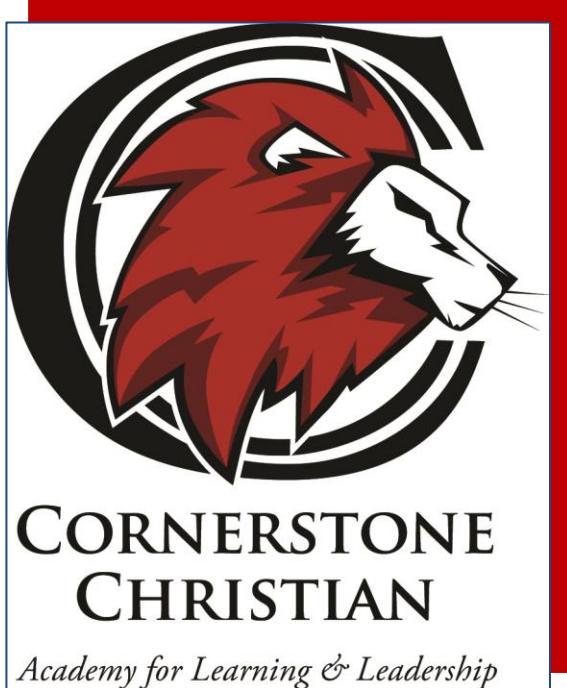


Parent/Student Handbook

2016-2017



MIDDLE SCHOOL

Middle School Campus
8803 NE 76th St.
Vancouver, WA 98662
360.896.0781
Office Hours:
8:00 a.m. - 3:30 p.m.

Visit our Website
www.ccak12.net

Ren-Web Connection
RenWeb.com [District Code is CCS-WA](#)

Download our CCA App

Table of Contents

I	Introduction
	Message from Principal
	Technology Usage Policy
	Cell Phone Policy
	Student Bus Policy
	School Calendar
	Staff List & Contact Info
	RenWeb Instructions
	History, Mission, Vision, Promise
	Christian Education Philosophy
	Anti-discrimination Policy
	Statement of Faith
II	Student Objectives
	Whole Student
	Priority Student Learning Results
III	Admissions Policies and Procedures
	Registration and Activity Fees
	Tuition
	Financial Assistance
	Enrollment
	Classroom Size
	New Students
	Student Withdrawal
	Extended Care Program
IV	General Information
	Entering/Exiting Campus - Closed
	Release Authorization
	Carpool/Drop-off and Pick-up
	Transportation
	Field Trips
	School Closure/Emergencies
	Natural Emergency Information
	Telephone Procedures-Office Phone
	Radios, MP3, Games, Cell Phones
	Miscellaneous:
	Lunch Program
	School Fines
	School Pictures
	Lost & Found
	Parent Service Hours
V	Students
	Student Expectations
	Behavior
	Dress and Grooming
	Attendance

I. Introduction

A Message from the Principal

Dear Families,

Welcome to Cornerstone Christian Academy for Learning and Leadership (CCA)! For those of you who are new to CCA, we are so blessed to have you part of our CCA family! CCA strives to provide our students and their families with a Christ-centered, Biblically-based environment and a strong sense of community.

The Student Handbook contains information about school programs, policies and procedures. Please take time to go over this handbook with your children in an age appropriate manner. After reviewing the handbook yourself and discussing it with your child, please return the Parent Consent sign-off form to school.

Communication is key to maintaining a strong home/school partnership. Do not hesitate to contact your child's teacher(s) or one of us if you have questions, suggestions, or concerns. We look forward to working closely with families to support our students' learning and spiritual growth.

Serving Christ through Education,

Mike Hoff
Middle School Principal

Middle School Student

Technology Resources Acceptable Use Policy

The mission of Cornerstone Christian Academy for Learning and Leadership (CCALL) is to partner with parents to teach the truth of God's Word and to inspire students to pursue excellence spiritually, personally, academically, relationally, and physically while equipping them for spending a lifetime of service to Jesus Christ. Students at CCALL are provided access to technology in classrooms, library, and labs to assist in achieving this mission. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access. The following are the acceptable use guidelines for all Middle School students.

The technology resources available to CCALL students may include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication devices, printers, servers, filtered Internet access, and local and wide area networks. All activities conducted using CCALL's technology resources are governed by this Agreement and include, but are not limited to, email, Internet, blogging, podcasts, interactive websites such as social networking, Web sites, chat rooms, video conferencing, etc.

Purpose

CCALL provides technology resources for student use to: 1) promote CCALL's spiritual and educational goals by facilitating resource sharing, innovation, and communication; and 2) assist in preparing students for a Godly and fruitful life by providing students with knowledge and skills regarding the safe and appropriate use of technology resources.

Privilege

The use of CCALL's technology resources is a privilege, not a right. Laptop computers or iPads issued through the one-to-one program are the property of Cornerstone Christian Academy for Learning and Leadership. Students have no ownership, interest, or right to title in these devices. Students will be allowed to check out their assigned laptop or iPad to take home when homework is required to be done outside of the regular school day. Laptops must be transported from school with a laptop carrying case and may NOT be kept in regular book bags or backpacks. If problems occur with the student's laptop or iPad, this should be reported to the student's teacher immediately. All repairs will be conducted by Cornerstone Christian Academy for Learning and Leadership.

Inappropriate use of these resources may result in disciplinary action. The principal and/or teacher may limit, suspend, or revoke access to technology resources at any time. Because all technology and network resources are property of CCALL, staff has the right to monitor, inspect, copy, review, and store any and all usage of CCALL's technology resources including transmitted and received information, if staff suspects or is advised of possible breaches of security, harassment, or other violations of other school policies or rules.

Filtering and Monitoring

Given much of the material on the Internet is not consistent with the philosophies or educational goals of CCALL or a Biblical worldview, software safeguards, proper supervision, and careful instruction of students is a CCALL priority. Christian teachers, students, and families need to discern the varying worldviews represented on the Internet

As required by the Children's Internet Protection Act (CIPA), content filtering and monitoring technology is used to restrict access to unacceptable materials on all Internet access provided by CCALL. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites, will be subject to discipline as outlined in the CCALL Parent/Student Handbook.

CCALL staff has the right to monitor, inspect, copy, review and store any and all usage of CCALL's technology resources including transmitted and received information at any time and without prior notice. All technology and network resources are the property of Cornerstone Christian Academy for Learning and Leadership. CCALL will fully cooperate with local, state, and federal officials in any investigation related to activities on the CCALL network.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media from the Internet such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. In addition, students must follow copyright laws regarding software, authorship, and copying information.

Code of Conduct

When using CCALL technology resources, students must follow the same rules, regulations, and policies that apply within the school. If the language, actions, or images would not be appropriate in the classroom and/or are not consistent with godly character, they are not appropriate when using CCALL technology resources. These rules include, but are not limited to:

- Be respectful of and *take good care* of the school's technology resources and equipment.
- Students are a representative of our school and even though you may be alone with your computer, what you say and do can be viewed globally for which students are responsible. For example, electronic mail (e-mail) is not guaranteed to be private.
- Be polite and respectful. Never send, or encourage others to send offensive messages.
- Use appropriate language and graphics. Don't access, transmit, copy, or create material or messages that are threatening, rude, discriminatory, or meant to harass or cyber-bully. Swearing, vulgarities, suggestive, obscene, belligerent, or abusive language of any kind is not acceptable.
- Use resources for appropriate educational purposes. Use of electronic resources for recreational entertainment (games, movies, etc.) is prohibited. Illegal or inappropriate activities, or transmission or intentional receipt of any inappropriate material in violation of law or CCALL policy is prohibited. "Inappropriate material" includes, but are not limited to: information used to cheat on school assignments or tests; online games (unless approved by supervising teacher as educational activity); illegal copies of copyrighted work; political lobbying, including lobbying for student body office (unless approved by supervising teacher);

spam, chain letters, or other mass unsolicited mailings; design or detailed information pertaining to explosive devices or weapons, criminal activities or terrorist acts; pornography; gambling; illegal solicitation; stolen materials; commercial activities including product advertisement.

