



**CORNERSTONE
CHRISTIAN ACADEMY**
SKILLS FOR LIFE • FAITH FOR ETERNITY

Parent & Student Handbook

2025-2026

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THE HISTORY OF CORNERSTONE CHRISTIAN ACADEMY

Cornerstone Christian Academy ("CCA") was founded in 2003 by elders of First Colony Church of Christ. CCA opened in the fall of 2003 at 2401 First Colony Blvd in Sugar Land, Texas.

CCA operates under the supervision and authority of the Head of School ("HOS"). The HOS assigns administrative staff to supervise and direct faculty and staff.

Those who work in a Christian school are called to extraordinary privileges and responsibilities. They are called upon to teach the full range of the truth, both spiritual and material. They are also called upon to mold lives. No educational situation offers greater opportunities than the teaching of children whose pliable minds and personalities are ready to accept the imprints of your instruction.

The policies, rules, and regulations of this handbook govern all students and is intended to provide Parents and Students with information regarding policies, procedures, expectations, and standards of the school. All Parents and Students should cooperate in supporting all policies, procedures, and guidelines governing the operation of the school.

CHRISTIAN PROFESSIONALISM

As we seek to provide high quality education from a Christian perspective, we have given a great deal of thought to the kind of professionals we want to employ in faculty and staff positions. We believe that the faculty and staff together establish a climate for Christian nurturing and serve as role models for all the children in our care. Christian character and commitment are required for all faculty and staff.

All faculty and staff members are required to sign a Statement of Faith indicating agreement with foundational principles of Christianity as follows:

We believe:

The Bible to be the only inspired, infallible and authoritative word of God.

There is one true God, the creator of the heavens and earth, who exists in three distinct persons: Father, Son and Holy Spirit, and whose existence spans eternity.

In the deity of our Lord Jesus Christ, the one and only son of God.

In the indwelling and active ministry of the Holy Spirit in the lives of Christian believers.

That salvation comes by God's grace made available to us through the death and resurrection of our Lord Jesus Christ and is demonstrated by our faith in God's redemption of our sinful state.

If you have any encouragement from being united with Christ, if any comfort from His life, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but also, in humility, consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus. - Philippians 2: 1-5

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The policies stated in this handbook apply to all divisions of Cornerstone Christian Academy. We ask that you read and follow the policies of this handbook, any supplemental notes, and newsletters. The policies are intended to promote fairness, safety, and a Christian perspective. We encourage all parents to be active members of this school family.

CORNERSTONE CHRISTIAN ACADEMY'S CORE VALUES

MISSION STATEMENT - *Equip students with skills for life and faith for eternity.*

VISION - *Develop lifelong learners who think critically, analyze the world around them, and continue developing their relationship with Christ. Our students grow to become seekers of Biblical truth, academic knowledge, and outstanding citizens of character.*

OBJECTIVES - We strive to provide a developmentally appropriate educational experience in a Christian setting that will support future academic growth and enrich your child's life with a wide variety of activities in a safe and nurturing environment.

VALUES -

- **Respect** – We will show respect daily in the way we interact with our children, families, and teachers.
- **Excellence** – We will show excellence in being adequately prepared, striving for flawless execution in all we do.
- **Responsibility** – We will exercise Biblical stewardship as demonstrated through ownership, citizenship, confidentiality, safety, security, and taking care of property.
- **Integrity** – We will be honest in all our dealings, staying true to our mission and vision.
- **Teamwork** – We will foster communication and cooperation as key elements of an environment of teamwork with parents, faculty, and the church.

PRINCIPLES -

- **Spiritual Development** – We value the importance of Christian character development among students and faculty. We seek to teach children to distinguish between right and wrong based on Christian teachings and principles.
- **Balanced Education** – We value the challenge of helping children grow and mature in all areas of development. We seek this balance to help each child reach his/her fullest potential and to attain a positive self-image as well as social grace.
- **Academic Focus** – We value all learning styles and seek teachers who will motivate students to learn. We place great curriculum emphasis on building a strong school performance.
- **Independence** – We value the opportunity to help children develop self-reliance, self-control, and responsibility. We understand that these characteristics impact their feelings of worth and enhance school performance.
- **Guidance** – We value a positive learning environment that allows children to learn. The Faculty lovingly uses fair and consistent expectations for behavior.
- **Communication** – We value the importance of open and positive communication between school and the home. We seek to work as a team with parents in the best interests of the children.

SCHOOL PLEDGE -

"I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty to all who believe."

