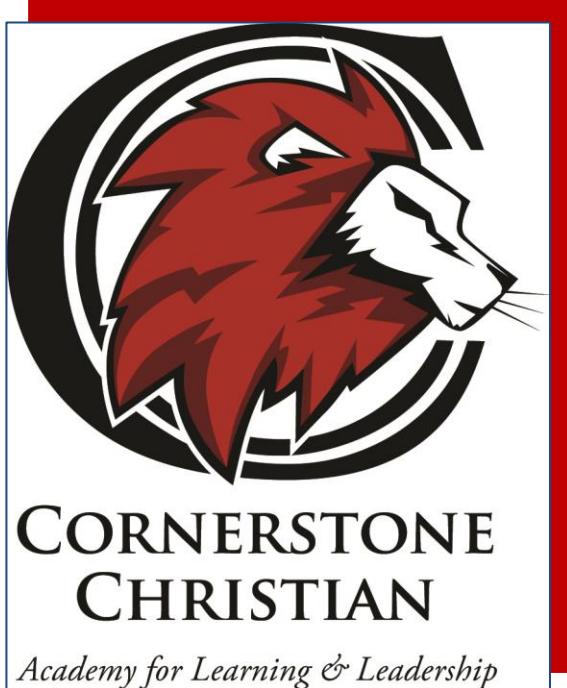


Parent/Student Handbook

2016-2017



ELEMENTARY

Elementary Campus
7708 NE 78th St., Suite 100
Vancouver, WA 98662
360.256.9715
Office Hours:
8:00 a.m. - 4:00 p.m.

Visit our Website
www.ccak12.net

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

Download our CCA App

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I. Introduction

A Message from the Principal

Dear Families,

Welcome to Cornerstone Christian Academy for Learning and Leadership (CCALL)! For those of you who are new, we are so blessed to have you part of our CCALL Family! CCALL 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, cell phone, pictures, and tech forms to school.

Communication is key to maintaining a strong home/school partnership. Do not hesitate to contact your child's teacher(s) or the administrators 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
Elementary School Principal
mhoff@ccak12.net
360-256-9715

2016-17 PARENT CONTRACT

ADMISSIONS POLICY: I/We understand that my/our child's attendance at Cornerstone Christian Academy for Learning & Leadership (CCALL) is a privilege and not a right. If at any time my/our child's conduct, academic progress or cooperation with CCALL's authorities is not in keeping with CCALL's requirements, regulations and/or the CCALL Statement of Faith, I/we understand that the school administration reserves the right to dismiss my/our child. Further, I/we agree that in the event that I/we cannot continue to support CCALL relating to the progress of my/our child, I/we agree to withdraw my/our child from CCALL in a quiet and orderly fashion. I/We understand and accept that if I/we withdraw or are requested to withdraw my/our child, there will be no refund of enrollment fees and tuition reimbursement, if applicable, will be prorated in accordance with CCALL policy. CCALL is a private, non-discriminatory Christian school and reserves the right to enroll and/or withdraw students at our discretion.

PARENT-STUDENT HANDBOOK: As a parent/guardian, I/we have read and accept all regulations of the school as presented in the CCALL Parent/Student Handbook, including the CCALL Statement of Faith, and fully support the Board of Trustees, administration and staff in observance of such regulations and doctrine, and support the Christian learning environment created by CCALL. I/We understand and acknowledge that CCALL has the right, without prior notice, to modify or amend policies and practices within the limits and requirements imposed by law.

STATEMENT OF FAITH: I/We understand and agree with the mission and purpose of Cornerstone Christian Academy for Learning & Leadership and with the CCALL Statement of Faith.

FINANCIAL AGREEMENT: I/We agree to pay all tuition and fees for my/our child for the 2016-17 academic school year. I/We agree to fulfill all financial obligations promptly. I/We agree to set up my/our online payment plan through FACTS Management Company at the time of enrollment as required by CCALL. Enrollment is not complete until a 2016-17 FACTS Payment Plan has been set up. A \$25.00 late fee will be assessed to all accounts not paid by the due date. A \$30.00 fee will be assessed for returned payments. All fees are NON-REFUNDABLE. Tuition reimbursement will be prorated upon early withdrawal in accordance with CCALL policy. **ECE:** Tuition will be paid in equal monthly payments. **Elementary and Middle School:** Tuition will be paid in 10 or 12 equal monthly payments, beginning in July. Tuition paid in full by August 31 will be given a \$200.00 discount.

SERVICE HOURS: I/We understand that the philosophy of CCALL cannot be fulfilled without parental involvement, which shall include, but is not limited to: volunteering in the classroom or at special events, PTF activities, fundraising, etc. A total of 30 service hours (10 hours per trimester) are required by each family with students enrolled in Elementary or Middle School. If these service hours cannot be completed, a \$10.00 fee per hour not worked will be assessed.