- Laptops or iPads should never be left unattended nor lent or traded with another student.
- Do not use personal technology tools at school without permission.

Security

Use only assigned school accounts. Do not use another individual's account or log onto the system as the systems administrator. Protect passwords, and never view, use, or copy other's passwords or share your passwords with others. If you suspect someone has discovered your password, change it immediately and notify your teacher or administrator. No "hacking" or vandalism. Don't access, modify, delete, destroy, or damage data, networks, or other resources or property that does not belong to you without clear permission of the owner. This also includes, but is not limited to: abusive overloading of data on the server, use of the network in any way that would disrupt network use by others; or the uploading, downloading or creation of computer viruses.

Privacy and Safety

Don't distribute or post private information about yourself or others. This includes home address, personal phone numbers, your last name or the name of any other student, passwords, credit card numbers, student id, or social security number, etc. When publishing on the Internet/Intranet using CCALL technology resources, students must work under the guidance of a supervising teacher.

Report Violations

Students must report all security concerns, inappropriate activities, or misuse of CCALL technology resources immediately to the principal or teacher/supervisor. This includes the receipt of messages relating to or in support of illegal activities or that may be threatening or upsetting.

Parent Guidelines

The parents/guardians should understand that the assigned CCALL laptop or iPad will be used in classes to enhance teaching and improve student learning. Also, the use of a one-to-one device in classes will be a very important part of the educational experience. Failure to follow the guidelines below can significantly impact this experience. Parents agree to follow these conditions when the laptop is checked out for home use:

- When the laptop or iPad is checked out, parents will make sure it is returned to school the next morning fully-charged and with the power plug.
- The student and parent/guardian are responsible for the laptop or iPad from the time it leaves the school until it returns to school.
- Parents will make sure that the laptop or iPad travels safely between school and home in the bag issued by or approved by the school.
- Parents agree that no software applications, other than school-provided software, will be loaded onto the laptop or iPad while at home.

- Parents agree that there will be no tampering with the format of the laptop or iPad while it is at home.
- Parents agree to supervise the proper care and maintenance of the laptop or iPad while it is away from school.
- Parents agree to monitor student use of the computer while off school grounds, especially the internet websites their student accesses on unfiltered networks.

Cell Phone Policy

Cornerstone Christian Academy for Learning and Leadership discourages cell phones on campus. However, if the parent/guardian deem it necessary for their child to have a cell phone while at school, the following rules must be adhered to:

1. Cell phone use is limited to communication between the student and the parent/guardian only.
2. Cell phones are to be turned off and stored during the school day.
3. Cell phones must be stored a) in the student's locker on the Middle School campus or a) in the student's backpack on the Elementary campus.
4. Student use of cell phones at after school activities are for parent/guardian communication only.

If the student does not comply with these rules, the cell phone will be confiscated and must be picked up by the student's parent/guardian. The student will lose the privilege of having a cell phone at school if there are repeated violations during the school year. By signing below, you agree to follow the above rules for cell phones and agree to release CCALL and staff from responsibility for any illegal or inappropriate student behavior, damage or loss of a cell phone. All parents/guardians and students must sign below and return this form to the school office before any cell phone may be brought to school.

Student Bus Policy

It is a privilege for a student to ride on the CCALL school bus. It is the responsibility of both the driver and student to do everything possible to make it a safe ride. The privilege of a student to ride a school bus is contingent on observation of safety rules and acceptable behavior.

1. Waiting students must allow all students to exit the bus before they begin boarding. Please enter and exit the bus in an orderly manner.
2. All electronics should be stowed away during the ride.
3. Boys and girls do not sit together on the bus (in the same seat).
4. Be respectful towards everyone both verbally and physically.
5. The driver is in full charge of the bus and students. The driver will assign seats and students must sit in the assigned seat facing forward during the entire bus ride.
6. If the bus is in movement, do not walk or run toward the bus. Approach the bus once it has come to a complete stop.

7. Do not walk or run toward the bus if you miss it. Return to the building and tell an adult you missed the bus. If a student misses the bus, parents will be notified.
8. Students are responsible for the area in which they sit. No food or drinks on the bus.
9. Unnecessary conversation with the driver is prohibited. Classroom noise level and behavior are the expected standards on a bus.
10. To prevent injury, do not place objects, heads, hair or hands out of bus windows.
11. Students must sit in their seats facing forward. All aisles, emergency exits and stairwells must be kept clear at all times this includes students and/or objects.
12. To prevent injury and driver distractions, passengers are not allowed to stand or move around while the bus is in motion.
13. Aggressive behavior toward the driver or other passengers is unsafe and prohibited.
14. No glass containers, balloons, or insects of any kind are allowed on the bus.
15. Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and prohibited.
16. Student will pay for any damage caused by the student to the bus.



Cornerstone Christian Academy
2016 - 1017

7

Cornerstone 2016-17 Staff List and Contact Info

Bill Gibbons	Superintendent	bgibbons@ccak12.net
Melinda McTaggart	Human Resources	mmctaggart@ccak12.net
Melissa Flolo	Accounting	mflolo@ccak12.net

Middle School Campus
Phone: 360-896-0781 ~ FAX: 360-896-8406

Mike Hoff	Principal	mhoff@ccak12.net
Rondy Thurlow	Admin Assistant	rthurlow@ccak12.net
Mary Pesacreta	Admin Assistant	mpesacreta@ccak12.net
Tracy Stevens	Comm. Director	tstevens@ccak12.net
Lori Blair	Humanities Teacher	lblair@ccak12.net
Darcy Jacquet	Science Teacher	djacquet@ccak12.net
Dan Smith	Math Teacher	dsmith@ccak12.net
Annette Gaston	P.E. Teacher	agaston@ccak12.net
Darius Movafagian	Computer	dmovafagian@ccak12.net
Turner Wise	Music	twise@ccak12.net
Deb Blom	History/Math Teacher	dblom@ccak12.net
Robert Mason	Athletic Director	rmason@ccak12.net

ParentsWeb

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

First, you need to make sure that the school has your email address in RenWeb.

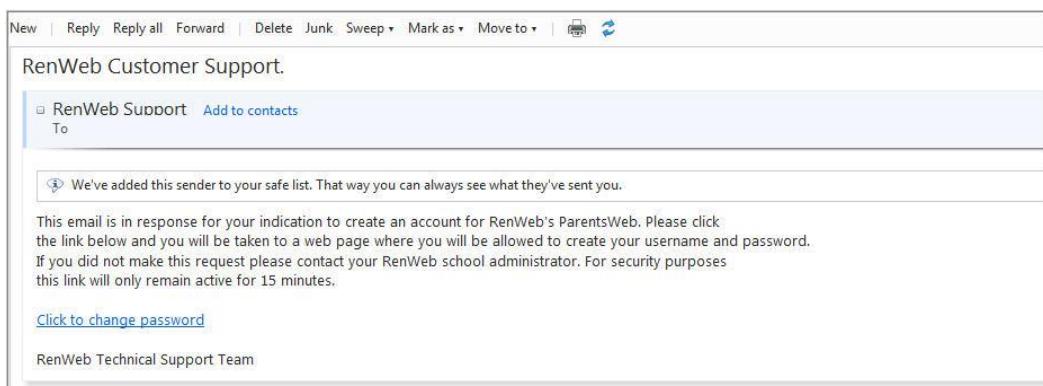
Next, go to www.renweb.com and click **Logins**.

