victory Church, Inc. serves as the sole Board for Cornerstone Christian Academy and all ministries.

1.1 Mission Statement

Cornerstone Christian Academy (CCA) provides a Christ-centered environment of academic excellence, where staff works in partnership with families to develop students who will know and serve the Lord Jesus Christ with all their heart, mind, and strength. The church mission statement is: We are One Community with One Mission, united as One Family with One Purpose, grounded in One Faith, driven by One Vision, and filled with One Hope, that the world may believe in the unity and love of Christ John 17:21-23. “Learning Today, Leading Tomorrow” is the mission statement of Cornerstone Christian Academy. CCA’s mission statement, together with the mission statement of the Church, provide the foundation upon which all decisions are made.

1.2 Philosophy Statement

The philosophical vision of CCA is rooted in the Christian view of life. We celebrate the Triune, God as the author of all truth and reality as He is revealed in Scripture and creation. The center of a student's education is Jesus Christ through whom all other learning must be viewed and integrated. He is both the reason and source for learning. The design for Christian learning integrates increased understanding of the natural world, human history, culture, and the arts with increased personal knowledge of God revealed in Christ and understood through the Scriptures.

As a school, we depend on the Holy Spirit to do His work of illumination. However, because sin entered God's universe and man exists with a fallen nature, and the fall has damaged man's ability to learn and know we rely on God's grace which allows men to understand the truth and reality and fulfill some of his creative potential.

CCA, as an educational institution, believes bringing up a child in Christ-likeness is primarily the responsibility and biblical duty of the parent. Our school exists to assist in that education but will never replace the role of the family. We work in partnership with the family as we work through our shared commitment to the student's upbringing. That commitment is expressed in a mutual desire to see each child's character transformed to reflect the image of Christ and impact the world in his calling, family, and community.

While in this process of transformation, CCA seeks to develop the potentiality of each student. Each child is uniquely created, possessing gifts, which enabling him or her to reflect upon his own purpose within God's plan and world. As a matter of stewardship, instructional strategies are built on the child's strengths, talents and limitations, preparing him or her to confront life's intellectual, philosophical, and creative challenges with well-reasoned faith.

While exploring the sciences, mathematics, language arts, humanities, technology, culture and extracurricular activities, we seek to nurture the student's maturity in leadership, self-discipline, personal and social development. This process can truly happen only through the application of Scripture and by placing God, not man, at the center of learning. In understanding God's sovereignty over all creation, we recognize all truth as coming from God. Our program of faith and learning integrates Biblical principles, character development, and challenging academics into one curriculum, striving to stimulate a lifelong love of learning, a biblical worldview, and Christ-like thinking in all settings.

2. Goals of CCA

With Christ as the center and source, in partnership with the family in helping students realize their unique reflection of God's image, CCA has the following goals for each child:

2.1. Spiritual

- Know that God is the Creator and Author of all truth.
- Lead each student into a personal, saving relationship with Christ as Lord and Savior.
- Know what it means to have a personal relationship with Jesus Christ and to demonstrate an authentic Christ-like spirit.
- Be able to defend their faith in a clear and logical way.
- Develop a desire in each child to know and do the will of God.

- Know God’s Word and develop a Biblical sense of right and wrong and teach the student how to overcome sin.
- Know that their personal identity and self-worth are based on Christ.
- Identify and apply their spiritual gifts: encouraging, giving, leading, serving, and teaching (Romans 12).
- Know and practice the Christian disciplines including prayer, worship, study, and discipleship.
- Be able to lead a non-Christian to a personal relationship with Christ.
- Instill in each student a respect for and submission to authority.
- Foster self-discipline, responsibility, and submission to God and all biblical authority.

2.2. Academic

- Use a Biblical world view to acquire, interpret, analyze, synthesize, evaluate, and apply new ideas and information.
- Promote academic excellence.
- Teach and encourage good study habits.
- Foster curiosity.
- Confidently and creatively take part in all processes of communication involving writing, speaking, reading, and listening activities.
- Respond in a Christian manner as they consider and encounter the fine arts and other media.
- Develop study skills and disciplines, enabling them to become lifelong learners.
- Be able to demonstrate critical thinking skills and to apply them in every day situations.

2.3. Personal, Social, and Physical

- Exercise the ability to lead and follow, perceiving their role in a community and humbly filling that responsibility.
- Accept responsibility and the consequences for their own choices and actions.
- Recognize that their body is the temple of the Holy Spirit and know how to maintain purity, health, and well-being.
- Have an instilled sense of stewardship and responsibility to God’s creation and provision.
- Recognize the value of competition, sportsmanship, and fair play.
- Teach biblical qualities of character.
- Teach the student to treat all people with respect, love, and grace, regardless of age, ethnicity, gender, faith or belief.
- Encourage wholesome and Christian use of leisure time.
- Effect and respond to change with courage and conviction.

3. Cornerstone Church Statement of Faith

A. The Scripture

The Bible is the inspired Word of God, the product of Holy Men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine (II Timothy 3:16; I Thess. 2:13; II Peter 1:21).

B. The Godhead

Our God is One, manifested in three persons—the Father, the Son, and the Holy Spirit (Philippians 2:6; Matthew 3:16-17). God the Father is greater than all; the Source of the Word and the Begetter (John 14:28; John 16:28; John 1:14). Jesus is the Son of God, One with the Father, the Word flesh-covered, the One

Begotten, and has existed with the Father from the beginning (John 1:1; John 1:18; John 1:14; John 10:30). The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).

C. Man, His Fall, and Redemption

Man is a created being, made in the likeness and image of God, but through Adam's transgression and fall, sin came into the world. "All have sinned and come short of the glory of God." "As it is written, there is none righteous, no not one." Jesus Christ, the Son of God, was manifested to undo the works of the devil and gave His life and shed His blood to redeem and restore man back to God (Romans 5:12; Romans 3:9-10, 23; I John 3:8; Galatians 3:13,14).

D. Eternal Life and New Birth

Man's first step toward salvation is Godly sorrow that worketh repentance. The new birth is necessary to all men, and when fulfilled produces eternal life (II Cor. 7:10; I John 5:12; John 3:3-5).

E. Water Baptism and Communion

Baptism in water is by immersion and is a direct commandment of our Lord and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection (Matthew 28:19; Romans 6:4; Col. 2:12; Acts 8:36-39). "*On the confession of your faith in the Lord Jesus Christ, the Son of God, and by His authority, I baptize you in the name of the Father, Son and of the Holy Ghost, Amen.*"

F. Baptism in the Holy Spirit

The Baptism in the Holy Ghost and Fire is a gift from God as promised by the Lord Jesus Christ to those who are believers in this dispensation and is received subsequent to the new birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance. (Acts 1:8; Acts 19:1-7; Acts 2:38-39; Acts 2:4; Matthew 3:11; John 14:16-17).

G. Sanctification

The Bible teaches that without Holiness no man can see the Lord. We believe in the doctrine of sanctification as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 12:14; I Thes. 5:23; II Peter 3:18; II Cor. 3:18; Philippians 3:12-14; I Cor. 1:30).

H. Divine Healing

Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith, and by laying on of hands. It is provided for in the atonement of Christ, and it is the privilege of every member of the church today (Mark 16:18; James 5:14-20; I Peter 2:24; Matthew 8:17; Isaiah 53:4-5).

I. Resurrection of the Just and the Return of Our Lord

The Angels said, "This same Jesus shall so come in like manner." His coming is imminent. When He comes, "The dead in Christ shall rise first; then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air" (Acts 1:11; I Thes. 4:16-17).

Following the tribulation, He shall return to earth, as King of kings, and Lord of lords and together with His Saints, who shall be kings and priests, He shall reign a thousand years (Rev. 20:6).

J. Hell and Eternal Retribution

The one who physically dies in his sins without Christ is hopelessly and eternally lost in the lake of fire and therefore has no further opportunity of hearing the Gospel or for repentance. The lake of fire is literal. The terms “eternal” and “everlasting” used in describing the duration of the punishment of the damned in the lake of fire, carry the same thought and meaning of endless existence as used in noting the duration of joy and ecstasy of the saints in the presence of God (Hebrews 9:27; Rev. 19:20; Hebrews 6:1-2).

K. Communion – The Lord’s Supper

We partake of the Lord’s Supper to show the Lord’s death till He comes (I Cor. 11:23-31). The bread symbolizes the Lord’s broken body (Is. 53:5; I Cor. 11:24). The cup represents the new covenant in His blood which provides us forgiveness and relationship with God (Heb. 9; I Cor. 11:25). We judge ourselves and realize that this is our salvation and receive it (I Cor. 11:28-30) for if we receive it unworthily—without giving it honor as our salvation—we are guilty of the body and blood of the Lord (I Cor. 11:27).

L. Laying on of Hands

A simple belief that power or anointing or any other necessary quality can be transmitted from one person touching another. Laying on of hands was practiced by the Levitical Priesthood. Jesus practiced it in Mark 10:13-16 as a blessing and is our grounds for baby dedication instead of baptism. Laying on of hands for healing (Mark 5:22, 23, 41; Mark 5:28-31; Acts 28:8; Acts 19:11,12); laying on of hands to confer office (Acts 6:2-6); laying on of hands to receive the Holy Ghost (Acts 8:16-18); laying on of hands to believe words spoken, to receive anointing, and to cultivate the anointing (I Tim. 4:14); laying on of hands for ordination to consecrate and receive the necessary ministry tools (I Tim. 4:14).

M. Marriage

Scripture teaches the home was the first institution provided by God Himself. Marriage is a sacred relationship between one man and one woman only. As marriage is used as a symbol that describes the relationship between Christ and His bride, we hold that relationship in high esteem as described in Scripture (Gen. 1:27, Gen. 2:18-25, Eph. 5:35, Heb. 13:4, Rev. 19:7-9).

N. Human Sexuality

God has commanded there be no sexual intimacy or sexual activity engaged in outside of the sanctity of marriage between one man and one woman. Acts of homosexuality, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful and are an ungodly perversion of the gift of sex God has given within the sanctity of marriage. There are only two genders given by God and these are assigned at birth. God forbids any attempt to alter one’s gender by medical surgery or appearance (Lev. 18:22, Deut. 22:5, Exe. 22:8-11, Rom. 1 and 2).

O. Abortion

Human life begins at conception and the unborn child in a mother’s womb is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder (Jer. 1:5).

P. Repentance

Scripture teaches that when a person fails to fulfill the tenants of his/her faith, that repentance is a restorative process. Therefore, if someone violates the tenants of faith, but engages in Biblical repentance afterwards, this person may be restored to his/her previous status and not be dismissed or removed (II Chron. 7:14, Prov. 28:13, Heb. 10:16, and Luke 13:1-3).

The Assemblies of God, as an organization, believes that sexual acts outside of marriage are prohibited as sinful. Sexual acts outside of marriage include, but are not limited to adultery, fornication, incest, bestiality, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, or same-sex sexual acts.

The Assemblies of God believe that God created humankind in His image: male and female (man and woman), sexually different but with equal personal dignity. We support the dignity of individual persons affirming their biological sex and discouraging any and all attempts to physically change, alter, or disagree with their predetermined biological sex-including but not limited to elective sex- reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct.