PAST DUE ACCOUNTS: I/We understand my/our child will not be permitted to continue attending school if our account becomes 45 days or more past due. I/We understand that in order to re-enroll our child, our account must be current. In the event of legal action on this account, I/we agree to pay any and all costs of such suit, collection and attorney fees.

DAMAGES: I/We agree to assume full financial responsibility for damages caused by my/our child.

PLACEMENT: I/We understand that CCALL has full discretion in the class placement of my/our child.

SPECIAL NEEDS: I/We understand that by signing this Parent Contract that CCALL has a very limited ability to accommodate children with special needs (physical, educational, behavioral & dietary), and these needs will be taken into consideration during the review process prior to admission. All applicable federal and state laws will be reviewed and adhered to during the admissions process.

EARLY WITHDRAWAL: I/We understand that if I/we withdraw our my/child before the end of the school year, prorated tuition and School Age Extended Care Program fees must be paid in full, lost or damaged laptops, iPads, and/or books from the classroom or the library must be replaced or paid for in order to receive report card(s) and/or student records.

CHAPEL: Attendance of chapel services and scripture memorization are mandatory for all Elementary and Middle School students. The ECE 4/5 year old classes will attend chapel services weekly. Parents are welcome to attend chapel services.

COMMUNICATION: I/We understand that I/we will be responsible for checking RenWeb (our online school management system) and Edmodo (student communication system), newsletters, emails, and other school communication concerning my/our child's grades/homework, events, and other school information.

DISCIPLINE AND CONDUCT: I/We agree to support the school in the discipline of my/our child as outlined in the CCALL Parent/Student Handbook. I/We further agree to require our child to show respect for those in authority over them in the school such as administrators, teachers, assistants, custodians and staff. I/We understand that a student who persists in unacceptable conduct will not be permitted to remain in school.

BIBLICAL CONFLICT RESOLUTION: I/We agree to follow the conflict resolution strategy outlined in Matthew 18:15-16. "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that "by the mouth of two or three witnesses every word may be established." Should a situation arise in the classroom, the first course of action will be to communicate directly with the teacher about the issue. If resolution cannot be reached, then the next step will be to bring it to the principal. The final step will be to schedule a meeting with the superintendent. I/We agree to follow these steps should conflict arise. I/We agree not to use social media as a vehicle to air any school-related grievances.

RELEASE OF STUDENTS: I/We hereby attest that I/we have legal physical custody of my/our child and that no other person has legal physical custody of my/our child. I/We acknowledge and agree that CCALL may release my/our child to the custody of any person possessing legal physical custody of my/our child or to any person duly authorized in writing by any person possessing legal physical custody of my/our child. I/We promise to notify CCALL immediately in writing of any change regarding which persons have legal physical custody of the student and any change regarding the authority of CCALL to release the student to the persons designated above. Additionally, I/we promise to notify CCALL immediately in writing of the existence of any custody dispute involving the child, including any custody dispute existing at the time of this Agreement.

MEDICAL INSURANCE: I/We understand that I/we are responsible to maintain adequate medical insurance to cover my/our child's medical needs or emergencies while attending CCALL and CCALL sponsored activities.

SCHOOL HEALTH POLICY: I/We understand that in the event my/our child becomes ill or sustains an injury which is of an urgent nature while in the care of CCALL, 911 will be called and the child transported to the nearest hospital for care. If the illness or injury is of a less serious nature, CCALL personnel will evaluate and notify the parent/guardian. NO medications will be administered without proper written permission from the physician and the parent/guardian. I/We understand that all medication brought to school must be accompanied with a physician's permission slip. I/We give permission for CCALL staff to administer first aid or CPR as deemed necessary.

LIABILITY: I/We release CCALL and staff from all liability, except negligence, while my/our child is under school care and responsibility.

PROCEDURE FOR GRIEVANCES: In the highly unlikely event that I/we are ever unable to resolve a dispute with CCALL, I/we agree to attempt to resolve the dispute without litigation by following the Biblical principles set out in Matthew 18. By signing this Agreement, I/we agree with CCALL that any claim or dispute arising from or related to this agreement and my/our child's attendance at CCALL shall be settled by mediation and, if necessary, legally binding arbitration. I/We will attempt to mediate and resolve all disputes within CCALL structure as outlined in the CCALL Parent/Student Handbook. However, if an agreement is not reached then we will mutually agree to an outside arbitrator. Judgment upon an arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of Washington State and venue for the mediation/arbitration will be in Washington State. Of course, CCALL is required to maintain certain insurance policies. Therefore, this conflict resolution provision is

conditioned upon agreement by CCALL's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by CCALL.