ADMINISTRATIVE INFORMATION

ACCREDITATION

Cornerstone Christian Academy has dual accreditation by National Christian Schools Association (NCSA) and COGNIA Accreditation Commission.

ADMISSIONS

To begin the application process, you must submit the online application and provide the following documents to the Admissions Office. Children whose age by September 1 of the current year will be enrolled as follows:

Age	Class
5 years old	Kindergarten
4 years old	Preschool 4
3 years old	Preschool 3
2 year old	Preschool 2

Enrollment Requirements

The following will be required before acceptance into CCA:

1. Copy of student's birth certificate
2. Current immunization record.
3. Most recent report card and final report cards for the past three years (K - 9th)
4. Copies of standardized tests for the past three years. ISEE scores are required for Upper School students. (K - 9th)
5. Required recommendation forms:
 - Preschool 4 through Preschool 3 – Teacher Recommendation form (located on website)
 - Grades 1st – 5th – Teacher Recommendation form (located on website)
 - Grades 6th – 9th – Math and English Recommendation form (located on website)
6. Admissions checklist for children in grades Preschool 4 through 9th:
 - MAP testing will be scheduled (K – 8th)
 - ISEE test scores required for Upper school students (9th)
 - Student shadow visits will be scheduled for Preschool 4 through 9th grade students after the Admissions Office receives all paperwork.
 - Family in-person Interviews will be scheduled once all paperwork is received.

Admission decisions are based upon what the Admission Committee deems best for CCA, and notification of their decision will be e-mailed mid-March. Parents or guardians of students who are offered enrollment must complete all additional paperwork, pay required fees, and sign the financial contract to guarantee enrollment. *Cornerstone Christian Academy does not discriminate on the basis of race, ethnicity, gender, or national origin in the administration of its policies, admission, or other school-directed programs.*

Withdrawal Procedures

If you need to withdraw your student from CCA, please refer to the enrollment contract for the policies related to withdrawing from the school **and** contact the Business Office. They will provide you with a withdrawal form, a copy of your enrollment contract, and any assistance you may need.

BOARD OF TRUSTEES

The Board of Trustees for Cornerstone Christian Academy consists of men and women who are active members of a local Christian church. They serve on a voluntary basis to promote the school's growth and development. Board meetings are normally closed.

Cornerstone Christian Academy's Board of Trustees is responsible for protecting the mission of the school; conducting strategic planning for the school; ensuring the school's financial well-being and long-term sustainability; and hiring, overseeing and evaluating the board's one employee, the Head of School.

BUSINESS OFFICE

FACTS Management

FACTS is a private and secure parents' portal that allows parents to make tuition payments, view academic information specific to their children, and communicate with teachers all while protecting their children's information from others.

Changes to Personal Information

It is imperative that all parents and legal guardians have a current email address that is checked regularly on file with CCA. **Send all changes pertaining to address, phone numbers, emails, and/or legal documents** to the Business Office to update your child's enrollment information.

Financial

Tuition payments are due on the first of each month through FACTS Tuition Management unless you have pre-paid tuition. The school will also bill for optional items other than tuition, i.e., Extended Care, academic meets, enrichment activities, and athletic fees. Incidental payments are due when posted and will be considered late if not paid within ten (10) days. FACTS will email families a reminder of the due date, which will be not less than ten (10) days from the date the charge is posted. A late fee of \$25 will automatically be assessed on next month's account for tuition or incidental charges not paid by the due date. These items will be automatically drafted from your selected financial institution account entered during your FACTS registration, **ONLY** if you have selected as such. We highly encourage families to select Auto Pay for Incidental Billing as it helps to avoid missing a payment and alleviates late fees.

CCA's expectation of your child's enrollment is that your financial account be in good standing.

The school reserves the right to disallow a student from attending classes if that student's account is in arrears for more than 30 days. Once in arrears, the student(s) will also be disqualified from participating in semester exams, field trips, and extracurricular/athletic activities conducted or sponsored by CCA. In addition, student report cards, transcripts, and/or recommendations will be withheld until the balance is paid in full. Finally, should the financially responsible parties not resolve an outstanding balance in a timely manner, the matter may be transferred to a third-party collection agency/attorney to resolve.

Contact the
Business
Office with
any billing
questions.

FUNDRAISING

Cornerstone Christian Academy is a non-profit 501(c)(3) organization. Our goal is to provide quality Christian education at a competitive price. Our fundraising philosophy at CCA is based on respect for our families while building strong relationships, transparency, and a very sincere need. We have worked to improve our fundraising strategy based on these principles while still ensuring that we solicit the funding necessary to not only provide the faculty and staff with the daily resources they require, but also to provide new opportunities for growth and learning to our students. Furthermore, we believe that keeping our constituency aware of the financial needs of CCA is a critical component of practicing good stewardship.