The Assemblies of God affirm the sexual complementarity of man and woman and teaches that any and all same-sex sexual attractions are to be resisted. Consequently, believers are to refrain from any and all same-sex sexual acts or conduct.

Cornerstone upholds the teachings as written in the official statement by the General Presbytery of the Assemblies of God through lifestyle, apologetics, and classroom instruction. Additionally, as a ministry of Cornerstone Church, Cornerstone Christian Academy adheres to Cornerstone’s Statement of Faith.

4. Non-Discriminatory Policy

Students of any race, color, sex, or national and ethnic origin are admitted to all rights, privileges, programs, and activities generally accorded or made available to students at CCA. While CCA does not discriminate on the basis of race, color, sex (as determined by anatomy at birth and not subject to change), national origin, and ethnic origin in the administration of its educational policies, admission policies, loan programs, athletic and other school-administered programs, or any other privileges or activities generally accorded or made available to CCA students. However, as a religious institution CCA reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with CCA’s statement of faith, code of conduct, or other policies of this organization.

CCA is a selective admissions school looking for students whose lives and achievements best exemplify the mission of our school. CCA is a private institution and reserves the privilege of setting and maintaining its own standards of conduct, dress, and cleanliness.

5. Admissions Policies

Admission to Cornerstone Christian Academy is a privilege and not a right. Parents will receive an information packet with all the required information to enroll their child at Cornerstone Christian Academy. After an interview and once all required enrollment information is received the parent will be notified of acceptance in

the academy. The student will then be given a battery of academic test which may include a computerized diagnostic test, standardized testing, and an IQ test. If acceptance is given and a seat is not available, the student will go on a waiting list.

5.1 Admissions Policy

The Following abilities and attitudes will be evaluated to determine continued enrollment. A student should demonstrate the ability to handle the academic level of the school by passing all core subjects. The student has displayed a good attitude and Christian character in his/her relationship with teachers, students, and staff. The student has accomplished all requirements or conditions established at the time of enrollment by the Administration with the student and parents.

We understand that parents are the ultimate educators and are responsible to God for the education of their children. This responsibility is shared with CCA during school hours when the Biblical directive to raise children in the nurture and admonition of the Lord (Ephesians 6:4) is transferred to the teacher. Parents, teachers and the church are partners in teaching the children at home, at school, and at church with the consciousness that all truth comes from God (Colossians 2:3). Godly precepts and truths practiced and taught at home should be consistent with those adhered to at school and at church.

Students entering the P1 Learning Center must be able to score 80% or higher on the Reading Readiness test. Inquiries about children with special needs will be addressed on an individual basis by the Administration. While CCA does accept some students with special learning needs, CCA does not have a nurse to work exclusively with or provide care to such students. While our teachers and staff do what they can to help such students where it is appropriate to do so, some students are better served in schools that have personnel trained to meet the student's specific needs.

New students entering first grade or students who are transferring from other schools will be expected to take an entrance examination as part of an overall screening process. Should the student be accepted, and his/her accomplishments as shown by the test and/or previous grades be on the grade level to which the student has been promoted, then the student will be admitted to that grade. However, should the student's accomplishments as indicated by the test and/or previous grades be on a lower level then acceptance and grade placement determination will be made by the school. It is the policy of the school not to accept students whose accomplishments, both academically and behaviorally, do not meet the minimum standards as defined in this handbook.

Enrollment for the coming school year usually begins in January; present students at the school and other family members having the first option to enroll or to re-enroll before enrollment is open to the public. New student applications will be processed after all previously enrolled students have been allowed 15 days to enroll.

Enrollment as a student at Cornerstone Christian Academy does not guarantee re-admission or continued enrollment. The school reserves the right to deny admission or continued enrollment to any student whose actions, academic progress, parent support, student and parental behavior demonstrate that it is not in the school's best interest to allow admission or continued enrollment as determined by the administration.

To enroll a child at Cornerstone, please follow this procedure:

1. Return a completed application for enrollment.
2. Submit the application and registration fee of \$200.00 along with a copy of the student's transcripts and last report card, standardized test scores, birth certificate and immunization records, IEP or 504 Plan, if applicable, and a copy of custody documentation is needed if the child is not living with both biological parents.
3. Schedule a grade-level diagnostic test.
4. Sign the financial contract and return it to the finance department.
5. Read the parent/student handbook and sign the Parental Agreement Document.

5.2 Re-Enrollment Policy

Every student is required to apply each year for re-enrollment. Re-enrollment forms are sent home in January of the current school year and must be returned by the designated date on the form. Failure to return the re-enrollment form may result in non-acceptance for the upcoming school year. There is a monetary fee for re-enrollment. Failure to pay the re-enrollment fee may result in non-acceptance for the upcoming school year. Returning the re-enrollment form and fee does not guarantee your child a seat for the upcoming school year. Any student not allowed to re-enroll will be notified in writing.

5.3 Withdrawal Policy

Parents are permitted to withdraw a student for any reason. Cornerstone Christian Academy has the right, for any legal reason, to require a student to withdraw at any time. Withdrawal must be done through the office. Parents are required to provide a written notice of withdrawal. Transcripts of grades, report cards, and/or cumulative records will be sent to other schools or colleges only if all bills are paid. This provision is separate and apart from suspension or expulsion under the school's discipline policies. Permanent records will not be released for any student whose account has a past-due balance. Any refund for advanced-paid tuition applies only to tuition already paid and not to any fees or other expenses paid by the parent.

A student's separation date will be considered the 4th of the month following his or her last day of school. For example, if a student withdraws on November 18, his separation date will be December 4 for the purpose of tuition refund or payments owed.

5.4 Domestic Actions

It is the parent's responsibility to inform Cornerstone Christian Academy personnel of any custody arrangements and provide a copy of the court custody records. We understand that from time to time a personal crisis may occur in the home. These types of events affect children. Although we do not wish to invade anyone's privacy, the office needs to be aware of the situation so we may properly respond to the needs of your child during this time.

It is imperative that parents/guardians inform the school office of any pertinent changes in information.

5.5 Students Ineligible to Return

At the end of the school year, the Executive Director, Principal of Lower and Upper Schools, Vice Principal, and Directors recommend students who should not be allowed to return. Students and parents should understand that enrollment is a privilege and not a right. Repeated misbehavior, disrespect for authority, failure to complete assignments, negative attitude, and absences will be considered and may affect a student's eligibility to remain at Cornerstone.

6. Financial Policies

We appreciate the financial support of each family, and we realize this ministry would not be possible without you. We desire to work with each family to assist in meeting financial obligations. In order for the school to meet its financial obligation we appreciate your prompt and faithful commitment.

6.1 Tuition

Tuition is an annual rate divided into 10, 11, or 12 equal payments. Tuition statements are sent home prior to the 20th of the prior month. Tuition is due on or before the 25th of the prior month. For example, August tuition is due on or before July 25th. A late fee of \$25.00 will be added to any statement not paid by the 25th.

Cornerstone has a "one month and one day" policy as it relates to tuition. When accounts reach one month and one day delinquent, parents will be required to remove the student from Cornerstone. Transcripts and other school records will not be released until the account is paid in full.

6.2 Material/Enrichment Fee

If a child completes more than a year of school work, you will be billed \$5.00 for each PACE a child completes over one year of work. If a student does not make a passing grade of 80% or better on a PACE test the child will be required to repeat the material. You will be billed \$5.00 for any repeat PACEs. All PACEs are the property of Cornerstone Christian Academy.

6.3 Application and Registration Fees

Application fees are non-refundable and due upon the submission of an application for enrollment.

6.4 Lunch

Each week your child may participate in our lunch program. Lunch menus are sent home on Monday. You may pick the day of the week you would like to participate. Lunch forms and money must be turned in by due date. Lunch menus turned in without money will not be processed and may mean your child's lunches may not be ordered.

6.5 Before/After School Fee

Fees are charged for before and after school care. Before school is defined as arriving between 6:30-7:30 am. After school is defined as any hours after the school day ends. After school begins at 3:00 pm Monday through Thursday and 2:00 pm on Friday. Parents must sign up for before/after school care and select a full time or part time plan. Before and after school plans are billed to your account monthly. No refunds will be made if a student misses before and after school care due to sickness, vacation, or any other reason. Before and after

school care is only available for students in learning centers P1-E4 who have signed up for the program. Occasionally, a situation may arise where a student must be in after-school care who has not been signed up for this program. When this occurs, the child will sit in the office until the parent arrives. Only children enrolled in the before and after school programs may attend.

6.6 Program Fees

CCA offers a variety of academic enrichment programs in which your child may participate. There is a small fee associated with each enrichment program. If your child would like to participate in any program, there will be an opportunity for you to sign up during orientation. The monthly participation fee will be added to your monthly invoice and is due on or before the 25th of the month prior.

6.7 Non-sufficient Fund Fee

Any checks returned for non-sufficient funds will be charged a \$30.00 fee. If the check is returned after the 30th of the month the child will be unable to return to school until all outstanding fees are paid.

6.8 Graduation Fee

There are certain fees associated with kindergarten and high school graduation. These fees may vary depending on the cost of cap, gown and diploma. You will be billed for any graduation items.

6.9 Enrollment Fee

A non-refundable registration fee is due upon submission of an application for enrollment. Until all enrollment fees are paid, a child's space will not be secure and may be filled by another family.

6.10 Re-enrollment Fee

Every student must apply for re-enrollment. Unless a student applies for re-enrollment, they will not automatically be enrolled for the upcoming school year. There is a re-enrollment fee which must be paid with the application for re-enrollment.

6.11 Yearbooks

Yearbooks are developed and distributed each year to current students. Students who withdraw from CCA at any point during the school year may or may not be included in the yearbook. A refund is not available.

6.12 Fundraising

Fundraising activities must take place in our school from time to time. The PTF, Boosters Club, and other school organizations may sponsor fundraisers throughout the school year. Please support these as much as you can. Your help with these will be greatly appreciated. Students/parents are not allowed to initiate fundraising without approval. Students may not conduct a personal business venture during school hours without approval.

7. Academic Policies

7.1 Curriculum

Accelerated Christian Education (A.C.E.) provides the most self-instructional, mastery-based curriculum available. Some distinctive of the A.C.E. program are as follows:

- Places child at exact academic level based on his ability through diagnostic testing
- Incorporates goal setting, Godly character building, and Biblical principles.
- Utilizes multimedia and computer technology
- Offers a superb education that is affordable
- Encourages parental involvement
- Stresses uniqueness of every individual
- Teaches critical thinking skills
- Produces academic excellence

7.2 Grades and Grading Policy

Parents are naturally interested in the quality of work their students complete in school. At the end of each nine-week period, report cards/progress reports are provided to parents. The student is the one who determines the quality of his work.

The following grading system is used at CCA:

| Grade | Score | Description |
|-------|------------|---|
| A | 94%-100% | consistent superior work |
| B | 88%-93% | exceeds minimum standard |
| C | 80%-87% | meets minimum standard |
| D | below 80% | below minimum standard (must repeat work) |
| Inc. | Incomplete | not enough PACE work to meet minimum requirements |

7.3 Academic Balance

One distinctive of an A.C.E. school is academic balance. Academic balance helps students achieve daily goals, which allows them to achieve weekly goals thus staying on track the whole year through. To achieve academic balance, the student is required to complete one PACE in each subject every three weeks. You can quickly assess your child's progress by viewing the progress chart on their desk. Students who do not reach academic balance may be required to attend after school tutoring, mind lab, Saturday school, and summer school.