FAMILY INFORMATION RELEASE: I/We understand that my/our name and contact information have been added to CCALL's database and I/we may receive school publications as well as information (letters, phone calls, etc.) regarding school activities and enrollment information, etc.

SCHOOL DIRECTORY INFORMATION RELEASE: Directory information consists of parent names, student names, addresses, phone numbers, and email addresses. This directory is for social and/or school-related issues only and is not to be used for solicitation. I/We understand that I/we are to respect the privacy of all families attending CCALL.

MEDIA RELEASE (PHOTOGRAPHY & VIDEO): I/We understand and agree that any photos and/or video taken during this school year may be used for advertising and/or promotional purposes to include: promotional videos, literature/brochures, CCALL Facebook postings, etc. I/we hereby give permission to CCALL to photograph and/or video my/our child for publicity.

SCHOOL ACTIVITIES: In submitting this application for my/our child, it is my/our desire to have him/her attend the school year 2016-2017. I/We give permission for my/our child to take part in all school activities, including athletics and CCALL-sponsored field trips away from CCALL premises, and absolve CCALL from any liability to me/us or my/our child because of any injury to my/our child at CCALL or during any CCALL activity. In case of an accident, allergies or serious illness, I/we request that CCALL contact me/us but I/we also waive and release CCALL from any liability in regards to these circumstances. If CCALL is unable to contact me/us or the provided emergency contact when circumstances indicate immediate action is required, the CCALL administration may make whatever arrangements deemed necessary in their best judgement. **INDEMNIFICATION:** I/We agree and promise to indemnify CCALL against any damages arising from any misrepresentation made herein and against any damages arising from the undersigned's failure to timely notify CCALL pursuant to the promises set forth in the preceding paragraphs.

By signing this Agreement, I/we state that I/we have read, understand and agree to be bound by this Agreement and the CCALL Parent/Student Handbook including but not limited to the Statement of Faith and the Biblical Conflict Resolution clause, and I/we have read, understand and agree to be bound by all CCALL policies.

NOTE: BOTH PARENTS (or legal guardians) MUST SIGN THIS AGREEMENT.

Father/Guardian:

Printed Name	Signature	Date
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Mother/Guardian:

Printed Name	Signature	Date
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Authorized CCALL Personnel:

Signature	Date
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Cell Phones

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

Cell phone use is limited to communication between the student and the parent(s) only. Cell phones are to be turned off and stored during the school day. Cell phones must be stored 1) in the student's lockers on the Middle School campus or 2) in the student's backpacks on the Elementary campus. Student use of cell phones at after school activities are for parent 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. 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 CCA and staff from responsibility for any illegal or inappropriate behavior, for damage or loss of a cell phone. All parents and students must sign below and return this form to the school office before any cell phone may be brought to school.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

**PLEASE READ AND SIGN CONSENT FORMS/AGREEMENTS PAGE
AND RETURN SIGNATURE PAGES TO CORNERSTONE**

Elementary Student

Technology Resources Acceptable Use Agreement

FOR THE PARENT OR GUARDIAN

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 acceptable use guidelines have been established for all Elementary 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 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.

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.

Student Guidelines

Cornerstone Christian Academy for Learning and Leadership provides computers, the Internet, and other technology resources for educational use. As a student, I must act appropriately online and follow these rules:

1. I will only use the school's technology resources with the *teacher's permission* and for the purpose the teacher requests. Personal devices (iPads, laptops, phones) are not usually allowed and can only be brought to school and used with the teacher's permission.
2. I will respect *copyright laws* and will make sure to show where I found information and will not copy it without permission.
3. I will be *polite and show respect* and never *cyber-bully* others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people and if someone cyberbullies me or sends me inappropriate pictures or messages, I will tell my parents or teacher right away.
4. I will *stay safe* on the Internet. When I am on social networking sites, in chat rooms, or on other sites that ask for information about me, I will not share personal information about myself or others such as: home address, phone numbers, passwords, age, personal photos, or Social Security numbers. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
5. I will *tell my teacher immediately* if I or someone else accidentally opens an inappropriate web site or page; or if I see someone breaking any of the rules about using technology resources.
6. I will respect the technology resources and *take good care* of the school's equipment I use and know that I cannot use personal technology tools at school without permission.
7. I will *only use passwords* that have been given to me by the teacher.
8. I will not put any disks or portable drives into the computer unless they are *approved by the teacher*.
9. I will not upload or download any files or apps, including MP3s and images without *permission* from my teacher.
10. I will not attempt to *install, uninstall, or modify* any of the school's hardware or software systems.
11. I will *not buy or sell anything* using the school's computers or technology resources.