Click **ParentsWeb Login**.

Type your school's **District Code** **CCS—WA**

Click **Create New ParentsWeb Account**.

Type your email address and an email is sent to you.



Click the **Click to change password** link. This link is only valid for 30 minutes.

A web browser displays your Name and RenWeb ID.



Type a **User Name**, **Password** and **Confirm** the password.

Click **Save Password**.

A message displays at the top of the browser, "User Name/Password successfully updated."



You can now log into ParentsWeb using your new User Name and Password.

We look forward to your participation. Together we can continue to improve our children's academic development as well as communication between our school and your home.

Additionally, teachers each have a personal web page on the CCA web site and links to our online learning community (EDMODO). Please be sure to access these important links on our website: <http://www.cca12.net>

CCA History

Cornerstone Christian Academy for Learning and Leadership (CCA) is a private, non-denominational, Christian school serving infants, toddlers, preschoolers, and K-8 students. It was a pioneer in Clark County for establishing a Christian school in 1982, and is recognized for its spiritual and academic excellence.

Mission Statement

CCA's mission is to partner with parents to teach the truth of God's Word and to inspire students to pursue excellence spiritually, personally, academically, relationally, and physically, while equipping them for spending a lifetime of service to Jesus Christ.

Vision Statement

The vision of Cornerstone Christian Academy for Learning and Leadership (CCALL) is to transform our community and world through educational excellence and innovation, serving as ambassadors for Jesus Christ, reconciling all to God.

Our Promise

We promise to provide a safe, nurturing, Christ-centered environment, with highly-qualified, born-again instructors that will stimulate and inspire the spiritual, academic, and physical development of all our children.

Christian Educational Philosophy

Our program and beliefs are based on a God-centered, biblical view of truth and mankind as presented in the Bible. All life is created for the purpose of glorifying God. Being born a sinner by nature and choice, man cannot in this condition know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord.

The process of education is a means used by the Holy Spirit to bring the student into fellowship with God, develop a Christ-centered mind and train him or her for life. As children develop, they must learn to see all truth as God's truth and integrate and interpret truth through God's Word. The Bible is taught so a child may understand God and His nature. We recognize that each student must be ready to live and work with others at home, in the local church, and in a changing secular society. Success is achieved by parents and teachers who model this same perspective of life on a daily basis.

God has commanded that children be taught to love Him and place Him first in their lives. Parents are responsible for the total education and training of their children and that is why we strive to partner with parents to teach the truth of God's Word and inspire students to excel.

Anti-Discrimination Policy

CCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. CCA does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial assistance policies and athletic and other school-administered programs.

Statement of Faith

Our Statement of Faith is meant to be inclusive and not exclusive.

1. **The Scriptures:** We believe that the Old and New Testaments are inspired revelations from God to man, and that the original documents are inerrant in fact and infallible in truth. The Bible thus constitutes the Word of God and are the believer's only rule for faith and living. (Isaiah 40:8; John 17:17; II Tim. 3:16)
2. **The Godhead:** We believe in the one living and true God, who is one in essence, but eternally existent in the three persons of the Father, Son, and Holy Spirit, each having the same nature and attributes. God is the creator of all things, and the source of all truth. He is separate from the world and universe, yet everywhere present as the sovereign ruler and sustainer of all things. (Gen. 1:1, 1:26-27; Is. 43:10, 13; Ex. 3:13, 14; Matt. 28:19; Col. 1:17)
3. **The Creation and Fall of Man:** We believe man was created in the image of God for the divine purpose of glorifying Him. But through Adam's original sin, man fell from his original state of innocence and became corrupt in nature. As a consequence, man is under the wrath of God and is eternally lost apart from salvation through faith in the Lord Jesus Christ (Gen. 3:1-24; John 3:16-18; Rom. 3:23, 4:12-21, 6:23)
4. **The Person and Work of Christ:** We believe that Jesus Christ, the second Person of the Trinity, was the pre-existent, eternal son of God; that He was conceived by the Holy Spirit and born of the virgin Mary; that He was fully God and man, yet without sin; that His death on the cross fully satisfied God's divine justice and accomplished our redemption; that His bodily resurrection from the dead confirmed His deity and atoning work, and fully guaranteed the redemption of all who believe; that He is now seated at the right hand of God in heaven, where as High Priest, He serves as Intercessor and Advocate for all

believers, that He is the only Mediator between God and man, the Head of His body (the church), and coming universal King. (Matt. 1:18; John 1:1-3, 14; Acts 4:12; Rom. 1:4; II Cor. 5:21; Eph. 1:1-14, 22; Col. 1:15, 2:9; II Tim. 2:5; Heb. 4:14, 10:18; Rev. 12:5)

5. **The Holy Spirit:** We believe that the Holy Spirit, the third Person of the Trinity, began His work in this present age at Pentecost, when He came as promised by Christ. In relation to unbelievers, He convicts of sin, righteousness, and judgment; in relation to believers He regenerates, baptizes into the body of Christ, indwells, sanctifies, instructs, bestows gifts and empowers for service, and preserves to the day of redemption. (Matt. 28:19; John 14:26, 16:7-15; Acts 1:5, 1:8, 2:1-40; Rom. 8:9; I Cor. 12:4-14; Eph. 1:13, 14)
6. **Salvation:** We believe that salvation is a gift of God's grace, and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced by Christ-like character, righteous living, and good works, as the believer submits to the indwelling Holy Spirit, in obedience to the Word of God. (Gal. 5:22-23; Eph. 2:8-9; I Tim. 1:5; II Tim. 1:9, James 1:21-27)
7. **The Church:** We believe that the church is the body of Christ, composed irrespective of denominational or organizational affiliation. Members of this spiritual body are directed in Scripture to associate together in local assemblies. The mission of the Church is to make disciples of all people and nations, and to bring them to maturity in Christ. (Matt. 28:18-20; I Cor. 12:13; Eph. 2:11-22, 4:11-16; Col. 1:28; Heb. 10:23-25)
8. **Satan:** We believe that Satan exists today as the enemy of God and the accuser of God's people. He persistently seeks to counterfeit the works and truth of God. (Is. 14:12-14; Eze. 28:12-17; Acts 26:18; Eph. 6:10-13; Rev. 12:1-17, 19:17-21)
9. **Future Things:** We believe in the personal return of the Lord Jesus Christ. We believe in the bodily resurrection of all the dead; the saved to eternal life, dwelling forever with Christ; the unsaved to everlasting judgment and condemnation. (Matt. 24:28-30; Acts 1:11; Rev. 21:1-6)
10. **Marriage/Sexuality:** We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5).
11. **Final Authority for Matters of Belief and Conduct:** The *Statement of Faith* does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Christian Academy for Learning & Leadership's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the school's final interpretive authority on the Bible's meaning and application.