Please take a moment to familiarize yourself with our two primary fundraisers, the Cornerstone Fund and the Gala. Additionally, there are some projects throughout the year that represent smaller efforts that serve the dual purpose of providing services and funding annual projects.

- **The Cornerstone Fund** serves as the most critical fundraising effort of the year. Funds raised during this annual appeal accomplish two primary goals. First, they provide ongoing support to the operating budget, allowing us to offer competitive salaries to employees, sustain and update existing curricula, and maintain a facility that has become as important to our students as any other part of their CCA experience. Secondly, the Cornerstone Fund allows us to explore new possibilities each year for our community including technology, professional development, and new programming.

Gifts to the Cornerstone Fund have a direct and tangible impact on the daily experiences of our students. Beginning in October, we appeal to all families to support this fund in whatever capacity they are able. During the Cornerstone Fund campaign, we set the bar high with 100% board, faculty/staff, and family participation – a huge accomplishment for any independent school. On top of stellar participation from our leadership, we hope you will consider joining us in this effort by working together with your fellow CCA families to continue this great tradition of community, philanthropy, and shared vision.

- **The Gala** is our annual spring fundraising and, combined with the Cornerstone Fund, fulfills the funding requirements needed for yearly general expenses and important specialty programs. There is not a more exciting event for CCA as our parents and friends gather together to build community, celebrate our accomplishments, and most importantly, support CCA. As the largest parent participation event, this evening provides families with an opportunity to support the school through underwriting, the purchase of tickets, and the sale of live and silent auction items.

Annual giving is critical to the financial foundation of the school. All donations to our annual giving campaign and gala are tax-deductible. CCA expects all members of the CCA family to contribute monetarily.

The Director of Advancement, Marketing, and Communications and committee volunteers will provide information regarding fundraisers and campaigns throughout the year. All questions regarding fundraising should go directly to the Director of Advancement, Marketing, and Communications. All events that involve the collection of money for donation or sale of items require the completion of an Event Proposal form and

approval by the Head of School. The Director of Advancement, Marketing, and Communications must approve all uses of the school logo prior to use.

SCHOOL INFORMATION – LOWER, MIDDLE and UPPER SCHOOL

ARRIVAL AND DISMISSAL

Parking Lot Procedures

To ensure a safe environment for everyone and maintain the flow of traffic, the following procedures should be followed upon entering the parking lot:

- Do not use your cell phone; pay attention
- Do not speed through the parking lot. **Speed Limit 10 miles per hour**
- Do not cut through the parking lot to avoid speed bumps; follow the directional signs indicating Elementary (ES) and Middle School (MS) drop off locations
- Before your child exits/enters the vehicle, place your care in PARK “P”
- Do not exit your vehicle to retrieve from your trunk unless it is a large instrument.

All students may arrive as early as 7:00 AM utilizing the Main Entrance to the Front Lobby. **No supervision is provided before 7:00 AM.** Faculty are on duty until 7:30 AM to receive students and assist with your child’s passenger-side exit/entrance.

For security reasons, Preschool parents must park their vehicle in an authorized parking spot and walk their child to class.

Please
DO NOT PARK
in the circle
drive, always
park in
designated

Everyone should adhere to the AM drop off and PM pick times below:

GRADE	AM DROP-OFF AREA	AM DROP-OFF TIME	PM PICK-UP AREA	PM PICK-UP TIME
All	Main Entrance	7:00 - 7:30 AM		
PS	Main Entrance*	7:30 – 8:30 AM	Carpool	2:30 – 2:45 PM
LS	Carpool	7:30 – 7:55 AM	Carpool	3:00 – 3:15 PM
MS & US	Courtyard	7:30 – 7:50 AM	Courtyard	3:10 – 3:30 PM

MS students who arrive to campus between 7:30-7:40 AM will report to the school gym. At 7:40 AM, all MS students will be released from the gym to their first period class. Students that arrive between 7:40-7:50 AM may report directly to their first period class.

US students who arrive between 7:30-7:40 AM may report directly to the Cougar Commons in the Middle and Upper School Hallway.

Any students with an appointment may meet with teachers before the start of school.

Middle and Upper School Bell Schedule - School begins at 7:50 AM and dismisses at 3:10 PM.

Late Arrivals.

All students arriving late to school must enter through the Main Entrance. Parents of preschool, kindergarten, and 1st graders must park in a designated parking spot and escort their child into school.