2016-17 TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT

Elementary/Middle School Student

SIGNATURE PAGE

Agreement and Responsibility

Each student and his/her parent or guardian must acknowledge receipt of the information contained in this Agreement by submitting this page with student and parent signatures. The combined signatures indicate the student and parent/guardian have carefully read, understand, and agree to follow the terms and conditions of appropriate use.

STUDENT:

My Promise to Follow the Rules:

My parent or guardian has reviewed the *Acceptable Use Agreement* with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules and honor God when using the computer, Internet, and other technology resources. I will immediately report to a teacher or administrator any inappropriate or unacceptable use of CCALL technology resources. If I break these rules, my principal or teacher may take away my privilege to use the school's technology tools, and I may have other disciplinary action taken. I promise to follow the rules.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

PARENT OR GUARDIAN:

As the parent or guardian of the above named student, I have read this *Acceptable Use Agreement* and understand the terms and conditions of use which my child must follow. I have also read and explained the conditions of use with my child and understand that my child will be required to agree to the above terms prior to use of CCALL provided computers, Internet, and other technology resources. I also understand that Internet services provided by CCALL are filtered and that the use of CCALL's technology resources may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of CCALL's technology resources. I understand I will be responsible for payment for repair and/or replacement costs for any damaged, lost, or stolen technology device that has been assigned to my child.

Parent/Guardian Name (please print): _____

Signature: _____ Date: _____

**PLEASE READ ENTIRE AGREEMENT, THEN SIGN AND RETURN SIGNATURE PAGE TO CORNERSTONE
CHRISTIAN ACADEMY FOR LEARNING AND LEADERSHIP**



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Cornerstone Christian Academy

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March 2017							2017
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31/03/17	NO SCHOOL - Veterans Day						
31/03/17	End of First Trimester (50 days)						
31/03/17	NO SCHOOL Teacher Work Day						
31/03 - 14/04	NO SCHOOL - Teacher Work Week						

JANUARY 2017						
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With Grade Conditions

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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; 1 Cor. 6:9-10, 15-20; 1 Tim. 1:8-11; Jude 7*).
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 Fee and Activities

At the time of registration, families enrolling students in ECE through 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 set up.

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:

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. Certificate of Immunization Status
10. Certificate of Exemption (if applicable)

Classroom Age Requirements:

Kindergarten - Children must be five on or before September 1 of the year entering.

First grade - Children must be six on or before September 1 of the year entering.

Kindergarten students new to CCA will be assessed to determine kindergarten readiness. There is no charge for this assessment. New students entering in grades 1-8 may be asked to complete a skills assessment to help determine exact grade placement. There will be a \$10.00 fee for this test administration.

Classroom Size

For Kindergarten – 8th Grade

Class sizes over the last five years have typically ranged from 18 to 24 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, all new students will need to be tested and complete registration. All new students are on probation for one trimester.

Children who have a history of disruptive behavior will go through an interview process. If such students are accepted, they will be put on a 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. 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 an elementary student arrives on campus before 8:15 a.m., he/she must report to the extended care program.

A student remaining on campus after carpool (including siblings of students involved in sports) must attend the extended care 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. 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
2. Establish the best possible setting and atmosphere for a quality Christian education
3. Represent CCA 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 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, 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.
- Pants and shorts must be neat. Clothing with frayed hems and holes may not be worn.
- Sweat pants and lounge pants may not be worn (except with prior approval for certain events).
- Students may not wear flip flop-type sandals or slippers.
- 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 tops may not be worn.
- 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.
- Girls' shoes must not be higher than a 1" heel.

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.

Tattoos: Students may not have tattoos – temporary or permanent.

Enforcement: Clothing will be evaluated by CCA staff. If necessary, students may be restricted from class or activities, parents called, or suitable clothing may be offered as a substitute. Stricter discipline may be employed for repeat or blatant violations. We encourage parental involvement.

Attendance

The school office keeps the official attendance records for all students, for both tardies and unexcused 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, when possible, three days in advance with the knowledge and consent of the principal. 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.

DISCIPLINE PHILOSOPHY

*It is for **discipline** that you endure; God deals with you as with sons; for what son is there whom his father does not **discipline**? Hebrews 12:7*

Our goal is to train students in righteousness. To attain this, the CCA staff will role model mature Christian morality and conduct for our students, as well as teach them biblical principles in a formal academic setting. Consequences for inappropriate behavior will be enforced to keep students from exhibiting behavior which is harmful to either themselves or to others, to keep them from developing destructive habits, and to keep them from making mistakes which may have long-term consequences.

Discipline is teaching a child the way he should go (Proverbs 22:6). We view discipline as an act of love that builds character in Christ. Children will make mistakes and need to be corrected in order to learn proper behavior. Our goal is to foster a positive relationship with our heavenly Father. It is in this spirit that all discipline is administered at CCA.