7.4 Learning Centers

Upon enrollment and acceptance to Cornerstone, students are placed in a Learning Center based upon their academic abilities, social and behavioral skills, and maturity. Learning Centers are typically arranged by age and grade. Age and grade are considered; however, they are not the only factors considered when placing a student in a Learning Center.

| Learning Center | Ages/Grade |
|------------------------|---|
| P1 & P2 | Kindergarten |
| P3 | 1 st Grade |
| P4 | 1 st & 2 nd Grade |
| P5 | 2 nd Grade |
| E1 | 3 rd Grade |
| E2 | 4 th Grade |
| E3 | 5 th Grade |
| E4 | 6 th Grade |
| U1 | 7 th Grade |
| U2 | 8 th Grade |
| U3 | 9 th & 10 th Grade |
| U4 | 11 th & 12 th Grade |

7.5 Honor Roll

We encourage each student to reach for every academic achievement available to them. One such achievement is honor roll. Earning honor roll represents a student's diligence and hard work. Unlike other academic institutions where honor roll is awarded based on grade point average only, Cornerstone Christian Academy has additional requirements for a student to earn honor roll. In addition to maintaining the required grade point average, the student must meet certain academic requirements and memorize the previous months Scripture passages. Failure to meet all three requirements will make a student ineligible for honor roll. Bible memorization will be done from the King James Bible.

7.6 Graduation

90% of all work must be completed before graduation in order for a student to walk with the graduating class. A student will receive their diploma when 100% of the work is completed. All outstanding balances must be paid in full before a student will be eligible to receive a diploma.

All diplomas and transcripts will reflect the student's legal name at the time of enrollment and may not be changed except for a court order reflecting a minor's name has been changed.

Table 1. General Preparatory Diploma

| Core Subjects | Course | Credits | Credits Required |
|--------------------------------|-------------------------------|----------------|-------------------------|
| Math | Algebra I | 1.00 | 3.0 |
| | Geometry | 1.00 | |
| | Advanced Functions & Modeling | 1.00 | |
| | Algebra II | 1.00 | |
| | Trigonometry | 0.5 | |
| | or Calculus | 1.00 | |
| English | English I | 1.00 | 4.0 |
| | English II | 1.00 | |
| | English III | 1.00 | |
| | English IV | 1.00 | |
| Social Studies | World Geography | 1.00 | 4.0 |
| | World History | 1.00 | |
| | American History | 1.00 | |
| | Civics/Economics | 1.00 | |
| Science (Labs Required) | Biology/Lab | 1.50 | 2.0 |
| | Physical Science/Lab | 1.50 | |
| | Chemistry or Physics | 1.0/1.0 | |
| Bible | New Testament Survey | 1.0 | 2.0 |
| | Old Testament | 1.0 | |
| | Life of Christ | 1.0 | |
| | New Testament | 1.0 | |
| | Church History | 1.0 | |
| Non-Core | | | |
| Computer Science | | 0.5 | |
| Speech | | 0.5 | |
| Music | | 0.5 | |
| Foreign Language | | 2.0 | |
| Health/Physical Education | | 1.0 | |
| Business Math | | 1.0 | |
| Basic Art | | 1.0 | |
| Advance Art | | 1.0 | |
| Choir | | 1.0 | |
| Journalism | | 1.0 | 8.0 |
| | Total Minimum Credits | | 23.0 |

Table 2. College Preparatory Diploma

| Core Subjects | Course | Credits | Credits Required |
|-------------------------|------------------------------|---------|------------------|
| Math | Algebra I | 1.00 | 3.5 |
| | Geometry | 1.00 | |
| | Algebra II | 1.00 | |
| | Trigonometry | 0.5 | |
| | or Calculus | 1.00 | |
| English | English I | 1.00 | 4.0 |
| | English II | 1.00 | |
| | English III | 1.00 | |
| | English IV | 1.00 | |
| Social Studies | World Geography | 1.00 | 4.0 |
| | World History | 1.00 | |
| | American History | 1.00 | |
| | Civics/Economics | 1.00 | |
| Science (Labs Required) | Biology/Lab | 1.50 | 3.0 |
| | Physical Science/Lab | 1.50 | |
| | Chemistry or Physics/Lab | 1.5/1.5 | |
| Bible | New Testament Survey | 1.0 | 2.0 |
| | Old Testament | 1.0 | |
| | Life of Christ | 1.0 | |
| | New Testament | 1.0 | |
| | Church History | 1.0 | |
| Non-Core | | | |
| Computer Science | | 0.5 | |
| Speech | | 0.5 | |
| Music | | 0.5 | |
| Foreign Language | | 2.0 | |
| Health | | 0.5 | |
| Physical Education | | 2.0 | |
| Basic Art | | 1.0 | |
| Advanced Art | | 1.0 | |
| Choir | | 1.0 | |
| Journalism | | 2.0 | 9.5 |
| | Total Minimum Credits | | 26.0 |

Table 3. Honors Preparatory Diploma

| Core Subjects | Course | Credits | Credits Required | | |
|--------------------------------|------------------------------|----------------|-------------------------|------|-------------|
| Math | Algebra I | 1.00 | 4.0 | | |
| | Geometry | 1.00 | | | |
| | Algebra II | 1.00 | | | |
| | Trigonometry | 0.5 | | | |
| | Calculus | 1.00 | | | |
| English | English I | 1.00 | 4.0 | | |
| | English II | 1.00 | | | |
| | English III | 1.00 | | | |
| | English IV | 1.00 | | | |
| Social Studies | World Geography | 1.00 | 4.0 | | |
| | World History | 1.00 | | | |
| | American History | 1.00 | | | |
| | Civics/Economics | 1.00 | | | |
| Science (Labs Required) | Biology/lab | 1.50 | 4.0 | | |
| | Physical Science/lab | 1.50 | | | |
| | Chemistry/lab | 1.50 | | | |
| | Physics/lab | 1.50 | | | |
| Bible | New Testament Survey | 1.0 | 4.0 | | |
| | Old Testament | 1.0 | | | |
| | Life of Christ | 1.0 | | | |
| | New Testament | 1.0 | | | |
| | Church History | 1.0 | | | |
| Non-Core | Computer Science | 0.5 | | | |
| | Speech | 0.5 | | | |
| | Music | 0.5 | | | |
| | Foreign Language | 2.0 | | | |
| | Health | 0.5 | | | |
| | Physical Education | 2.0 | | | |
| | Basic Art | 1.0 | | | |
| | Advance Art | 1.0 | | | |
| | Choir | 1.0 | | | |
| | Journalism | 2.0 | | 10.0 | |
| | Total Minimum Credits | | | | 29.0 |

Juniors and Seniors who plan to go to college take the PACT in the 10th and 11th grades. They take the SAT and/or ACT in the 11th and 12th grades and take college preparatory subjects. College and career counseling services are provided by Dr. George Gately and Success Where It Counts. Cornerstone is preparing every student for a life that glorifies God, is productive in society, and fulfilling to them as persons. In support of that goal, every student receives a Birkman Method Career Assessment. For some students, this tool will guide them as they enter the workforce after completing their academic preparation at Cornerstone. For some students, a Community College certification may be indicated. Some students may seek military service. Other students will discover the benefits of a four-year college education as they pursue their dreams.

For students planning a four-year college education, our counseling staff will assist them in identifying several great colleges. We offer guidance to parents so that education debt is avoided. Our college-bound students receive ACT Test preparation. Every 11th grade student receives a subscription to “College Scoops”.

All 11th grade students complete a college level finance course to have a proper view of money and how to manage their finances. A major responsibility for seniors is the completion and submission of applications for college. Dr. Gately and his team will meet with students in the fall of their senior year for instructions and information. The school cannot guarantee the mailing of a transcript in less than five (5) working days from the time of request. No transcript can be released if the student’s account with the school is delinquent.

7.7 Standardized Testing

State law requires that we test students in grades 3, 6, 9, and 11. Any student who receives any scholarship from the state of North Carolina is required to be tested. Cornerstone Christian Academy uses the Iowa Achievement test to facilitate this requirement. The Administration may wish to test students in other grades. Parents are encouraged to see their children receive plenty of rest during this week of testing. Students in grades 10 and 11 take the PSAT. Students in grade 12 are encouraged to take the SAT or ACT tests. Only students with an IEP or a S.T.A.R. plan are eligible for consideration of standardized testing accommodations. The cost to administer the test is the responsibility of the parent. Results of the test will be made available by request.

7.8 Homework/Assignment Policy

Cooperation between parent and teacher is fundamental for a successful school year. Recognizing our mutual concern for the total development of the child, parental support is essential in developing good homework habits when homework is assigned. Homework may vary from grade to grade, but assignments are always checked and corrected. If your child is regularly spending an excessive amount of time on homework, please discuss with your child’s teacher. Homework is posted daily on Gradelink.

Homework is a valuable aid in helping students make the most of their school experience. CCA defines homework as an activity to be accomplished outside of the school day and without teacher assistance in order to reinforce concepts learned in the class. Some homework may require parental assistance. Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibilities, develops positive study habits and helps parents stay aware of a student’s work. Effective use of homework requires cooperation among administration, teachers, students, and parents.

Students who learn quickly and apply themselves during the school day will have comparatively less homework than other students. Some will find it necessary to spend more time doing homework to keep up to grade level.

The amount of evening study will be greatly affected by effective time management during and immediately after the school day. Homework assignments will be left up to the discretion and judgment of each teacher.

The parent has a responsibility in assisting the student with his homework by providing a time and place with an atmosphere that encourages concentration upon the work to be done. Parents should encourage their child by showing interest in and affirming the importance of doing quality work on assignments.

Any homework assignments will be recorded in Gradelink. Incomplete homework will result in one demerit per subject. All homework is counted as incomplete that is not finished and corrected by first break. Students will be required to complete incomplete homework in the red room. The red room is an area we have designated, supervised by a staff member, where any student in grades 4-12 who have not completed homework may be sent. The student will be able to leave the red room once their homework is completed or at lunchtime, whichever comes first. The student's breaks and interactions with other children are limited during time spent in the red room.

If a student has more than 2 days of incomplete homework in a week, they will earn additional consequences such as losing privileges, parent/teacher conferences, detention, suspension, etc. The student must attend mind lab every day until the homework is completed. The appropriate charge for mind lab will be added to the child's school account.

A parent may come to the school and request permission to access their student's locker or desk in order to obtain any necessary PACE's, notebooks, or other material their student might need in order to complete assignments at home.

7.9 PACEs

All PACEs are the property of the school; however, they are the responsibility of the student during the period of issuance. A student who loses a PACE will be required to begin the PACE again. The cost of the additional PACE will be the parent's responsibility.

7.10 Retaking Failed Course Work

In PACE 1001-1036, the student will be required to repeat the PACE if they score below 90%. In PACE 1037 and above, the student will be required to repeat the PACE if they score below an 80%. Any PACE a student must repeat will be billed to the parent at a rate of \$5.00 per PACE.