II. Cornerstone Christian Academy for Learning and Leadership Student Objectives

Whole Student

Our objective at CCA is to teach to the whole child. Each of the various aspects of student growth - spiritual, social, physical, and intellectual - is equally valued within our academic program.

Priority Student Learning Results

CCA has identified the following student learning results as our priority. All schools teach many things to their students, but the five areas listed below are the indicators which merit consistent attention in the curriculum, instruction, and assessment practices of the school.

Students will be growing spiritually and are individuals who:

- Have accepted and follow Jesus Christ as their Lord and Savior
- Realize that the Bible is God's truth to mankind and have developed a respect and love for His word
- Know they are uniquely created by God
- Are self-disciplined and responsible based on respect for and submission to God, family, and all other authority
- Understand the importance of the church and responsibility for evangelism
- Recognize their bodies are a temple of God which develops a positive attitude, healthy eating and sleep habits, and physical routines

Students will be contributing citizens who:

- Demonstrate integrity, responsibility and perseverance as productive members of society
- Treat everyone with respect because all are made in God's image
- Are contributing members of their communities and are willing to serve others
- Respect our Christian and American heritage
- Understand, value, and are responsible for the resources God has provided them
- Are accountable for their actions and act responsibly towards themselves and others
- Can work independently which results in honoring the Lord
- Are good stewards of the environment

Students will be effective communicators who:

- Demonstrate the principles of effective and godly communication
- Effectively communicate to a range of audiences in a variety of ways
- Can convey information in written, oral, or artistic form
- Listen with understanding and empathy, follow instructions, and request clarification
- Are able to work collaboratively

Students will be informed, productive thinkers who:

- Use time wisely and value time as a God-given commodity
- Utilize creative and critical thinking skills
- Employ diverse strategies and multiple perspectives in solving problems, making decisions, evaluating results, and applying knowledge to real life situations
- Read and comprehend a variety of materials
- Use technology as tool for learning and collaboration, communication, and productivity purposes
- Based on Biblical standards, reason logically and depend on God for wisdom

Students will be life-long learners who:

- Value, appreciate, and love learning as one of God's privileges
- Are responsible for continuing their own learning

III. Admissions Policies and Procedures

Registration and Activity Fees

After interviewing with each family, families enrolling students in 6th -8th grade are required to pay an enrollment fee, as stated in the table below:

ENROLLMENT FEES	
All fees are non-refundable.	
Kindergarten/Elementary Enrollment Fees (per student)	\$425
Middle School Enrollment Fees (per student)	\$505
Early Childhood Education Enrollment Fees (per student)	\$310
School Age Extended Care Enrollment Fees (per student)	\$105

DISCOUNTS AVAILABLE	
Enrollment Fee (per child, if paid by April 1, 2016)	\$100 discount
Full Tuition Payment (per child, if paid by August 31, 2016)	\$200 discount
Multiple Child Tuition Discount (per child enrolled full-time)	\$150 discount
Referral Incentive (for each new family referred and enrolled for 6 months)	\$500 discount
FACTS Fees (waived if payment plan set up by August 31, 2016-additional fee thereafter)	\$50 waived

Tuition

CCA has selected the FACTS Management Company to manage our tuition payment program. FACTS is used by 6,000 schools nationally. We are excited to be working with them because they are the best and most convenient online payment program available.

Here are some of the advantages of the FACTS system for tuition payment handling:

- Convenient online payment plan sign-up
- Maintain your financial account information online 24/7
- Multiple payment options
- Online Tuition Payments
- Receive email payment reminders before your payment is due
- Automatic withdraw with Debit or Credit Card
- Security: FDIC insured, PCI compliant, Red flags compliant
- Web-based interface in real time for account viewing 24/7
- Application for financial assistance

As part of your enrollment submission, you will be required to set up a payment plan through FACTS Management either by selecting the Rollover Consent option on the Tuition Payment Agreement (returning families only) or logging in to FACTS and completing a new payment plan setup.

Tuition accounts and all other school fees must be current and remain current in order to register your child for the subsequent school year. Accounts must remain current through the spring and summer to keep your child on the class roster.

Financial Assistance Policy

A limited amount of funds are available to families in need of financial assistance for tuition. These funds are generated through gifts and/or fundraisers. Financial Assistance Applications are available in the school office or online on the school's website. The application is reviewed by a committee annually and awards are made on the documented needs and funds available.

Enrollment

Applications for enrollment are available in the school office or online at:

<http://www.ccak12.net>

All forms must be read and completed and fees paid before admittance into the program. These include, but are not limited to the following:

1. Application for Enrollment
2. Emergency Medical Information
3. Tuition Payment Agreement
4. Payment Plan Set Up (FACTS)
5. Statement of Faith
6. Parent Contract
7. Technology Resources Acceptable Use Agreement
8. Cell Phone Agreement
9. Student Bus Contract
10. Certificate of Immunization Status
11. Certificate of Exemption (if applicable)
12. Student Reference Form (Middle School only)

Students (K-8) new to Cornerstone will be assessed to determine exact grade placement. There will be a \$10.00 fee for test administration.

Classroom Size

Class sizes over the last five years have typically ranged from 18 to 28 per teacher. In the event a student desires to enroll in a class which has reached its maximum class size, that student will be put on a waiting list and placed into the class in chronological order of their placement on the waiting list. The administration reserves the right to increase class size in our K-8 program.

New Students

Prior to admittance, new students will need to complete registration, and some may need to be tested. After the interview process is complete, all new students are on probation for one trimester.

Students who have a history of disruptive behavior will go through an interview process. If such students are accepted, they will be put on a 30 day probationary contract. It is expected that students who attend CCA will maintain a positive attitude toward the school, their teachers and fellow students.

Students with IEP's (Individualized Educational Plan), academic difficulties, or defined learning challenges will be accepted only if CCA can provide a specific program that meets their needs. In some cases, students with significant academic disabilities may be accepted after counseling with parents outlining the limited program and reduced expectations for academic progress. Parents may desire the atmosphere of Christian nurturing more than the additional academic help provided by public school programs.

Student Withdrawal

CCA is a private, non-discriminatory Christian School. We reserve the right to enroll and/or withdraw students at our discretion. Parents who withdraw their student from CCA during the year are asked to notify the office at the earliest possible date. Withdrawal papers are available in the school office and must be signed and returned to make the withdrawal final. Tuition is pro-rated as of the date of withdrawal. Academic records are not transferable until all accounts are paid in full. All cumulative records must be mailed to the new school by the school office.

Extended Care Program

The extended care program is held on the Elementary campus. An ECE enrollment packet is required to enroll the child in the extended care program. There is a \$105 enrollment fee* per student. All children (ages 5-12) participating in this program must be taken to and picked up from the designated area. Parents must sign students in and out.

*On the rare occasion that you need to use our program in an emergency situation, the fee will be waived the first time of use. Upon the second time of usage, the \$105 enrollment fee will automatically be billed and paperwork will be required to attend beyond that. Students not enrolled to attend this program but requiring care will be billed at the rate of \$9.50/hour (1 hour minimum) until a completed enrollment form has been submitted along with payment of the enrollment fee.

If a middle school student arrives before 8:00 a.m., he/she needs to be dropped off at the elementary campus to report to the extended care program. Middle school students will be transported to the middle school campus by a CCA staff member.

A student remaining on campus after carpool (including siblings of students involved in sports) must attend the extended care program. Middle school students not picked up by 3:25 pm will

be bussed to the program. Drop off and pick up is located in the back lot of the school, where the 2nd and 3rd grade loading area is located.