In the classroom, at recess or in the lunchroom, the CCA staff is authorized to deal with any inappropriate behavior. This could include, things like: - Time-outs - Clean up at lunch - any corrective measures deemed appropriate by the teacher or staff.

Students will be sent to the office if initial corrective behavior techniques are not sufficient or if the offense is such that the office needs to intervene immediately. The administration may decide the appropriate response to any infraction of the rules.

Sanction Descriptions

Verbal Warning

A verbal warning is a verbal reprimand from the school official to the student.

Lunch Detention

Lunch detention consists of students sitting at a separate table in the lunchroom where they are not allowed to socialize or talk. After the other students have been dismissed from lunch, the lunch detention students will clean tables with sponges, then rejoin their class. The students will be supervised by a staff member.

Send Home Early

Students will be sent home early when they have behaved in a manner that makes it inappropriate for them to immediately return to the classroom. The parents will be called by an administrator and have the offense explained to them. The parents must then make arrangements to have the child taken home immediately.

Short-term Suspension

A short-term suspension consists of removal from school for 1-3 school days. For a short term suspension to occur, the student has either created a situation that is unsafe for other children or staff members, disrupted the learning environment for other students, or repeated offenses and not appropriately responded to other discipline measures.

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.

V. Academics

Homework Policy

Homework is an integral part of the school system and will be given to embed learning that is taking place at school. All homework given is expected to be completed neatly and according to the guidelines and turned in on time. Please communicate with the teacher if you have any concerns regarding homework.

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

<i>Student Academic Growth</i>	
Consistently progressing	C
Sometimes progressing	S
Needs attention	N

<i>Life-long Learning Skills</i>	
Exceptional	4
Usually	3
Sometimes	2
Seldom	1

Parent-Teacher Conferences

All parents of Elementary 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.

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.

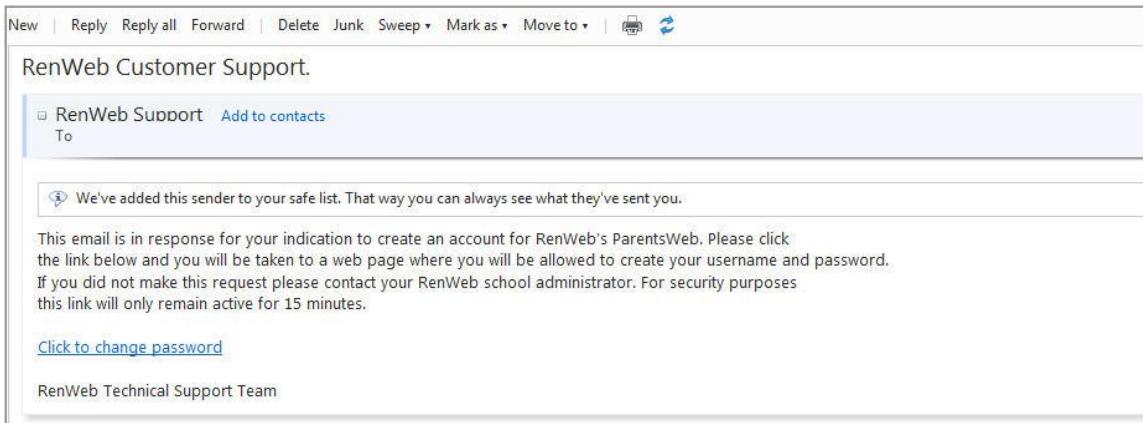
Next, go to www.renweb.com and click **Logins**.

Click **ParentsWeb Login**.

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

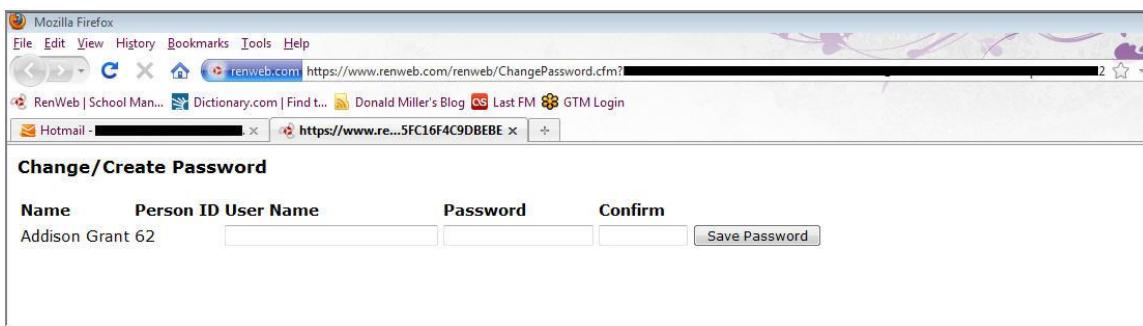
Click **Create New ParentsWeb Account**.