7.11 Scripture Memory

The students are assigned ten passages of Scripture they are required to memorize every school year beginning in August and ending in May. Scripture memory is not an optional part of the academic program. The Bible admonishes believers to "hide God's Word in their hearts." Willfully refusing to memorize Bible scriptures will be viewed as a major conduct violation and the student may be subject to discipline under those policies.

7.12 Student Records

Student records are maintained for the benefit of the student and are used for instruction, career development, guidance, and educational placement. Transcripts will reflect the student's legal name at the time of enrollment and may not be changed except with a court order reflecting a minor's name has been changed. It is imperative that parents/guardians inform the school office of any pertinent changes in information.

North Carolina law requires all children entering school to submit health forms showing all requirements for immunizations have been met. Health examinations, health history, and Certification of Immunization are all prerequisites. The law requires all children through various grades to have proof of the necessary immunization at the various age levels.

7.12.1 Student Records Shall Include:

- All academic records including transcripts of grades and quarterly grade reports, records of attendance, progress reports, achievement test records, and records of health as required by state law.
- All behavioral records including psychological testing, personality evaluation, letters to parents, records of conversations, written transcripts of incidents, and formal administrative actions (i.e. suspensions or expulsion) taken relative to a student.

7.12.2 Release of Records

- All student records maintained by the school shall be made available for inspection by the parents and guardians. Upon written request, these records will be made available only in the presence of a school official.
- Student records will only be forwarded to another school upon receiving a written request.
- The administration may withhold report cards, diplomas, or other records if the student owes a fee or has lost or willfully damaged school property until the amount owed is paid in full.

7.12.3 Custodial/Non-Custodial Parent Access to Records

Administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.

Any parent or adult student desiring to inspect their child's record shall address the request to the administration in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is placed upon the relationship of all known factors influencing the educational development of the student.

The Administration, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the above rights, the custodial parent will be responsible to submit a copy of the court order which curtails these specific rights.

Except for "directory" type information (name, address, and phone number), the school will not release the information contained in the student's record to other parties without the prior written consent of the person legally responsible for the student.

According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement official upon the issuance of a subpoena or court order.

The Administration presumes that the person who enrolls a student has the legal authority to enroll the child. The Administration presumes that both legal parents, as written on the birth certificate, are the student's custodial parent.

8. Confidentiality Statement

There may be a need for some in our student body to receive counseling for academic, behavioral, and/or personal reasons. To further this ministry, parents and students need to understand the following information on both ethical and legal grounds.

Conversations in counseling sessions are considered confidential. However, the following are events that may necessitate a report to the Department of Health and Social Services or the Police Department:

Legal

- Physical, sexual abuse or neglect
- Serious evidence of suicidal/self-harm tendencies
- Serious evidence of the possibility of harm to others
- Instances of pregnancy

School Policy

Any school rules and state or federal laws which have been broken may be reported to the administration, parents, and/or police. The parent is required to inform the school if a child attending the school has been arrested by law enforcement. The school reserves the right to assess the situation and assign consequences independent of any finding by law enforcement or formal legal adjudication.

9. Code of Conduct

The code of conduct is based on Cornerstone of Victory's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. Discipline is the training that corrects, molds, or perfects the mental faculties or moral character of the individual. However, we commonly use the word "consequence" with our students. Discipline is established and maintained at CCA with the intent to train each student. We desire to be fair, yet firm. The first goal of our discipline policies and procedures is to help students develop a Biblical worldview. Our desire is that each student learns to think and live Biblically. The second goal is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external-control to self-control and ultimately to Spirit-control. There are reasonable classroom and campus expectations as well as non-negotiable expectations.

Students are expected to live a biblically based life at and away from school guidelines defined in the Bible apply at all places and all times. Students are equally subject to discipline for conduct prohibited by this code of conduct both at and away from school, including in their online activities. Discipline can include consequences up to and including expulsion.

A positive school climate involves all the stakeholders accepting reasonable responsibility for the ongoing pursuit of a culture that produces achievement. Cornerstone believes that teachers, administrators, parents, and students all share responsibility in developing such a culture.

As a Christian school, we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices that cause loss of sensitivity to the spiritual needs of the world and to the Christian's spiritual, mental, and physical well-being.

At Cornerstone, we praise, reward, encourage the student, model appropriate behavior, listen to the student, provide alternatives for inappropriate behavior, provide the student with natural and logical consequences for behavior, and treat the student with respect. We do not verbally abuse students, deny food or rest as punishment, leave the student alone, unattended, or without supervision, criticize or belittle students, parents, families, or ethnic groups.

A student may be dismissed from school at any time if he or she is found to be out of harmony with the rules and policies of the school and its goals or admits to or displays lifestyle choices that are not expected from a student at CCA. Decisions in these matters are the full responsibility of the administration.

Our goal as a Christian school is the academic and spiritual training of children within a Christian atmosphere and philosophy. We strive to bring the mind of Christ to the task of education and to teach students that they have the personal responsibility to live in harmony with expected student behavior.

Certain rules are established, maintained and followed because the Lord disciplines those He loves as a Father disciplines His child (Hebrews 12:6). However, the Lord disciplines through an attitude of grace, forgiveness, and restoration, not condemnation. We strive to discipline in the same manner.

The students are expected to be prepared for class and engaged in the learning process. The students should bring everything they need to school for the day. The students are expected to be courteous, respectful, responsible, and honest in all work. Students should show kindness and courtesy to their peers and display a spirit of respect and submission to authority. Students must show responsibility and integrity in all academic work. Good manners are always expected (at meals, during programs, athletic events, chapels, etc.) Students shall obey any teacher or adult who speaks to them. Respect for authority is imperative. Students should be pure in speech, edifying in conduct, moral in behavior. Students should aspire to be more like Jesus, making strides to consistently improve in behavior.

9.1 Classroom Discipline

It is understood by all that while the code of conduct and the discipline section define conduct expectations, and that discipline can or will result from violations of those expectations, the administration retains discretion to modify discipline depending on the circumstances.

Biblically, discipline is the parents' responsibility. Parents may delegate the carrying out of that discipline to the school during school hours, but the primary responsibility lies with the parents. As a result, cooperation between parents and school is critical to the effectiveness of the education process. Parental support enables Cornerstone to be complete in the process of holding students accountable to expectations by carrying out discipline steps according to policy. Additionally, reinforcement of expectations at school and at home further refines students according to biblical principles. We endeavor to partner with parents at all stages of the discipline process.

At CCA, the teacher is the principal authority in the classroom and assumes the major responsibility for the training and discipline of each student. The students are expected to follow the specific rules of the classroom

and of the school. The focus is respect. Specific behaviors in the classroom for which students will receive consequences from the teacher include, but are not limited to:

- Not being prepared for class
- Failure to complete assignments
- Tardiness
- Dishonesty
- Disobedience/lack of respect
- Disrupting the teaching-learning process
- Swearing/inappropriate language
- Dress code violations
- Disruptive behavior in the halls
- Students in areas that are not assigned
- Talking without permission
- Not working diligently
- Horseplay
- Being out of your seat without permission
- Chewing gum or eating/drinking in the classroom
- Property destruction
- Scoring violations* (Excessive scoring violations may be considered a major conduct violation and the student may be subject to discipline as such)

Any of these offenses, listed or otherwise, may be deemed a major conduct violation upon the determination of the Administration.

Consequential measures available to the teacher in dealing with a student's lack of self-discipline include, but are not limited to:

- Speaking directly to the student about their behavior
- Loss of privileges or breaks
- Time out
- Establishing a classroom consequence (i.e. demerit, detention, extra work assignments)
- Informing the parents via telephone or in writing
- Parent/teacher conferences or requests for administration involvement

Further inappropriate behavior may result in administrative discipline, which may include:

- Detention (may be served during break, lunch, or after school)
- Suspension
- Expulsion

Cornerstone will communicate detention through Gradelink or email before detention is to be served. It is understood that Cornerstone will communicate via Gradelink any discipline-related activity. It is also understood that the responsibility lies with the parent to regularly check Gradelink regarding their child's conduct and academic performance.

A school bus, van, etc., are considered an extension of the classroom and conduct on these vehicles is expected to be the same as in the classroom. Violations of the conduct code will be dealt with accordingly. This is true for all school activities inside and outside of regular school hours.

Each child is responsible for scoring his/her own school work each day. This opportunity builds character in each student. The ACE curriculum daily teaches children the value of honesty. In order to promote integrity, each student must properly score their own PACEs. Therefore, CCA views improperly scored school work as serious. When a student does not follow proper procedures, it is viewed as cheating by CCA. The answer keys (score keys) are to remain in the learning center at all times. The score keys are only used at designated scoring areas. Your child will be trained in the proper procedures for scoring.

9.2 Standard of Conduct

CCA's standard of conduct is based on the Ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. Christians are supposed to treat everyone with the proper respect and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining and gossiping are not allowed.

Students are created in the image of God and are expected to model Christ-like behavior. Appearance, attitude, and actions should enhance the student's surroundings and not cause a distraction or disturbance to the learning environment. A child's conduct which is prohibited at school is equally prohibited away from school. The Christian life is not a game with one set of rules for church and school and another for everyday life. Regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including expulsion.

The students are expected to stand for the pledge to the American flag, Christian flag, and the Bible. They are expected to wholeheartedly participate in these daily activities as well as the oral reading of the daily Bible passage of Scripture and must participate in all required school assemblies, activities, and devotions.

A critical, griping, or uncooperative attitude by a student or parent should not be evidenced in a Christian School. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student will be subject to dismissal.

Students are prohibited from "friending" or accepting, initiating or responding to social media messages, text messages, chat rooms, discussion sites, instant messages, or other digital or electronic communications from teachers or other ministry staff members unless such communications also include parents or are on a class-wide group text. Staff may communicate to students through school-authorized communications methods.

Lockers are assigned to students. Lockers shall never be damaged in any way. No stickers, posters, pictures, etc., shall be affixed to the locker with glue, paste, tape, etc. No inappropriate pictures, posters, slogans, etc., are permitted inside a locker. Nothing whatsoever is permitted on the outside of a locker other than the name tag placed by the school. Appropriate pictures, posters, etc., may be affixed to the inside of the lockers with magnets. Lockers shall be kept neat and clean with nothing hanging out of the doors. Lockers are the property of the school/church and may be searched at the administration's discretion. Items taken from another student's locker is considered stealing.

Bookbags must be left in lockers during the school day. They are not to be brought into the classroom or cafeteria.