The cost of this care is \$6.00/hour, per child, with a minimum charge of 1 hour in the morning and/or afternoon per child. After the first hour, fees will be accrued in 15 minute increments per child. Parents who do not pick up their children from the Program by 6:00 pm will be charged \$1.00 per minute per child for every minute they are late.

You will receive a monthly billing stating the amount owed for the program from the prior month. All program bills will be deducted from the bank account you provide using the FACTS Management Company. Bills that are over 30 days past due will result in refusal of participation in the extended care program, until the balance is paid in full.

[NOTE: Unpaid fees will be treated the same as all other school fees and tuition. Student report cards and cumulative records will be held until the balance is paid in full & participation in the program will be refused.]

Children in the program are expected to adhere to the same policies and procedures for behavior and discipline we have during the school day.

IV. General Information

Entering / Exiting Campus

Closed Campus

CCA is a closed campus. Parents who wish to take their children from school, must sign them out in the school office. When students are returning from an appointment during the day, parents must sign them in at the office before returning to class. Students will not be allowed to leave campus with someone other than their parent without prior notification to the school office. Middle School students may walk or ride a bike to or from school with a signed Bike/Walk Permission Slip. These slips can be found in the front of this handbook or may be obtained in the school office. The school will not assume responsibility for lost or stolen bicycles. Students may not drive to school. Student operated motorized scooters or other motorized vehicles are not permitted on school grounds.

Release Authorization

Only authorized adults may pick children up from school. Authorized adults include any family or friends listed by the child's legal guardian on the enrollment form. Special permission may be given for other adults to pick up children only by written request or by a personal phone call to the administration made by the child's legal guardian as listed on the enrollment form.

Car Pool/Drop-Off and Pick Up Area

Middle School drop off and pick up is at the front entrance of the school from **8:00-8:20 am**. Students may be dropped off at the Middle School campus no earlier than 8:00 each morning. **Students have P.E. on Monday, Wednesday and Friday mornings. Students with PE 1st period should be dropped off at the Elementary campus on those mornings.**

MIDDLE SCHOOL PICK UP-3:10-3:25 pm. Please follow the two traffic lines to pick up your child each afternoon. Please do not load children into vehicles until your car is in the line closest to the building or a student has been waved for clearance to walk to your vehicle. Students who have not been picked up at the MS campus by 3:25 pm will be bussed to the Elementary campus for pick up.

Transportation

Parents helping with transportation for any school sponsored activity must have and use seat belts/shoulder straps for each person riding in their vehicle.

Parents are responsible for providing a copy of their insurance card and driver's license to the office when agreeing to transport students in their private vehicles. If available, classes may also use the school bus or van.

Field Trips

Field trips are required school activities. Students are expected and required to attend all field trips including the Middle School Fall Retreat. Parents will be notified in advance of field trip dates, purpose, time, and mode of transportation. We welcome and encourage parent chaperones on field trips. Service hours will be awarded for participants. All volunteers working with students **MUST** complete a background check.

School Closure / Emergencies

School Closure

Should it be necessary to close school due to inclement weather or other unforeseen circumstances, an announcement will be made over the following news services:

Internet

www.flashalert.net CCA Facebook Page

App

FlashAlert

Television Stations

KATU - 2, Portland (www.katu.com)

KOIN - 6, Portland (www.koin.com)

KGW - 8, Portland (www.kgw.com)

KPTV - 12, Portland (www.kptv.com)

When possible, we will try to send out a schoolwide email, as well. Because we have students coming from many areas, parents are encouraged to use their own discretion on inclement weather days. These absences will be excused.

Natural Emergency Information

In the event of a natural disaster:

- Please **do not** call the school. We must have the lines open for emergency calls.
- Turn your radio to major stations on the AM dial. Information and directions will be given over the radio for general safety instructions. As soon as it is deemed safe to travel, proceed to the school. If you work on the other side of the river, please have a backup available to get your children in case of major bridge or freeway obstruction.
- When you arrive at the school, please do not block roadways with your car, and remember to maintain a calm and positive attitude in the presence of the children. Children will be released only to authorized persons who will provide their signature on the sign-out sheet.
- The childcare programs are prepared to care for your child(ren) in times of critical situations if it takes you a while to get to school.

In the event the building has been evacuated:

- We will have emergency personnel on site to direct you to the evacuation site.
- Again, remember to maintain a calm and positive attitude in the presence of the children. Children will be released only to authorized persons.

Please notify the school office as soon as possible if you have a change of address or phone number, including cell phone number changes. **In case of emergency, we must have current information.**

Telephone Procedures

It may be necessary for students to contact a family member during the course of a school day. When an emergency situation arises, students are asked to observe the following policy: Use of any telephone may only be used with permission from a school staff member. Students may only call immediate family members. Planning for after school activities with friends must take place prior to coming to school.

Office Phone

Student use of the school office phone is restricted however may be used to call parents in the event of illness, change in school schedule and does require admin approval. Please do not text or call your student during the school day.

Radios, MP3 Players, Video Games, Tablets and Cell Phones

Radios, MP3 players, and video games, IPADs and tablets are NOT allowed to be used on campus. CCA will provide all necessary technology for each student. Such items may be confiscated at the discretion of any staff member. Cell phones that are used or ring during the school day will be confiscated. Confiscated phones must be retrieved by a parent from administration.

Kindle READERS are allowed during class time if the teacher permits.

Students may only use cell phones before 8:20 a.m. or after 3:10 p.m. **Please see Middle School Cell Phone Agreement.**

Miscellaneous

Lunch Program:

A lunch program is available to all students and middle schools have the option to purchase lunch for \$3.50. Menus are available on our App, newsletter and website each month. All lunches must be ordered the day before.

School Fines:

Students are frequently issued school property for their use (lockers, locks, balls, books, etc.). Willful damage or unreasonable wear and tear may cause the student to incur fines equal to the replacement value of the property. Accidents caused by students that involve negligence may require restitution.

School Pictures:

School pictures will be taken annually. Pictures that are ordered will be on a prepay basis only. A make-up day will be announced for all students requiring retakes.

Lost & Found:

Lost & found will be located in a designated area at the Middle School Campus. Unclaimed items will be taken to lost and found. Periodically, unclaimed items will be distributed to needy families. To ensure items are returned to rightful owners, please write your child's name on backpacks, coats, sweatshirts, lunch bags, etc.

Parent Service Hours:

CCA could not function without the dedicated and wholehearted service of our students' families. It is only because so many families participate so enthusiastically in service to the school that we are able to maintain our quality programs and facilities while keeping tuition costs at an affordable level.

Service hours at CCA give families an opportunity to be involved in the lives and education of their children through volunteering in programs and working on projects of their choice. There is a range of opportunities, programs, and projects from which to choose. Some of these include chaperoning field trips, helping with school events like Walk-a-Thon or Grandparents' Day, tutoring, library, art, working in the office, serving on committees, working in classrooms, supervising at lunch and recess, and many more.

Each CCA family is asked to fulfill a 30 hour service requirement per year (10 hours per trimester). Any family member, including parents, grandparents, aunts, uncles, and/or family friends may fulfill the requirement for your family. Some CCA families choose to participate in the program financially rather than through service. If this option works better for your family, the fee is \$300 (\$100 per trimester) in lieu of the 30 service hours. Single parent families are half the time or cost.

All adults serving at CCA must have a completed "Background Check Authorization Form" on file. A full background will be completed by the administration prior to the adult having contact with any student and/or staff.