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.

VI. General Information

Entering / Exiting Campus

Closed Campus

CCALL 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. 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. All visitors must check in at the office and get a visitor badge.

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.

Carpool

Parents are responsible for transporting children to and from school. For those who wish to carpool, a zip code listing is available in the school office.

Parents are asked to follow the flow of traffic lanes and use designated pick up points and crosswalks when dropping off and picking up students. It is important that everyone consistently follow the same rules so that all can be equitably served, and students and parents can move safely about the campus.

Drop-Off Areas

There are two drop-off areas at the elementary campus. One is behind the 2nd and 3rd grade classrooms (East Pod). The second area is in front of the sanctuary and gym. Please DO NOT park in the handicapped spaces directly in front of the gym.

Pick-Up Areas

There are **three** pick up areas at the elementary school. Kindergarten and 1st graders can be picked up in front of the gym; 2nd & 3rd graders can be picked up behind their classroom building; and 4th & 5th graders (and middle school students on the elementary campus) can be picked up in the first parking lane in front of the main entrance to the church. Parents with preschool students should park in the main lot and walk their children inside for drop off and pick up. For families who are picking up students in different grades, we ask that all children load at the youngest child's loading area. The pick-up area at the middle school is located in front of the building.

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. We support the Washington State Police recommendation pertinent to the transportation of students: A booster seat is recommended for children up to 80 lbs. or 8 years old or shorter than four feet, nine inches; a booster seat is required for students 40-60 lbs. ages 4 years old to 6 years old; and a forward facing car seat is required for children 20 – 40 lbs. If a vehicle has a passenger side airbag, students are not allowed to ride in the front seat.

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.

Parking Lot Procedures

The children's safety is one of our highest priorities. Make sure to slow down (10 mph) and be patient when dropping off or picking up your children at school. In order to facilitate an even safer and smoother drop off and pick up time, we ask that you follow these rules:

1. Have your children's backpacks, lunches, etc., ready and in the vehicle (floorboard) so they can exit the vehicle without much delay.
2. Avoid placing your children's backpacks, supplies, etc., in the trunk of your car. We want to avoid having children going to the rear of the vehicles.
3. Have your children exit/enter on the curbside when dropping them off or picking them up.
4. Avoid parking in handicap areas.
5. Do not get out of your vehicle and block other cars from advancing. If you need to leave your vehicle, find a parking space in the parking lot.

For parents dropping off and/or picking up children in the back (North) parking lot we ask that if you need to park in the lot that you use only those spaces on the south side (nearest the school). We have also made the following adjustments to the back (North) parking lot:

1. While driving around the half circle, please move your vehicle as far forward as possible to allow others behind you more space to unload or pick up.
2. Stay in single file around the half circle except to pass after you have unloaded or picked up your children. We do not want children walking between cars.
3. We will have supervision to oversee the morning and afternoon drop off.

Field Trips

Field trips are required school activities. Students are expected and required to attend all field trips. 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

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 to emergency situations only such as illness or a change in school schedule.

Radios, MP3 Players, Video Games and Cell Phones

Radios, MP3 players, and video games are NOT allowed to be used on campus. 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.

Students may only use cell phones before 8:20 a.m. or after 3:10 p.m. If parents deem it necessary for their child to have a cell phone while at school, the following rules must be adhered to:

- Cell phone use is limited to communication between the student and the parent(s) only.
- Student use of cell phones at after school activities are for parent communication only.
- Cell phones are to be turned off and stored in the student's locker/backpack during the school day.

A *Cell Phone Use Form* must be completed before the student may bring their cell phone to school, located in the front of this handbook.

VII. Miscellaneous

Lunch Program:

The elementary lunch program is available for \$3.00 per lunch. Menus are available online monthly and are also available in the office. All lunches must be ordered the day before.

Conduct at Lunch: In order to provide well-being of the students during lunch, these guidelines will be followed:

Student Guidelines

- Each class is assigned specific tables at which to eat.
- Students bringing their own lunch should go directly to their assigned table.
- Eat food from your own lunch only (no trading food).
- Eat food only in the cafeteria, not on the playground.
- Food should never be thrown.
- Students should raise their hand if they need help.
- Students should use positive, helpful words only.
- Students should use voices that can only be heard at their own table.
- Eating with appropriate table manners is expected.
- Cleaning up after yourself is expected.
- Be courteous to the cafeteria staff and lunchroom supervisors.
- Following the completion of lunch, students should line up quietly for recess.
- The lunch area should never be used for play.