9.3 Prohibited Conduct/Major Conduct Violations and Consequences

Some behaviors are more serious in nature and require a different form of discipline. CCA refers to these offenses as major conduct violations:

- Defiance of authority
- Lack of courtesy or respect, disrespectful tones/words or actions
- Negative conduct toward peers
- Verbal abuse, profanity, racial remarks
- Littering
- Possessing or using tobacco/drugs/alcohol/vapes or tobacco products
- Intimidation
- Fighting
- Physical Assault
- Possession of weapons or explosives
- Harassment/bullying or any kind – physical, verbal, or cyber
- Threats
- Truancy
- Forging a signature
- Anti-social activity of any kind
- Uncooperative attitudes/critical attitudes
- Possession of obscene material of any kind (including music)
- Vandalism, defacing of property, destruction of property, theft
- Scoring violations
- Possession of electronic devices
- Public displays of affection
- Immoral sexual behavior or activity (as defined by Scriptures regarding opposite and same sex)
- Refusal to memorize Scripture
- Inappropriate use of social media
- Physical contact *

Any student possessing, using, selling, or delivering drugs, alcohol, vapes, and tobacco products **AT ANY TIME** on or off campus is subject to immediate dismissal or expulsion from the school. Students suspected of using drugs can be required to be tested at the student's/parent's expense. Students refusing to be tested will be asked to leave the school.

Actions, attitudes, and behaviors of students or their parents that are deemed by the administration to be disruptive in nature to the academic and/or spiritual environment of the school will not be tolerated and will be disciplined, up to and including termination of the student's enrollment, at the discretion of the administration.

Students who run away from home may waive their privilege to attend Cornerstone.

The first major conduct violation may result in suspension or expulsion. In all cases when a student is suspended for a major conduct violation, the student will be placed on behavioral probation for a length of time determined by the Executive Director.

In keeping with the ministry's statement of faith, immoral sexual behavior, either on or off campus, will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any immoral behavior or statements of immoral behavior will not be tolerated in any form and will constitute grounds for expulsion.

The term "immoral sexual behavior" is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in a sexually immoral behavior. This includes viewing pornographic material on or away from the school campus.

The term "statements of immoral behavior" is one in which a student or employee does any of the following: engages in speech regarding sexual immorality; claims he or she is sexually active and/or is homosexual, bisexual, transgender, or otherwise identifies as being sexually immoral under biblical Christian standards; or uses words, language, or behavior, including by dress or other appearance or online activity, that, in the discretion of the school, would indicate an intention to convey the impression that the person engages in, advocates for, or approves of behavior or identity that is immoral under biblical Christian standards.

Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is basis for dismissal. All students, however, must be treated with dignity and respect, free of threats or harassment.

* While we realize that a certain amount of interest in the opposite sex is normal students must refrain from engaging in any physical contact with any other individual. Some physical contact may be considered a major conduct violation. The administration will determine the intent of the contact and decide in which category the physical contact may fall. The administration will make this determination through eyewitness accounts, interviews with students, and prior student behaviors.

Students must remain above reproach in their physical contact with each other and should seek to bring honor to God in their relationships. Demonstration of romantic involvement by inappropriate displays of affection between students on school property is not permitted.

9.4 Harassment/Bullying

Our Christian walk should be demonstrated at all times. As such, harassment and bullying of any kind will not be tolerated at CCA. Harassment/bullying may include, but are not limited to, focusing on a person's race, creed, color, handicap, gender, faith, or national origin. Prohibited harassment/bullying actions may include, but are not limited to, comments, slurs, jokes, innuendoes, cartoons, pranks, and physical harassment. It is our desire to address any concerns you may have. Teachers, students, and parents should feel free to contact the administration when they feel that harassment or bullying may have occurred.

Cyberbullying is the use of electronic information or communication devices, whether personal or school-owned, to willfully and repeatedly harm a person(s) through electronic mediums, create a hostile environment

for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the administration.

Bullying is defined as unwanted, aggressive behavior among school aged children that is repeated over time. In order to be considered bullying the behavior must happen repeatedly, over time. One or two issues between children do not fall into the category of bullying. Not all childhood disagreements, arguments, and problems stem from bullying. The Administration takes bullying very seriously.

9.5 Language Policy

The language that we use on campus (and elsewhere), written or spoken, should be consistent with what God expects of us. Ephesians 4:29 tells us to “Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear.” Profanity, gossip, filthy, and hurtful words proceed from an unkind heart and grieve the Holy Spirit of God. Students using inappropriate language will be referred to the administration.

9.6 Prohibited Items on Campus

Items prohibited on campus extend to any person on the CCA campus. This includes students, parents, guests, and visitors.

- Lasers
- Guns/weapons (real or play)
- Tobacco in any form
- Drugs
- Alcohol
- Phone or electronic devices (prohibited for students only)
- Pokémon cards
- Vape pens
- All personal toys (except when given permission for show and tell)

CCA will not tolerate possession of weapons, whether toy or real, by students on school property or at school-sponsored events. Student possession of a weapon creates a danger to students and staff and is disruptive to the operation of the school. The Administration reserves the right to search the student’s person and belongings in the event the school suspects the student possesses an unapproved item. A search may be conducted without the students or parents’ permission. Registration of the child constitutes parental consent to such searches.

9.7 Search Policy and Law Enforcement Involvement

All school-owned or school-provided computers, networks, online academic services or platforms, electronic devices, physical or electronic mail or storage files, parking areas, desks, and lockers are the property of the church/school, and students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and welfare of our students. In addition, in the event the school suspects a student possesses an unapproved item or has used a school-owned item in a manner that violates school policy, the school reserves the right to conduct a search of the students pockets, vehicle, locker, desk, backpack, outerwear, shoes, any other item belonging to or in the possession of

the student, or any online platform, account, or otherwise the student may have accessed. The school will have two or more staff present for a search; however, enrollment in the school constitutes parental and student consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials. This includes the use of drug- and gunpowder-sniffing K-9 dogs.

Administration and staff reserve the right to contact law enforcement in the event that they determine the students' actions warrant it. Furthermore, teachers and administrators are mandatory reporters of physical and sexual abuse and will report any reasonable suspicion of abuse.

Parents are required to inform the school if a child attending CCA has been arrested by law enforcement. The school reserves the right to assess the situation and assign consequences independent of any finding by law enforcement or formal adjudication.

9.8 Electronic/Mobile Device Policy

The Administration recognizes that mobile devices are a part of our culture and can be used to promote the Gospel, the achievement of students, academic explorations, and many other positive things. However, these same devices can cause harm, drama, and create a negative image of students, parents, and organizations. It is with the negative consequences in mind that this policy is drafted. It is the intent of this policy to protect students, parents, and this organization. Students are not allowed to bring mobile and electronic devices to school or any school function unless otherwise noted by the Administration. Technology limits the child's ability to think, create, and develop normally. Social media can be harmful and hurtful. It is our desire that no damage occurs to a child's brain and that no harm comes to your child through another person's actions. CCA wants to protect your child's heart and mind. Students found in violation of this policy will be subject to the consequences listed under major conduct violations and consequences.

Any harmful, mean, inappropriate, or derogatory posting on any social media or written in a text message or written in an email or posted on Instagram, Snapchat, Facebook, or any additional social medial apps that are developed, or any form of electronic communication whether posted at school or away from school could result in discipline leading up to expulsion. It is important for students to remember that once something is posted to the internet, it may stay on the internet forever. While students may believe that everyone on the internet is their friend and that they are among friends, the internet is accessible by the public.

Lower School students are not permitted to bring cell phones, smart watches, or any electronic devices to school. Upper School students must turn in their cell phone, smart watch, and all electronic devices upon arrival to campus. The students should not go past the front entrance with their cell phone. Any Upper School student who has a cell phone or electronic device after they have arrived at school is in violation of this policy. The first offense will result in a written warning. If a student has a second offense, the staff will keep the cell phone or media device for one day. A third offense will result in the cell phone or media device being kept at the school for 10 days. A third offense could result in the student being placed on behavioral probation.

9.9 Suspension Policy

Any violations of a major conduct violation or any inappropriate activities as determined by the administration may result in suspension. Suspended days are counted as unexcused absences from school.

9.10 Expulsion Policy

The Executive Director shall recommend the expulsion of a student for any of the following acts:

- Causing serious physical harm to another person, except in self-defense.
- Possession of any weapon as defined in the items prohibited at school policy.
- Possession, use, sale, distribution or being under the influence of alcoholic beverages illegal drugs, and/or controlled substance at school, at a school activity, or any other time.
- Violation of any of the major conduct violations listed in the student handbook or inappropriate involvement in activities as determined by the Executive Director.
- Lack of academic integrity.

Parents/guardians of the expelled student will have 3 days to appeal the expulsion in writing to the Board of Directors. While an appeal is taking place, the student will be under suspension and will not be allowed to attend school. If the appeal to the school board is denied, the expulsion will take effect immediately.

9.11 Disciplinary Probation

Probation is given to a student whose behavior is disruptive to or out of harmony with the expected student code of conduct. During this period, students have an opportunity to correct the problem. The length of probation is generally a period of nine school weeks after which, if problems have not continued, probation is terminated. If problems do continue, or new ones develop, a student is subject to suspension or dismissal at any time during this probation. Actions taken could include any combination of detention, out of school suspension, banned from extra-curricular activities for a period of time or indefinitely, and expulsion.

10. Attendance Policies

While church attendance is not required for students and families enrolled at Cornerstone, admission requires students and families to sign, submit to, and support Cornerstone Christian Academy's Statement of Faith. As such, the Biblical worldview being taught at Cornerstone is best supplemented through church connections.

Students enrolled at CCA are expected to attend school in accordance with state law. The primary responsibility for school attendance rests with the students and their parents. It is important that parents teach their children the value and importance of regular and on time attendance. The school's responsibility is to join with parents in teaching students the value and importance of regular attendance. Through these combined efforts we hope we can instill lifelong constructive attendance habits and attitudes that carry over to college and to the workplace.

Parents will ensure their child is at school on time and prepared by the first bell. They will ensure their child has eaten prior to coming to school. Bringing food into the classroom is a distraction and not permitted.

The administration will uphold these stated attendance policies.

10.1 Absences

School attendance is directly related to school achievement. Parents have the responsibility to make sure students attend school every day, arrive promptly, and remain throughout the scheduled day. Parents are asked to weigh carefully any request to have the children excused from school. When your child is absent from school often, it has a profound effect on the learning process. Regular attendance is essential to good academics. CCA

is committed to excellence in the classroom, and regular attendance is critical. Parents have a responsibility to see their children are in regular attendance.

Any time a student is not in class shall constitute an absence. Teachers will keep a record of all excused and un-excused absences. Tardies and absences are a legal matter and not just school policy. According to G.S. 115C-378, after a student has accumulated 3 unlawful absences the parent may be in violation of the Compulsory Attendance Law and may be prosecuted if absences cannot be justified. After 10 unlawful absences, the Executive Director may notify the District Attorney and DSS which may result in an investigation. Because attendance is a legal issue it is important that your child be at school, on time, and with limited absences. Class attendance and participation are critical elements of the education process.

10.1.1 Excused Absences

- Personal illness with doctor's note
- Family emergencies
- Appearance in court when required by law
- Religious observation
- Doctor or dental appointments

In order for an excused absence to be validated, the parent must send in a written note with the student when the student first returns to school. The note must have the student's name, the date of absence, reason, and the parent or guardian's signature. Students who need to leave school early for medical, personal, or other legitimate reasons must be signed out in the office by the parent or guardian picking them up.

CCA is a closed campus. This means that students may not leave campus unless they have a written note or the office receives a phone call from parent/guardian.