V. Students

Student and Parent Expectations

Behavior:

Our expectation is that all students and parents will live their lives in accordance with Biblical principles (Romans 12:13:5, I Peter 1:13-17). They are expected to:

- Conform to the values outlined in Scripture
- Recognize that God values each and every student and therefore every student has something valuable and positive to contribute to our school
- Be kind, respectful, and encouraging to all those around you
- Be diligent and prepared to do your best
- Solve problems or disagreements and/or issues impacting the school (students and/or parents) by following Biblical principles outlined in Matthew 5:23, 24 and 18:15-20
- Respect and obey all supervising adults
- Respect and properly care for the property of others
- Follow school dress code policy
- Adhere to behavioral expectations at school sponsored activities

Dress and Grooming:

The following guidelines have been established in the development of the dress code for CCA. In the development of this dress code our first step was to go to the Bible for guidance, keeping in mind that our goals are to, above all:

1. Honor the Lord (Neat, Clean and Modest)
2. Establish the best possible setting and atmosphere for a quality, distraction free, Christian education.
3. Represent Cornerstone favorably in our community as a witness for our Lord.
4. Be as "parent friendly" as possible.

We realize there are many other kinds and styles of clothing that are acceptable and honoring to the Lord, but CCA has chosen the following in establishing our dress code. We believe there is a definite relationship between dress habits, work habits, and atmosphere. Attire need not be expensive to be appropriate. The dress code is in effect in the building, on CCA's campus during school hours and at all school sponsored events.

The following guidelines are used in the determination of suitability of clothing worn to school and school related activities.

- Clothing must be neat, clean, modest and in good taste
- Clothing must not attract undue attention to the wearer or interrupt the focus on learning in classrooms. Clothing must not have off-color or questionable sayings, promote violence, or

refer to magic or the occult. Clothing also must not advertise non-Christian values such as alcoholic beverages, drugs, antagonistic rock groups, radio stations, or movies.

- Shorts' and skirts' hems must not be more than three inches above the knee. Dresses must follow the same guidelines (this includes dresses worn with leggings).
- Pants and shorts must be neat. Clothing with frayed hems and holes may not be worn.
- Students may not wear flip flop-type sandals or slippers.
- Retreat swim suits must be one piece only.
- Girls and boys may not wear hats in the buildings.
- The shoulders and midriff must be covered at all times. Sleeveless, backless, low cut, or spaghetti strap dresses or tank tops may not be worn. Cap-sleeves are acceptable.
- Clothing must be size appropriate and fit properly. Tight, form-fitting clothing including tank tops, shirts and pants may not be worn.
- If leggings are worn, skirt and short length still apply. Fishnet stockings are not allowed.
- Every day shoes should be manageable to wear and limited to a heel height that is distraction free for the learning environment.

Proper Attire for Physical Education (PE Uniform)

- School PE uniforms are required for 6th, 7th, and 8th grade as follows: school PE shirt (this may include any Cornerstone PE shirt), athletic shorts, athletic socks, and clean tennis/athletic shoes with non-marking soles. Shorts must be worn at the waist. Torn or altered uniforms are not acceptable. No jean shorts are allowed. No yoga or tight fitting spandex type pants allowed. However, mid-thigh to knee-length spandex may be worn under the shorts (not required). Runner's shorts are only allowed if mid-thigh or knee-length spandex are worn underneath (this is required). Uniforms must be kept clean. Please take them home and wash them at least once a week. One shirt is provided for each student in PE class, but if any student would like to purchase another one, the cost is \$15.00 payable to the middle school office.
- No jewelry should be worn during class since it can pose a safety hazard.
- Classes may be held outdoors at different times of the year. Students need to be prepared daily with a jacket, sweatshirt, and/or sweatpants. Items normally worn to school may not be substituted for PE attire. Absolutely no lettering is allowed on PE sweatpants that go across the gluteus maximus.

Jewelry: Boys may not wear earrings or other body pierced jewelry at school or school-sponsored activities. Girls may wear earrings but no other body pierced jewelry at school or school-sponsored activities.

Hair: Hair length and color must not attract undue attention. Hairstyles, at all times, must not cover the eyes. Temporary hair color for school spirit or other events may require prior approval.

Tattoos: Students may not have tattoos – temporary or permanent. Students are asked not to draw on themselves.

Enforcement: Clothing will be evaluated by teachers and administrator. If appropriate, students may be restricted from class or activities, parents may be called or suitable available clothing may be offered as a substitute. Stricter discipline may be warranted for repeat or blatant violations. We encourage parental involvement.

Attendance

The school office keeps the official attendance records for all students, for both excused and unexcused tardies and absences. These records are part of each student's permanent file. All students are expected to attend every day and to be on time to class. A student is considered "on time" when he is sitting at his assigned station/seat, ready to begin at the start of the day/class. Should a student be tardy, he must report to the office before he will be admitted to the classroom. Tardies are recorded during each trimester and reported on the report card. Continued tardiness will result in a parent conference. Absences are considered excused for illness, family emergency, or by a prearranged agreement with the administration. Prearranged absences must be made-please fill out a pre-arranged absence form for extended absences in advance. Students must be in attendance no later than second period in order to attend or participate in any extra-curricular activity on the day or evening of the absence unless approved by an administrator. Extended absences (even with prior approval) may have an impact on final student grades or result in loss of credit.

Academics

Grade Level Placement

Grade level placement of students will be decided by teachers and administrators in conjunction with parents. The school reserves the right to assess all incoming students. The test results will be used in the process to determine appropriate grade level placement. At the end of the year, if a child is in danger of failing a class, a parent/teacher conference will be held. The final decision to promote the student will be made by the administration.

Grading Periods & Scale

CCA uses a trimester system.

Below are the three reporting indicators used for grades K – 8:

<i>Student Academic Performance Indicators</i>	
Exceeds grade level expectations	EG
Meets grade level expectations	MG
Approaching grade level expectations	AG
Below grade level expectations	BG
No mark for this trimester	NM

Student Academic Growth	
Consistently progressing	C
Sometimes progressing	S
Needs attention	N

Life-long Learning Skills	
Exceptional	4
Usually	3
Sometimes	2
Seldom	1

Parent-Teacher Conferences

All parents of Elementary and Middle School students will have a scheduled conference with the classroom teacher after the first trimester. Additional conferences may be requested at other times during the school year as deemed necessary by teachers or the parents.

Progress Reports

Progress reports are sent home mid-trimester and are available on Ren-Web.

Report Cards

Report cards will be emailed home following each grading period. The final report card will be emailed. Any unpaid balance in fees (tuition, library fines, book loss or damage, service fees, outstanding fund raising items, sports uniforms etc.) will preclude the release of report cards and/or cumulative records at the end of the school year.

Student Testing

All students participate in MAP assessments fall and spring to assess each child's academic improvement. Printed results will be sent home at the end of the year. Testing provides an academic profile of each student as well as the school as a whole; therefore, it is imperative that students are in attendance. Prearranged absences should not be scheduled during testing.

Athletics

CCA offers a variety of competitive athletic teams throughout the year. To participate, the following is the athletic fee schedule: Basketball and Volleyball - 7th & 8th grades - \$150.00. 5th and 6th grades - \$75.00. Cross Country and Track - all grades \$75.00. Cheer-\$25.00 (Students purchase uniforms). The athletic fees will be charged each school year. A completed Athletic Registration form, a current physical, Athletic Waiver, Concussion Sheet, and sports fees must be turned in to the school office before the season begins. Students may not practice or participate in games until all items are on file in the school office.