School Fines:

Students are frequently issued school property for their use (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.

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 on both school campuses. 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 Cornerstone 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.

CCA Library:

The CCA library is staffed and operated by tuition-trade staff and adult helpers. The library is only open for use when either a teacher or adult supervisor is present.

Overdue Books:

A book is overdue if it is not returned by the next library class. A student will not be allowed to check out another book until the overdue book is returned. During scheduled library visits, students are allowed to check out books according to the library policy.

Lost Book Policy:

Students are responsible for each book they check out. If library resources are lost or damaged, students will be held responsible for the replacement price of each book or item. Lost books belonging to the school library must be replaced by the parent with a new book of the same title or, if out of print, with a comparable book. The librarian will determine if the lost book may be replaced with a good condition used book, or if it must be replaced with a new book. If the parent is unable, or unwilling, to locate a replacement book, a replacement fee of the value of the book must be paid. If the value cannot be determined from library records, a flat fee replacement fine of \$25.00 per hardback book and \$10.00 fee per paperback will be charged. Every effort will be made to determine a fair market value for lost books. Overdue books will be considered LOST books if not returned within six weeks and will be dealt with according to the "Lost Book Policy"

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
- **Student of the Month:** is awarded for exhibiting positive behavior, academic performance, or social achievement
- **Athletic Awards:** is awarded for contribution to their respective team
- **Academic Awards**

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 in the chapel on the Elementary 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.

Playground and Safety Guidelines

Recess

Recess is a vital time for students to exercise and develop social skills. The relative freedom that students enjoy at recess can sometimes lead to problems. We will be stressing to our students that the same expectations and rules apply to the playground as apply to the classroom.

Recess is also a time when clothing can become dirty and unsightly for the classroom. Because rain becomes such an issue during the winter months, we ask that parents send an extra set of clothing to school to be kept in the child's backpack. If you know your child is prone to getting dirty and wet, we highly advise that you send the extra clothes to school.

These guidelines were specifically designed to ensure that games and activities on the playground are safe for all students. They should also help avoid arguments and disputes and maintain proper Christian relationships.

GENERAL PLAYGROUND GUIDELINES

1. Students will use appropriate language at all times and be considerate of others' feelings.
 - a. No mean or hurtful statements will be allowed (making fun of another person's name, appearance, abilities, etc.). No profanity or dirty language will be allowed.
 - b. No games will be closed. Students are expected to let any student join into a game and share equipment. There may be times where the student will need to have a partner join with them to keep the teams even or perhaps a game that has been closed by a playground supervisor or teacher because there is no space for more students to join.
2. Students will keep their hands, feet and objects to themselves.
 - a. Fighting is absolutely forbidden and will result in a referral to the principal.
 - b. Hitting, pushing or play fighting on the school grounds is not allowed.
 - c. Wrestling, tripping and shoving are forbidden.
 - d. Throwing sticks, rocks or other objects is prohibited.
3. Personal items, toys and anything considered unsafe is not permitted at school.
 - a. Unsafe items (such as knives, matches, lighters, squirt guns, cap guns, real or play guns, fire crackers, etc.) are not permitted at school and could result in suspension or expulsion.
 - b. The following items are not to be brought to school: Toys, dolls, balls, CD players, Gameboys, and other non-educational items unless the item is needed for a class activity and a teacher has given written permission.
 - c. Skateboards, roller blades, and skates are not permitted on the school grounds.
4. Students will remain in the designated playground areas.
 - a. No student is allowed on school grounds until 15 minutes prior to school starting and 15 minutes after school has ended.
 - b. The field areas may be off limits during wet weather.
 - c. Students may not play in areas out of sight of the Playground Supervisors. They may never play behind or between the portables, inside the buildings, or behind fencing.
 - d. Students must ask permission to leave the playground area.
5. All students are expected to use common sense and follow the school guidelines.
 - a. When approached by a Playground Supervisor for breaking a rule, students should be able to explain what rule they violated.
 - b. Children are not to jump from bars, or swings. Death Drops (swinging from knees and releasing to feet) are forbidden.
 - c. No student is to be on the slopes or loitering near the fences.
 - d. Students need to choose safe behaviors.

6. All students will show RESPECT to all adults, other students and all property.
 - a. Absolutely no arguing with an adult (hand/facial gestures included) will be tolerated.
 - b. Disrespect to an adult will result in an immediate referral to the principal and loss of playground privileges.
 - c. Writing on walls, furniture, or any vandalism will result in an immediate referral to the principal.
 - d. Students are expected to respect their environment and public property.

GUIDELINES FOR PLAYGROUND EQUIPMENT

Horizontal Ladder/Monkey Bars

- a. Students take turns swinging underneath in one direction. Students may not go on top of the bars or sit on top of the bars.
- b. If there is more than one child crossing on bars, a line must be formed.
- c. No pulling or pushing on the legs, arms, etc. of any child on the bars.