10.1.2 Un-excused Absences

- Absences for reasons not listed in the Excused Absence section are un-excused.
- Suspensions
- Students returning to school without a valid excuse from a parent/guardian will have the absence recorded as unexcused

10.2 Tardy to School

Tardiness can cause unnecessary inconvenience and distractions for the teacher and the other students in the class. While an occasional tardy is normal, students who are excessively tardy will be subject to discipline. Four or more tardies are excessive. Excessive tardies may result in Saturday school and/or summer school. Habitual tardiness may result in the student not being invited to re-enroll at Cornerstone.

All students who are tardy to school must be signed in at the office by the parent or guardian on the late arrival sheet. Tardies for the following reasons shall be excused:

- Personal illness with a doctor's note
- Family emergency
- Appearance in court when required by law

- Doctor or dental appointment
- Religious observances
- Unusual traffic conditions due to weather or accidents and car problems

A student is considered tardy to class if he/she is not in his/her seat at 8:00 am. Three un-excused tardies will be counted as one un-excused absence.

10.3 Early Dismissal

The departure of a student before the end of the day is considered early dismissal. Because learning takes place throughout the entire school day it is important that students remain at school during all hours of the school day. We do realize from time-to-time it may be necessary for a student to leave early. In the rare event a student must leave school before the school day has concluded, a written note from home signed by the parents (including date and time of dismissal and parent signature) is to be brought to school and presented to the teacher. A written note is required. Emails will not suffice because the faculty and staff may or may not receive/view emails in time.

When the parent arrives on campus to pick up the student, the parent must come to the office and sign the student out of class. All communication regarding early dismissal should be communicated directly to the office by the parent and not to the office through the student. If a child leaves before 50% of the school day has been completed the child will be counted absent. An early dismissal will be considered as a tardy. For the early dismissal to be excused, a note must be turned into the office.

11. Academic and Behavioral Probation

Students are placed on probation to allow formal monitoring of their progress either academically or behaviorally. A student will be placed on academic probation if they have not completed enough work during a school quarter or a student continues to have failed PACEs. A student will be placed on behavioral probation for any serious disciplinary situation. A student will be placed on behavioral probation after a third time of inappropriate behavior. A student placed on behavioral or academic probation will be placed on probation for one grading period or as determined by the Principal. The conditions and terms of probation will be determined by the Administration.

At the end of each three weeks, students on probation will have their progress reviewed by the Principal to determine whether satisfactory progress has been made and if continued enrollment at CCA is merited.

11.1 Behavioral Probation

Students may be placed on behavioral probation for any serious disciplinary situation, major conduct violations, or after a 3rd time of inappropriate behavior. Any time a student is placed on behavioral probation, participation in school sports and off campus activities, including field trips, stops. The student will be unable to attend practice or any games during the probationary period. During behavioral probation, a student's behavior will be closely monitored. Students who have repeated behavioral problems during probation may be dismissed before the end of the probationary period.

11.2 Academic Probation

Students may be placed on academic probation for not completing enough PACE work during a quarter, academic dishonesty, or continued failed PACEs. During academic probation, a student will be required to make appropriate progress toward academic requirements, follow academic procedures, and achieve minimum passing test scores. If the academic probation is for missing assignments or failed test, sports and off campus activities will be suspended until the student has successfully completed the missing assignment. If the academic probation is for academic dishonesty, participation in school sports and off campus activities, including field trips, stops. The student will remain on probation for the duration of the quarter and their progress will be monitored closely.

11.3 Artificial Intelligence (AI)

Students are expected to complete their homework and assignments on their own without the use of AI. Students in violation of this policy may be placed on Academic Probation or subject to discipline under the major conduct rules.

12. Dress Code

Cornerstone assumes that its students are enrolled willingly and voluntarily. This means that the school shall expect full cooperation with both the letter and the spirit of the dress code. No student shall attempt to circumvent the plain meaning of the dress code or push its limits. Any student who cannot obey the dress code should not enroll at Cornerstone. Cornerstone students are expected to observe the school dress code from the time they arrive on the school grounds until they leave the school grounds. The dress code applies to all school-sponsored events (i.e., sports banquets, concert, recitals, assemblies, programs, graduation).

Adherence to the dress code indicates a Christian attitude and respect for authority while failure to follow the dress code indicates a defiant and disrespectful attitude on the part of the student. Dress code violations will require immediate correction.

Parental guidance and support are critical since parents carry the burden of supervision. The dress code is a set of guidelines which parents must support, and students are required to follow. The administration reserves the right to make the final decision of the appropriateness of clothing and appearance, regardless of whether the topic is specifically addressed in the dress code.

If a student is unable to correct the dress code infraction while at school, parents will be notified of the dress code violation and will be sent home. If a uniform is available to correct the dress code infraction, the student account will be charged for the item. A student will not be allowed to enter the classroom until the dress code violation has been corrected. The staff will have the student sit by the front door or wait in the office while they wait for the parent to bring appropriate clothing or to take the child home. Continued abuse of the dress code will result in additional consequences.

12.1 Philosophical Basis for Dress Code

Because it is the desire of CCA to maintain an appropriate educational environment, modesty, neatness, and cleanliness are the basis goals. Clothing and hairstyles that distract from the educational process or draw

attention are not appropriate. Christians are encouraged in the Bible to observe the principles of modesty, the avoidance of showiness in their appearance, and to glorify God in all their behavior. Parents are expected to monitor their students' dress and not leave monitoring to the school.

Because attitude is often reflected in clothing attire students should come to school in neat, clean clothes. Students should be neat and clean in their appearance following the appropriate dress code guidelines for the day. Students at CCA wear uniforms each day. The uniforms must meet the guidelines listed below.

12.1.1 General Guidelines for Young Men

Male students must have a neat, conservative haircut with their hair above the ears and off the nape of the neck. Hair is to be tapered or blocked. Ethnic hair must not be longer than 1". Boys are not allowed to have any part of their body pierced. The boys may wear one necklace or one bracelet. The jewelry may not be gothic in nature. No dog chains or wallet chains are allowed. No other jewelry is allowed. Boys may not wear nail polish or makeup. Flip-flops or sandals are not allowed.

12.1.2 General Guidelines for Young Ladies

Only one earring in each ear lobe is allowed. No other body piercing is allowed. No gothic jewelry or dog chains allowed. No black finger nail polish is allowed. Lipstick should be pink or natural in color. Hair should be neat and only colored in a color that naturally occurs. No flip-flops or sandals allowed. All clothing is to be loose and modest. All skirts are to come past the knees and all slits should stop at the knee. Shirts should be loose and not form fitting. All shirts must have sleeves. All shirts should be long enough that whether the student is sitting, standing, or participating in an activity, the student's appearance will remain modest with no part of their belly or back showing. If a current style of clothing is in opposition with the school dress code, the student should choose a style that does not conflict with CCA's dress code.

12.1.3 Dress Down Guidelines

During some weeks and activities students may be allowed to dress out of the normal uniform. When this is permitted the following guidelines are to be followed. Young ladies may wear skirts or dresses only. The skirts and dresses must fall within the general guidelines listed above. The young men may wear pants and a polo, tee shirt, or button up shirt of their choice. Students may not wear blue jeans or shorts. Sweat pants and leggings are not permitted.

12.1.4 School Function Guidelines

Because school functions can vary greatly, dress requirements for the school function will be communicated to the families before the school functions. When in doubt, please follow the general guidelines for appropriate school dress.

13. Student Programs

13.1 Before and After School

- Before and after school is available for any student under 12 years of age. Any student over the age of 12 who remains at the school during after school hours must go to study hall/mind lab.

- Study hall is designated for students over the age of 12 or 7th grade. Study hall is offered Monday – Thursday from 3:45 – 4:30 pm.
- Mind lab is offered Monday – Thursday from 3:00 until 3:45 pm. Mind lab allows the student to be mentored and tutored by advanced high school students and teachers.
- Detention is served after school and is used as a consequence for misbehavior.

13.2 Music

- Each class participates in a music class weekly. There is no fee for music class. All students are expected to participate in all enrichment classes that are part of their academic program.
- Guitar lessons are offered weekly, as a group class.

13.3 Art

Art classes are offered on a regular basis. All Lower Level students will participate in the art program at no charge. Upper Level students who are earning art as a high school elective and Upper Level students who are preparing for competition will need to provide the required art supplies for their art class and or project.

13.4 Competition

Junior, Regional and International Student Convention is a week-long competition in which students may participate. Junior Convention is for students ages 8-12. Regional and International Convention is for students 13-18.

13.5 Athletic Programs

Athletic programs are offered for students in primary, middle, and high school.

13.6 Foreign Language

Foreign language is required for graduation. Cornerstone offers Spanish as a foreign language.

13.7 Mind Lab

Mind lab is offered Monday – Thursday from 3:00 – 3:45 pm. Mind lab gives the student an opportunity to be mentored and tutored by advanced high school students and teachers.

13.8 Archery

CCA has a competitive archery team. The archery team meets after school throughout the school year. The archery team is open for students in grades 3-12.

13.9 Sign Language

Sign language is offered for students in grades 4th – 12th.

14. Student Participation and Involvement

Student participation and involvement is not optional. Because the staff spends many hours in preparation for special events and functions, we expect every student to participate whole-heartily and with a good attitude. Our interactions with each other reflect the motivation of our heart. Many times the only picture painted of

Christ and this ministry is represented by the behavior and attitude of our students. For this reason, when a student does not participate wholeheartedly or participates with a bad attitude it poorly reflects on the character of Christ and this ministry and will not be tolerated. Families and students who cannot support the ministry of CCA 100% should consider another Christian school for their family. Families are expected to attend CCA's annual Christmas production, spring recital, yearly orientation, parent conferences, and the annual awards banquet.

15. Chapels and Assemblies

Chapel programs are an important facet of Cornerstone student life. There are regularly scheduled chapel services. Chapel service is a time set aside each week for faculty and students to worship together. Chapel service is a time to give honor to God. Students are to be reverent and respectful. Students are required to attend and participate in all chapels and assemblies throughout the year. Chapel is generally held weekly on Wednesday. Attendance is required at chapel programs. Students are expected to dress for chapel, enter quietly, sit in designated seating, bring Bibles, and behave appropriately. Students who do not cooperate with chapel expectations may be asked to leave the school. Parents who visit chapel or special programs during the school day should sit in the back of the auditorium in order to preserve assigned student seating.

16. Classroom, Building, and Property Policies

No food or drink will be allowed in any classroom unless special permission is given. Students found defacing, vandalizing, or destroying school property will be disciplined, required to clean or correct the damage, and held financially responsible for any damages which may have occurred.

17. Crisis Plan and Drills

In cooperation with local and state authorities, Cornerstone has developed a comprehensive Crisis Management Plan which includes detailed procedures in the event of any crisis. Taking action before an emergency occurs can save lives, prevent injuries and minimize property damage in the first moments during a crisis situation, whether this results from a natural disaster or a manmade crisis. Teachers should understand these plans and their roles within them, allowing them to implement emergency response protocols with confidence and structure. Detailed, step-by-step fire/disaster drill procedures have been prepared by the administration. Evacuation routes are posted in each classroom and in appropriate locations throughout the campus. NC school law mandates every school to carry out fire drill evacuations throughout the year while in session. The Fire Department and the County Health Department inspect our facility annually. There are three basic response actions in an emergency: Lockdown, Evacuate, and Shelter in place – or a combination of these actions.