The following organized sports will be offered. These sports programs will be dependent upon student interest and availability of volunteer coaching staff.

Fall	Winter	Spring
Girls Volleyball 5 th - 8 th	Girls Basketball 5 th - 8 th	Girls Track 6 th - 8 th
Co-ed Cross Country 5 th - 8 th	Boys Basketball 5 th - 8 th	Boys Track 6 th - 8 th
Cheer is available during the basketball season on a tryout basis		

Athletic Code of Conduct

Athletes are required to read and comply with the following standards:

- Attend every practice, game or function.
- Participate to the best of your ability.
- Meets grade level expectations for eligibility.
- Honor God. Model good sportsmanship. Specifically, display a good attitude and be respectful towards coaches, officials and fellow athletes, including the opposing teams, at practices and games.
- Commitment to the team is expected until the end of the season.
- Participation on a team is a privilege. Violations will result in game and/or practice ineligibility. Continual faults in sportsmanship or character traits which are not conducive to team unity and growth may be cause for removal from the team.
- Students must be in attendance no later than second period in order to attend or participate in any extra-curricular activity on the day or evening of the absence.

Academic Eligibility for Athletics

All students who are involved in athletics must meet the following eligibility requirements:

- Meets grade level expectations for eligibility (Grade Report each Friday for the following week eligibility).
- Has all student work turned in.
- Does not fall below grade level expectations on report cards or progress reports.
- Behavior/Effort grades must be satisfactory. Failure to meet any of the above requirements will result in the inability to play in games until the next grading period.

Activities

Awards

It is the desire of CCA that students receive positive recognition throughout the year in a variety of areas.

- **Christian Character:** is awarded to a student who exemplifies Christ-like behavior
- **LifeSaver Awards:** These are awarded for exhibiting positive behavior, academic performance, or social achievement (Elementary only)
- **Athletic Awards:** is awarded for contribution to their respective team

- **Academic Excellence:** is awarded at 8th grade graduation to two students who have maintained academic excellence for their 6th, 7th, and 8th grade years.

Spirit Week/Homecoming Activities

During the 7th and 8th grade basketball season, a week-long celebration is planned. This week includes special activities, the selection of middle school representatives, and culminating in an exciting evening of basketball. Students and parents are encouraged to participate in all activities.

Chapel and Assemblies

Chapel is an integral part of our mission of growing Christian students up in the Lord. It is held at both the Elementary and Middle School campus once a week. Parents are welcome to attend. Our purpose is to lead students into a group worship experience based on God's Word and to enrich their spiritual lives. Assemblies are used to highlight special speakers or events. Other Christian schools may be invited to attend.

VI. Health Policy

Health Attendance Policy

To ensure the health of everyone, it is imperative that children who are sick stay home from school if they have had a fever in the last 24 hours of 100° F. or more, or have one or more of the following symptoms: earache, headache, sore throat, rash, or fatigue that prevents participation in regular activities, vomiting, diarrhea, open sores, lice, nits, or any other contagious illness. For suspected communicable skin infections such as impetigo, pinkeye, or scabies, the child may return twenty-four hours after starting antibiotic treatment.

Allergies

For students with severe allergies, an allergy care plan must be filled out and kept on file in the school office. This form must be signed by the child's health care provider, list the specific allergies, and in the case of food allergies list all foods to avoid, give a brief description of how the child reacts to the food, and list any appropriate substitute food(s). Any necessary emergency equipment, such as epi-pens or inhalers, must be kept in the front office.

Any student with major food allergies must bring his/her own snack and lunch each day. The CCA staff will not be responsible for providing snacks and lunch.

Medications

Parent/Guardian Consent

Medication will only be given with prior **written** consent of the child's parent/legal guardian. This consent (The Medication Authorization Form), will include the child's name, the name of the medication, reason for the medication, dosage, method of administration, frequency (can NOT be given "as needed"), duration (start and stop dates), special storage requirements and any

possible side effects (use package insert or pharmacist's written information). All medication **must** be kept in the front office. Students should **not** be in possession of medication.

A parent/legal guardian is the only person authorized to give consent for the school to administer medication. Even with consent, the medication meets all of the following criteria:

- The medication is over-the-counter and is one of the following:
 - Antihistamine
 - Non-aspirin fever reducer/pain reliever
 - Non-narcotic cough suppressant
 - Decongestant
 - Ointments or lotions intended specifically to relieve itching or dry skin
- The medication is in the original container and labeled with the child's name; *and*
- The medication has instructions and dosage recommendations for the child's age and weight.
- The medication is not expired; *and*
- The medication duration, dosage and amount to be given does not exceed label-specific recommendations for how often or how long to be given. For all other medications the written consent may only cover the course of the illness.

Health Care Provider Consent

A licensed Health Care Provider's consent, along with parent/legal guardian consent, will be required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, supplements and fluoride).

A Health Care Provider's written consent must be obtained to add medication to food or liquid.

A licensed Health Care Provider's consent may be given in 3 different ways:

1. The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, frequency (can NOT be given "as needed"), duration and expiration date); *or*
2. The provider signs a note or prescription that includes the information required on the pharmacist's label; *or*
3. The provider signs a completed Medication Authorization Form.

Medications for chronic conditions such as: asthma or allergies:

For chronic conditions (such as asthma), the parent/legal guardian written consent must be renewed often. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

Emergency supply of medication for chronic illness:

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case of an earthquake or other disaster.

Emergency Medical Care

Emergency medical procedure/care may include, but is not limited to, the following:

- Attempt to contact the parent or guardian.
- Attempt to contact the parent through any of the persons listed on the emergency information form provided by the parent.

If the parent cannot be contacted, we will do one or more of the following:

- Call a physician or paramedic
- Have the child taken to an emergency hospital in the company of a staff member.

Any expenses incurred in the procedure above will be the responsibility of the child's family.

VII. Middle School Student Guidelines

- Attend school daily and on time.
- Move quickly from class to class. Enter each room quietly. Take your assigned seat and be ready to listen and work when the bell rings.
- Be prepared to work every day. Bring all necessary equipment and/or supplies to each class that is required for learning. Do your best every day.
- Do homework when assigned. The Learning Center will be available for students to complete homework.
- Eat only in designated areas. Chewing gum is prohibited on campus, even in the cafeteria.
- Physical and/or verbal violence is not acceptable behavior. Solve your problems biblically. (Matthew 5:23-24 and 18:15-20).
- Respect our campus, building, and property. Graffiti or defacing any part of the building will be disciplined. Clean up after yourself.
- Dress according to the dress code.
- Inappropriate behavior including social media, inappropriate texting, harassment, bullying, on or off campus by CCA students may result in suspension or expulsion.
- Practice courtesy and consideration in association with fellow students as well as respect their person and property.
- Respect the authority of teachers, administrators and staff members.
- Abstain from profanity and vulgar or abusive speech and actions.
- Do your own work. Do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. See guidelines on cheating/plagiarism.

Class Schedule Changes

Schedule changes, for academic reasons only, may be made up to **two weeks** after a trimester has begun and are limited to administrator approval. The student must continue attending classes as scheduled until he/she is notified of the change.

Middle School Bell Schedule

The Middle School instructional time is broken down into 60 minute blocks. Physical Education classes are on Monday, Wednesday and Friday Morning. Bible classes are taught Tuesday and Thursday morning. 6th grade students should be dropped off at the elementary campus for on M-W-F for P.E. They will be bussed back to the Middle School Campus for second period classes.