Slide

- a. One person can go down the slide at a time.
- b. Slide down, sitting, with feet in front.
- c. Climbing up the slide is not allowed.
- d. Do not block or prevent others from sliding down the slide.

Swings

When there are children waiting, they must stand in front of the person on the swing and far enough away to avoid being kicked by the swinger. The first person in the line counts to 30 (one count per swing) for the person swinging. After 30 counts, the person swinging must get off and it will be the next student's turn.

- a. Must swing in the same direction.
- b. No jumping out of swing.
- c. One person on a swing at a time.
- d. No going from side to side or twisting in a swing.
- e. No pushing someone in the swing.
- f. No holding hands while swinging.
- g. Grabbing feet, etc. is forbidden.
- h. No climbing on poles of swings or standing between swingers.

COURT GAMES

Basketball

When basketball is played as a game between two teams, the teams will play using regular basketball GUIDELINES (i.e., dribbling, passing, shooting, fouls)

- a. Basketball can be either a full court game or a half-court game depending upon how many people want to play and how many courts are available.
- a. No pushing, intentional bumping, hitting, or rough play is permitted.
- b. Any fouls or disputed play should be resolved by a jump ball or vote of players.

Four Square

Four square is a court game played with a rubber ball. Each of the four squares are labeled A, B, C or D. Square A starts the game by bouncing the ball in their own court and then bouncing it into one of the other courts. The player in the other court must then bounce the ball into another player's square. If the ball bounces outside the square or back into the player's own square, that player is out. When a player is out, they go to the end of the line and the first person in the line moves into the D square.

- a. This game must be played with a rubber ball.
- b. Disputed plays are to be voted on by all players in the court and in the line.
- c. No "cherry bombs" or "inside corners" is permitted.

Jump Rope

- a. Long jump ropes are to be used with groups of 3 or more. Short jump ropes are for individual use.
- b. Jump ropes should never be tied or twisted around any part of a student's body.
- c. No "hot peppers" unless the jumper requests it.

Dodge ball

Dodge ball involves two teams inside the court area who attempt to hit players on the opposite team with a rubber balls. If a player is hit by the ball, they are out and they leave the court area. If a player inside the court catches the ball without dropping it, then the first person in the "out" line can enter back into the game.

- a. Only a rubber ball can be used in this game.
- b. No "head hunting" (throwing at a person's head) or "knock outs" (throwing at a person's feet to knock them out from under them) is permitted.
- c. No closed games unless a Playground Supervisor determines the game is too crowded.

Tether Ball

- a. No swinging, sitting, riding, or hanging on rope or ball.
- b. No throwing rope; must hit ball.
- c. No kicking ball with foot.
- d. No wrapping rope at the top of the pole so it can't be hit.

- e. No closed games.
- f. All students standing in line to play must stay out of the playing circle.

FIELD AREA GUIDELINES

The field areas are primarily used for games and activities that involve kicking or throwing a ball or running. Unsafe activities such as tackling, body slamming, dog piling, slide tackles, or sweeps are not permitted anywhere on the field areas. Tag and chase are not permitted because they often end up in pushing, tripping, tackling or fighting. These are behaviors that hurt or injure others. Therefore, tag and chase are not allowed on the playground.

Soccer

- a. No closed games.
- b. No tackling or slide tackling is allowed.
- c. No body slams or pushing is allowed.
- d. Touching the ball with the hands or forearm (except by the goalie) results in the other team taking the ball out to the sideline.

END OF RECESS PLAY

The end of recess will be signaled by a short whistle. The whistle tells students to stop play and report to their class line. Students should return any balls or play equipment to the covered area. Any student who does not stop play at the sound of the whistle can lose their recess privilege for the next recess. Students should line up carefully with no running, chasing, or pushing one another.

EMERGENCY SIGNAL

In the event of an emergency, it might become necessary for all students to stop play. The signal for students to stop all play is the sound of a long whistle. At the sound of the long whistle, everyone must stop all activity immediately and freeze where they are. Students must then listen for special directions.

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. The athletic fees will be charged each school year. A completed Athletic Registration form, a current physical, 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 three 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

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.
- 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.

VIII. 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. Barring extenuating circumstances, if a child is too sick to go out to recess, then they are too sick to be at school. Because of space limitations, the office is not able to accommodate sick children staying in from recess.

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. Children 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
 - Diaper ointments intended for use with "diaper rash"
 - Sunscreen for children over 6 mo. of age
- 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; *and*
- 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 sunscreen and diaper ointment, the written consent may cover an extended time period of up to 6 months. 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.