17.1 Lockdown

The first of the three actions is lockdown. There are several reasons CCA might need to lockdown. One might be a visitor to the school who becomes irate and a danger to the school's occupants. Another might be a non-custodial parent or former spouse of a staff member who attempts to obtain access to do harm to others. Yet another, but highly unlikely reason is an armed intruder or active shooter who may be a student, former student, parent or someone who is not affiliated with the school at all.

17.2 Evacuate

The second main response action to an emergency is to evacuate. Evacuations occur when the building is not safe or they can occur once a lockdown situation is resolved.

In the event all facilities become uninhabitable, the staff will move all students to Fire Station Three, 779 East Side Drive. All faculty and students will remain at the Fire Station until parents arrive to pick up their children.

17.3 Shelter in Place

The third option is to shelter in place. Sheltering in place is necessary when external conditions make it unsafe to leave the building and locking down in a classroom is not necessary. A shelter in place is conducted for tornadoes and severe weather conditions. This is called “duck, cover and hold.” A combination of shelter in place and then evacuation may be necessary during such situations as earthquakes.

17.4 Active Shooter Procedure

The term “active shooter” is used by law enforcement officials to describe a situation where a person participates in a random or systematic shooting spree in a confined or populated area. In most cases, the active shooter uses firearms and without a pattern or method to the selection of their victims.

17.5 Other

After the emergency there will be special considerations such as activating a reunification plan, setting up a family assistance center, and facilitating physical and psychological recovery. Getting families reunited and getting back to the business of work and school as quickly as possible is a key step in recovering from an emergency.

In the event that grief counseling is required due to the death of a student or staff or by the trauma of the event, the pastor or Executive Director will organize support counseling through Samaritans Counseling. The pastor or administration will coordinate with law enforcement and first responders. All media communications will be directed to the administration. The pastor or administration will communicate with the parents of the students regarding the incident, response, pick up locations and any additional information via CCA’s phone messaging system.

All emergency contact numbers are posted in each classroom. All emergency phone numbers for parents and an up-to-date attendance are located in each classroom.

The Executive Director, pastor, preschool director, and preschool employees are trained in First Aid/CPR/AED/ Blood borne pathogen training.

18. Health Procedures

Only minor first aid will be provided by the school. If the injury is considered to be serious, parents will be called so that the student may receive care from his/her doctor. No student may be given any medication (prescription or non-prescription) at any time for any reason by any teacher or staff member unless there is written permission from the parent in the student's file. Any prescription or non-prescription medication that is to be taken by a student during school hours must be kept locked in the original container that states the

student's name and the name, strength, and dosage of the medication. All medication will be administered and recorded by the school staff.

Note that while members of the school staff have been familiarized with allergies, anaphylaxis, epinephrine, and over-the-counter medication administration, these individuals are not medically trained personnel and do not have professional training or experience in meeting the acute or ongoing medical needs of children. Parents requesting the school to administer medication to their children do so at their own risk and must sign a medical authorization form with a liability release.

A child who has been diagnosed with any of the following diseases or conditions must have consent from a physician to return to school: chicken pox, lice, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, or other such communicable diseases or conditions. All children must be fever-free for 24 hours before returning to school. If the student is vomiting, has diarrhea, a bad cough, colored mucus or dark urine, the child must stay home.

Students who are diagnosed with ADD or ADHD and do not take their medication as required will be sent home. It is recommended that medication be kept in the school office to be administered if it is frequently missed at home.

On occasion, it will become necessary for the administration of Cornerstone to interact with a social worker arriving at the school to interview a child or children reported to Social Services as suffering abuse of one form or another. Current state law forbids interference with the social worker in carrying out his/her responsibility. The school administration will provide a place that is private for the interview. Call one or both parents if they can be reached and inform them that the interview is taking place.

19. Transportation for Official Sponsored School Activities

The school is responsible for student participation in all officially sponsored school activities such as field trips, athletic events, choir appearances, class trips, etc. Students will only be transported in school-approved vehicles and by school-approved drivers. A student may leave the official travel party only after a written permission slip, signed by the parent, is on file.

The following rules will be enforced while traveling on school sponsored activities:

- Remain seated and facing forward
- Follow all state motor vehicle laws
- No breakable containers on board
- No animals on board
- All school behavior policies apply when in school vehicles
- All damages to the vehicles or equipment will be compensated for by the responsible party(ies).

20. Visitors

All nonessential personnel must enter the building at the main entrance. Access to the building will be determined at the main entrance. Parents will not enter the building during drop off and pick up to maintain a

secure and safe environment. All exterior doors are locked from the outside during school hours. Primary entrances are locked. Students shall only enter buildings at designated locations with reception desks. Any person other than the enrolled student entering the building must check in at the school office. School policy does not authorize students to bring friends or relatives to school. Exceptions to this rule can only be made in conjunction with the Principal. Parents are welcome to visit their student's classroom and join them for lunch with prior approval from the Principal. Please see the office for a classroom schedule including lunch times and field trips. Visitors who wish to volunteer on a more regular basis may be required to submit a background check.

A camera system is in place to monitor all key areas during school hours. Cameras are monitored by designated staff.

Cornerstone Christian Academy utilizes the facilities of Cornerstone Church. Consequently, we must follow the church's rules for use of the building. Students are not to be in the following off-limit areas of the church/school without permission:

- School office
- Reception area
- Auditorium
- Café
- Church office
- Maintenance closet and storage rooms
- Empty classrooms
- Teacher's workroom
- Conference Room

21. Parental Involvement

There are numerous opportunities for parental involvement at Cornerstone. Some opportunities are optional but other functions are not. You will be expected to participate in certain functions and lack of participation may affect your child's continued enrollment. Parents are expected to attend the annual Christmas program. Parents are expected to attend the annual awards banquet. Parents are expected to participate in and attend all parent/teacher conferences. Parents are expected to participate in all fundraisers the school or classroom offers. Parents are expected to pray for the school. During the year we will have classroom parties, special class activities and field trips. Your participation is welcomed and encouraged; however, participation in these events are optional. Remember, it is not the school's sole responsibility to educate the child. The responsibility was given by God to the parents. The function of the school is to assist the parents in carrying out what God has given them to do.

In this partnership, communication is critical. Please expect to use Gradelink to regularly check the progress of your child, communicate with teachers, and receive updated information. Cornerstone cannot exist without the support of parents and families, so please partner with us in regular prayer for all aspects of the education process.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent is disruptive to the academic, athletic, or spiritual environment of the school or has failed to support the ministry staff or the school's policies and procedures, including the code of conduct, which is based on the statement of faith, the administration reserves the right to deny the student continued enrollment in the school.

Please request conferences by email, or email, rather than trying to come see the teacher at the beginning or end of school as this creates a disruption to the flow of class. Contact the teacher with concerns regarding your child or the classroom to seek resolution. Do not attempt to call faculty on their personal cell or home phones unless it is an emergency. We define an emergency as immediate risk of life/injury or large financial risk. If it does not meet this criteria, we believe the question or concern can wait to be communicated via email.

Occasionally it may be necessary to get a message to a student. Unless it is an emergency, all messages are combined and given during the afternoon. Office personnel make every effort to deliver messages with as little classroom disturbance as possible. It is requested that parents refrain from calling the school office between two and three o'clock as this is a very busy time in the school office.

School phones are for school business, and not for the convenience of students. Please help your child plan their activities so that they do not need to use the phone. The office will notify you if a student becomes ill during the school day. Your child should not contact you on their personal cell phone via text or phone call or on any device that is connected to a cell phone such as a watch. This is a violation of school policy. Parents should notify the school office if their child is contacting them during the school day on a personal cell phone.

22. Student Drivers

Students who possess a valid NC driver's license and have proof of insurance are permitted to drive to school. A copy of the student's driver's license and proof of insurance must be turned into the office before driving to school. Students are expected to enter and exit the school parking lot with a speed limit of 10 mph or less. No reckless driving. Students may not loiterer in the parking lot or on the cars before, during, or after school. Couples are not to sit together in cars in the school parking lot. Student drivers must always be courteous to other drivers even if they are not courteous to you. Automobiles may be searched at the Administration's discretion. Students should exercise great caution when entering or leaving the school. Because driving is a privilege, a student can lose the privilege of driving to school if the student places anyone at risk.

Drivers Education is offered by the public school system. Students in private schools take Drivers Ed in the county in which they reside.

23. School Closure

Please refer to your school calendar for scheduled days off from school, half days, and adjusted schedules.

Cornerstone will monitor local school activity regarding a decision to close due to hazardous weather conditions or other emergencies. In the event of inclement weather, we will follow the Iredell/Statesville Schools emergency school closing. If public school is closed, dismisses early, or has a delay in hours of operation, we will follow their schedules. School closing information can be found on the school's Facebook page and a

phone message will be sent. Should the school close early, an announcement will be made on the school Facebook page and a phone message will be sent out.

24. School Supplies and Personal Items

School supplies are for the student; however, they are given to the school for the school to disperse. A supply list will be provided by your child's teacher. Additional items may be requested throughout the school year.

Students shall avoid bringing personal items on campus where possible. Expected items for students to have include: necessary classroom supplies, PE uniforms, any athletic requirements for after-school sports, and a lunch. All other items shall be approved by an administrator prior to being brought on campus. Confiscated items will be available for parents to pick up at the end of the school day unless CCA is obligated to hold the item for longer due to law enforcement requirements or other disciplinary processes.

Any items turned into lost and found will be kept in the lost and found for several weeks. Items not claimed will eventually be disposed of or given to a charitable organization. To prevent items from winding up in lost and found, please put the student's name on all articles of clothing, lunch boxes, bookbags, etc.

Should a student need an item during the day, parents may drop the item off at the school office. The office will alert the teacher of the delivery for the student.

25. Due Process and Grievance Procedures for Families

While it is our goal that each classroom run smoothly, from time-to-time conflicts may arise in the classroom. Complaints and grievances are best handled and resolved as close to their origin as possible. In the unfortunate event that a family should come into conflict with a staff member, the school expects the matter to be resolved applying the principle of Matthew 18, paying particular attention to 18:15-17. The family should first discuss the matter with the person in question. If a resolution cannot be reached, the matter should be discussed with the person's direct supervisor. At no time should the matter be discussed with anyone who is not in a position to bring the matter to resolution or who is not in the direct line of supervisory hierarchy. If a resolution has not been found after exhausting this process, it is then a family's right to submit a written statement to the church board. The church board's decision is the school's final decision in the matter. It is our hope and expectation that families would approach conflict prayerfully and with humility.

As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the student's enrollment at the school. Making demands, threatening to sue, or litigating a matter against the school violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion of student's enrollment. Parents and students are required to resolve all potential claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or the enrollment agreement. Upon enrollment, parents and students waive any rights to file a lawsuit against the school or its agents in any civil court for such disputes, except to enforce a legally binding arbitration decision.

26. Athletics

Physical exercise is important and necessary to growing bodies. Students are expected to participate in PE and will receive a grade for this activity. A student may be excused occasionally with a note from home, but only a letter from a physician will be accepted for any extended period. Such an excuse must be sent to the office and must explain in detail the types of activity the student is to avoid. Students in the PE program are required to purchase and dress in the required uniform for PE class.