CLASS SCHEDULE MON/TUES/THURS/FRIDAY		CLASS SCHEDULE WEDNESDAY	
1st period	8:20 - 9:20	1st period	8:20 - 9:20
2nd period	9:24 - 10:24	2nd period	9:24 - 10:24
3rd period	10:28 - 11:28	3rd period	10:28 - 11:28
LUNCH	11:32 - 12:05	LUNCH	11:32 - 12:05
4th period	12:09 - 1:09	CHAPEL	12:05 - 1:00
5th period	1:13 - 2:13	4th period	1:04 - 2:04
ELECTIVES	2:17 - 3:10	5th period	2:08 - 3:10

Not Allowed on Campus:

- Drugs
- Firearms
- Knives and other weapons
- Explosives
- Electronics; MP3 players, video recorders, video games
- Pornography
- Bullying/Fighting

Make-Up and Late Work:

Student assignments missed or not turned in during an absence is the student's responsibility. Work is to be turned in as defined by the teacher. A test, quiz, or assignment announced before a single day's absence will be made up on the day of return.

Standards for Assignments

The standards for middle school written work are as follows:

- Use college, ruled, white or neutral notebook paper for all written assignments (unless typewritten).
- All assignments must be done neatly.
- A proper heading should be used in the upper right hand corner as instructed by your teacher.
- Use proper grammar, margins, punctuation, spelling, etc.
- All math must be done in pencil. All other assignments must be done in either **blue or black** ink unless otherwise instructed by your teacher
- Planners must be used for each class.
- All typed and written work must show proficiency.
- Be on time with each assignment.
- Following an absence, students have one week to turn in missed work.
- Students need to refer to RenWeb and ask the teacher for the missed assignments the day

they return to class.

Cheating

Cheating results in a conference with administration and parents. Cheating is defined as:

- Looking at another student's test or quiz paper
- Using a 'cheat sheet'
- Any form of communication during a test or quiz
- A student doing or copying another student's homework, project or paper
- Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person
- Forged parent signatures

Interpersonal Relationships

CCA promotes wholesome friendships among its students. In keeping with this, exclusive relationships of any kind, including cliques and boyfriend-girlfriend relationships, are not encouraged. Exclusive "groups", "clubs", and "gangs" will not be permitted. Public displays of affection, including hugging, hand-holding, and kissing, are not appropriate. Therefore, we do not allow the following at school or at any school sponsored functions:

- Pairing off and separating from the main flow of students or activities.
- Physical contact of any kind that could be interpreted as having an affectionate or romantic intent.
- Bullying/harassment will result in automatic suspension and/or dismissal.

Bullying or Harassment

CCA is committed to maintaining a school environment in which all individuals treat each other with dignity and respect which is free from all forms of intimidation, including provoking, exclusion, mean teasing, exploitation, disparaging social media posts, and harassment, including sexual harassment. Bullying or harassment is defined as verbal, visual, or intimidating physical conduct that denigrates or shows hostility or aversion toward an individual for any reason.

Middle School Disciplinary Actions

The following are successive steps of disciplinary action that may be taken for any violations of the standards of conduct, dress, or attendance. Severe cases may skip steps. As the school partners with the home in training the student, school-parent communication is eagerly sought and earnestly desired through each level of discipline. Hebrews 12:11

- 1. Verbal Warning by teacher or staff**
- 2. Parent phone call or student sent to the office**
- 3. Student serves a 30 minute Learning Lunch (After 3 Learning Lunch Assignments, student is issued a detention) Learning Lunch Assignments** may be used as corrective discipline for students violating guidelines of a relatively minor nature- served lunch time.
- 4. Student serves a before or after-school 1 hour detention**

Detentions will be used as corrective discipline for repeated and/or serious offenses. Detentions will be served on Tuesday morning from 7:15-8:15 AM. or on Thursdays from 3:15-4:15 PM. Students must read, write, or study with no talking, resting, or eating. Students dismissed from detention for talking or misbehaving will be referred to the principal. Students will not be excused from detention to participate in student activities.

5. Student serves an Out-of-School suspension.

Out of School Suspension (OSS) is used as a corrective discipline for severe cases or when a student fails to respond appropriately to school discipline and/or guidelines. A student may not be on campus any part of the day of the OSS and forfeits participation, including spectating, in any school activities for that day. Students may still do assignments and quizzes for the days serving OSS. If a test is missed, the student is responsible to make arrangements with the teacher to take the test.

6. Student faces dismissal.

Dismissal: Dismissal means permanently removing a student from school. This decision will be made by the school administration in conjunction with the superintendent. To invoke dismissal, a student must have committed an act, or series of acts, that created a harmful school environment or disrupted the learning environment for other students and staff members to an extensive degree. Students who are dismissed may reapply for school admission the following school year but are subject to the same application process of any new student.

Student discipline including learning lunch assignments, detention and suspensions will be documented in our RenWeb school management program and parents will be notified. Re-application and student interview process will be required for severe offenses.

Campus Visitors

Student visitors to campus must be approved by administration prior to the day of the visit. Students may bring a visitor on campus, but it ***is not recommended by the administration.*** Under no conditions will a visitor be allowed on campus if his school is in session since this would mean the visitor is truant from his own school. Visitors will only be allowed on campus for the purpose of observing the school for future attendance. All visitors must follow all applicable school guidelines and rules of dress and behavior.

The procedure to have an on-campus visitor is as follows:

- CCA student must have a written note from his parent giving permission to spend time with the visitor.
- On the day of visitation, the visitor and the CCA student must meet with administration before school begins and check in with the receptionist. She will request a parent note from the CCA student.

A "Visitor Pass" will be given to the visitor. It should be carried with them for the entire time he/she is on campus. The visitor must stay with the host student for the entire school day. The administration reserves the right to refuse a student permission to be on campus as a visitor if the conditions outlined above have not been met. In addition, if any parents wish to be on

campus, we request that they come to the middle school office first and notify the receptionist of their presence.

Community Service

At CCA, we believe that we are all called by the Lord to serve others and students will be taught to be responsible citizens who help make our community a better place. As a portion of the Discipleship grade, each student must complete required community service each trimester. Requirements are 5 hours per grade, per trimester. Community service is described as something you do for someone who is in need, other than a relative, for which you do not get paid.

D.C. American History Tour

Each year, our 8th grade students have the opportunity to participate in an American History Tour to Washington, D.C., Williamsburg, York-town, Gettysburg, Philadelphia and other areas along the East Coast. This trip provides an exciting opportunity for students to learn more about our country's history from a Christian perspective. The cost of the tour will be announced each September. Parents are invited to attend as chaperones. CCA coordinates several fundraisers for 6th, 7th and 8th grade students throughout the school year to help defray the expense.

Lockers Area:

Each middle school student is assigned a locker for the protection of his/her books and personal belongings.

- Locker combinations are available for students to use throughout the year.
- A student may not open any other student's locker.
- Keep your locker and the surrounding area neat and clean.
- Students will be charged to repair damaged lockers due to misuse; kicking, punching or slamming lockers.
- All items brought to school, including your gym bags, must be kept inside your locker. Gym bags or back packs will not be permitted in classrooms.
- A locker inspection may be conducted at any time.
- Do not change lockers without permission.
- Locker problems should be referred to the office immediately.
- Locker decorations are allowed but must reflect Christian values and standards and are subject to the approval of the administration. Tape or stickers are not permitted on locker.