Cornerstone's athletic program strives to ensure a true biblical philosophy of sports. The program is concerned with the development of Christian character among athletes. The prevailing attitude of those connected to the Cornerstone's athletic program is:

1. I want Christ to be seen in my life.
2. Anything less than my best does not honor God.

It is expected that these guidelines will be followed by all students. It is further expected that parents will support Cornerstone's standards and goals for the overall student body and school ministry. It is expected that parents will keep the long-range goals foremost in mind when decisions and policies must be made that limit or eliminate student participation in sports.

26.1 Academic Eligibility

Student participation in athletics is a privilege, not a right. When a student joins a Cornerstone team, the student is immediately identified as a leader, ambassador, and an example of the school the student represents. It is important for student athletes to realize that athletics are always considered secondary to academic responsibilities.

One criterion used to determine a student's eligibility to participate in athletics is grades. Grades from the previous quarter will determine eligibility for participation. It's expected that all student athletes will maintain a 2.5 GPA in core courses: Math, English, Social Studies, Science and Foreign Language. Once determined ineligible, the student's grades will be checked every three weeks to determine if the student's grades have improved enough to make them eligible to participate.

New students may participate in summer workouts only after all necessary registration forms have been filled out completely, registration fees have been paid, tuition payments have been set up, the student has been accepted by the administration for enrollment, the student has completed and turned in a current physical form to the Athletic office.

26.2 Conduct and Attitude

Another criterion upon which a student's eligibility is based is his or her attitude. If a student has continuing conduct and attitude problems, the student may be dropped from participating on a team at the discretion of the coach, Executive Director, or Athletic Director. Teachers will be consulted to determine whether the student's classroom behavior is satisfactory.

26.3 Age

Students who are 19 years of age on or before August 1st shall not be eligible to participate in school sports during that school year.

26.4 Termination of Participation

An athlete who quits a sport may be ineligible to participate in the next sports season; (i.e., if a spring sport athlete quits during the spring sports season, the student may be ineligible to participate in fall sports.) Extenuating circumstances will be dealt with on an individual basis by the school administration.

26.5 Equipment and Uniforms

It is expected that students will return all uniforms and equipment issued to them immediately after the close of the season. In addition, all bills must be paid before the student will be allowed to participate in another sport. It is the athlete's responsibility to properly maintain Cornerstone Academy uniforms and equipment. Any student discovered abusing or not returning Cornerstone Academy uniforms or equipment will be subject to disciplinary action and may be billed for damages, if warranted. Report cards, transcripts, and diplomas will be held until matters are settled.

26.6 Practice and Games

It is expected that student athletes will be present at all of their team's practices and games. If a student must miss a practice or game, this absence can be excused or unexcused. Players are obligated to inform their coach personally prior to an expected absence. If an athlete is excused from practice or a game by the coach, the coach will determine if disciplinary action is necessary. The following apply to unexcused absences:

1. Players missing practice the day before the game should not expect to start that game.
2. Players absent from school or who leave early (without administrative permission) prior to a game will not be eligible to play in the game that day. A player must be in school for at least half of the school day in order to be eligible to play.
3. Players will not be allowed to participate in a sports activity on the day of an ISS or OSS.
4. All practices are considered closed to those students not on the team unless the coach allows visitors during the practice sessions.

26.7 Game Day Dress Code

On game days, student athletes may wear approved team apparel. All team apparel shall be approved by the Athletic Director prior to purchasing or wearing them to school. With the exception of approved team apparel, athletes are expected to be in school dress code.

It is imperative that student athletes remember that participation in athletics is a privilege, not a right. All team members shall wear the same approved apparel on game days to let other students and teachers know they have a game on that day while not violating the regular school dress code.

26.8 Travel

It is expected that all players will ride together as a team in school-approved vehicles with school-approved drivers to and from the games to build team spirit. A coach may grant a written request from a parent for their child to ride with them or another approved adult if this does not disrupt team morale. In this case a waiver must be signed by the parent.

26.9 Parent and Student Cooperation

Cooperation among coaches, athletes' parents and school personnel is essential for students to realize the value of athletic participation. Every coach, student, and parent must make commitments and sacrifices to assure such cooperation. To this end, students and parents are expected to abide by the following:

1. Be respectful and courteous to officials and opposing teams.
2. Never demean your child or anyone else.
3. Encourage the teams and coaches.
4. Be supportive whether the team wins or loses.
5. Let the coach do the coaching. Do not coach from the sidelines.
6. Do all possible to encourage the teams and build their self-esteem.
6. Discuss issues with the coach privately after requesting an appointment, never at a game event.
7. Support the school in all school rules and discipline.

In addition, parents are expected to abide by the following:

1. Assist school personnel in promoting successful academic and athletic experiences for your child.
2. Assure that your child will attend all scheduled practices and athletic contests, including those on scheduled school holidays.
3. Require your child to abide by the athletic department's training rules and athletic policy.
4. Acknowledge the ultimate authority of the coach to determine strategy and player selection.
5. Promote mature behavior from students and parents during athletic contests.
6. Refrain from berating or belittling Cornerstone Christian Academy players, opposing team's players or fans, and the officials.
7. Work closely with coaches and other school personnel to identify a reasonable and realistic future for your child as a student athlete

Statement of Understanding and Agreement

We, the undersigned, enroll _____ (student name) (“Student”) in Cornerstone Christian Academy (school name) (“School”) for the _____ (school year dates) school year beginning on _____. In consideration of School’s acceptance of this agreement and enrollment of Student, we the undersigned agree jointly and severally to the following terms and conditions set forth in the remainder of this document.

Parental Support Statement

I have read and agree with the following statement:

The staff desires a harmonious relationship with parents. If parents have a question about a School policy or an event that involves Student, they are to notify Student’s teacher or the administration, where appropriate. An effort will be made to resolve any differences and maintain excellent communication between parents and School staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the School staff or policies and procedures, including the code of conduct which is based on the statement of faith, the administration reserves the right to deny Student continued enrollment in School.

Handbook Acknowledgment

I have read and agree to be bound by the following statement:

I have received a copy of the student handbook and a copy of the Ministry’s statement of faith. I understand that it is my responsibility to read and understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein, including the parental support statement, binding arbitration, and the code of conduct, all of which are based on the statement of faith. I agree that if, at any time during or away from school, my child violates any provisions of the code of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my child’s enrollment may be terminated at any time if, in the sole discretion of the administration, my (as parent or legal guardian) or my child’s actions or attitudes are disruptive to or not compatible with the ministry’s objectives, policies, philosophies, or otherwise. I understand that I am responsible for making all tuition payments and that my child’s school records and transcript may be withheld until such payments are complete.

Binding Arbitration Provision

I have read and agree to be bound by the following statement:

I agree that I will never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from Student’s enrollment at School. I understand that making demands, threatening to sue, or actually litigating a matter against School violates biblical teaching and practice and shall constitute sufficient grounds for immediate suspension or expulsion of Student’s enrollment. The parties agree to resolve all potential claims, disputes, or causes of action through binding arbitration using the procedures outlined in the School’s binding arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of Student’s enrollment relationship or this enrollment agreement. The parties expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Tuition and Fees

I have read and agree to be bound by the following financial conditions in consideration of the acceptance of this enrollment agreement with School:

1. I agree to be responsible for the financial obligations implicit with Student's enrollment at School including tuition and fees, (less any financial aid or early enrollment incentive) subject to the remaining provisions in this section.
2. The monetary amounts listed in the "fees" section above are non-refundable.
3. Transcripts and records will not be released to parents or schools until all outstanding balances have been paid in full.
4. Tuition payments made in accordance with the monthly payment plan are due on the 25th of the month (July-April). A \$25 fee will be assessed to late payments on each student's account that are not paid by the 5th of each month.
5. If Student's account is 30 days overdue, Student's parents or guardians will be required to meet with Mrs. Renee Griffith or Mrs. Carmen Bandy to discuss the ability to make up the late payment(s).
6. If Student's account is 60 days overdue, Student will be suspended from further attendance at School until his or her account is brought up to date.
7. Returned checks will be assessed a \$30 penalty which will be added to Student's account balance.
8. Tuition will continue to accrue throughout Student's suspension as long as Student is still enrolled.
9. Upon the withdrawal or expulsion of Student, tuition must be paid through the end of the same month as Student's last day. If student withdraws or is expelled on or after the 20th of the month, parents will also owe a flat fee of \$100 in addition to the tuition for the remainder of the month. The amount of any previously applied tuition discounts will be reinstated to the total of Student's account upon the early withdrawal or expulsion of Student. This policy provides School with time to try to fill the vacancy in enrollment. Payment will be prorated based on a 10-month payment plan, beginning with the month of August.

Example: If John's parents withdraw him or he is expelled on January 4, they will owe tuition for John through January 31. If tuition is \$5,000 per year, John's parents will owe tuition for 6 months (August-January), at \$500 per month (\$5,000 a year, divided by 10 months), for a total of \$3,000. If John's last day is January 24, John's parents will owe tuition through the end of January plus whatever additional fee the school sets.

Additional Agreement

1. My child has permission to take part in all school activities including field trips, athletic events, honor roll trips, and special outings.
2. My child has permission to ride the school vans to all functions, including field trips, and if necessary, to ride with a staff member from CCA.
3. I agree to allow CCA to use my child's picture on the school webpage, Facebook page, school publications, and in advertisements.

By signing below, I indicate that I have the understanding and capacity to make this agreement and that I am fully informed as to and understand the contents of this document. **I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED WITH ENROLLMENT OF STUDENT AT SCHOOL. I DO HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS** School and its agents and employees, and their heirs and assigns, from any and all past, present, future known and unknown liabilities, actions, causes of actions, claims, expenses, and damages, **INCLUDING THOSE CAUSED BY THE NEGLIGENCE OR FAULT OF THE SCHOOL, ITS LEADERS, EMPLOYEES, OR VOLUNTEERS**, and including without limitation, interest, penalties, court costs, attorney’s fees, and expenses on account of injury to myself, my child, or my property which I now have or which may arise in the future in connection with Student’s enrollment at School which is not the result of gross negligence, intentional neglect, or willful or wanton conduct by the School or its agents, representatives, or employees. **I FURTHER RELEASE** any and all claims brought by or through me, including claims for loss of consortium and all similar claims based on relationships with other people. **I EXPRESSLY AGREE** that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted in the State of _____ (*state where School is located*) and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. **I ALSO AGREE** that any controversy or claim, by or through the party signing this release, arising out of or relating to the activities anticipated by this form shall be settled by binding Christian arbitration conducted by the National Center for Life and Liberty or another Christian arbitrator, and judgment on the award may be entered in any court having jurisdiction thereof. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not mere recitals.

I further state that I have carefully read the foregoing information and know the contents thereof, and I sign this document as my own free act. This is a legally binding agreement which I have read and understand.

Date

Custodial Parent/Guardian

Date

Custodial Parent/Guardian

For Office Use:

Date agreement rec’d _____ **Date enrollment fees paid** _____

Date Immunization records rec’d _____ **Date testing/previous school records rec’d** _____