2nd - 9th may be dropped off in the circle driveway and enter the building unescorted. Students in grades KG – 9th must receive a Tardy Pass before heading to class.

Check Out/Pick-up Policy

Children will only be released to persons listed on enrollment forms. **No one under the age of 18 will be allowed to pick up children.** Valid picture-identification issued by the state, government-military, or passports will be required for any individuals picking up children. If someone other than the persons listed on the enrollment form is going to pick up your child, you must notify the Front Office or your child's teacher in advance. Be prepared to provide the person's name **and** valid id number from their state, government/military identification. Children will not be released otherwise.

Early Sign-Out

If you need to pick up your child early for any reason, please park in a designated spot and come inside to sign out your child at the Front Desk. Please do not call ahead. Students will not be requested from class until parents arrive and sign them out.

Carpool Pick-Up & Dismissal Guidelines

All families receive a Carpool Tag so vehicles may be easily identified during carpool. If you need additional tags, please contact the Front Desk. Please adhere to the carpool map and guidelines that follow.

- Arrive no earlier than 15 minutes before dismissal.
- Display carpool tags when driving through the pick-up line.
- When lining up for dismissal, stay to the right and **DO NOT BLOCK A LANE OF TRAFFIC.** In the circle drive, please do not block the drive-through lane.
- **DO NOT get out of your vehicle when coming through the pick-up line.** Faculty will escort your children and place them in your vehicle.
- LS students **without** MS or US siblings must be picked up at the Main Entrance.
- LS students **with** MS or US siblings will be picked up at the Courtyard pick-up location. Students are escorted to the Courtyard where they will remain with their older sibling until they are picked up.
- **Middle/Upper School** carline in the afternoon will begin immediately following dismissal at 3:10 PM.
- **Student athletes** on campus should immediately report to the designated areas assigned by their coach.
- Unless an **Upper School** student is meeting with a teacher or participating in a supervised after-school activity, he or she should leave the campus by 3:30 PM. If a US student remains on campus, he or she should be in the student commons room. At 5:00 PM, he or she will transition to the Front Lobby and await pickup.

Late Pick-Up

- LS students not picked up by 3:15 PM and MS students not picked up by 3:30 PM (or 10 minutes after an after-school activity) will be sent to Extended Care Program. Refer to the Extended Care section for standard fees and drop-in rates.
- **Running a Little Late** - Please notify the school when you will be late. We will reassure your child that you are coming.

ATHLETICS

To view all information regarding the CCA Athletics, please click this [LINK](#) to review the Athletic Handbook.

ATTENDANCE

Every child at least six years of age, not more than nineteen years of age on September 1st, and who has not already achieved high school graduation is required by Texas Law to attend school for the legally required number of days each year.

Consistent attendance is vital for student success at CCA, and missing class puts a child at a disadvantage. Parents should attempt to minimize absences as much as possible. All students must be regular in attendance. The following provisions have been made to excuse students for necessary absences and tardiness, with limitations.

Absences and Excuses

Any child not exempted from compulsory school attendance may be excused, as provided by this section, for temporary absence(s) resulting from personal sickness, death in the family, quarantine, weather conditions, substantiated court appearances, or other approved and verifiable causes. Upon the students' return to school, they should present a written excuse note to the receptionist.

- **Personal notes** written by parents/guardians should contain:

1) Student name
2) Date the note was written
3) Date(s) of the absences/tardy
4) Explanation for the absence(s)/tardy
5) Signature of parent and/or guardian

- **Medical notes** must contain the above information written on the physicians' stationary and include the doctor and/or office representative's signature.
- Verifiable **court appearances** must be documented on legal stationery and include dates, plaintiff(s) names, and court officer's signature.

All excuse notes must be given to the receptionist upon the student's return to school. Absence(s) will be considered **UNEXCUSED** if notes are not received within **two (2) school** days after the date of the student's return.

Tardy to School and Consequences

Middle and Upper School begins at 7:50 AM, Lower School begins at 8:00 AM, and Preschool begins at 8:20 AM.

LS, MS, and US students who were not in their classrooms at the above times are considered tardy. Tardies are recorded as "excused" unless **WRITTEN VERIFICATION** that meets the requirements for verification for

an excused absence is presented upon arrival at school. Tardiness without proper written verification will be Unexcused. Repeated, habitual and/or questionable tardiness, even with “written verification,” cannot guarantee an “Excused” tardy. Because unforeseen circumstances and unavoidable conditions can cause a student to be tardy to school, we recommend arriving 10 minutes prior to the start of school to avoid being potentially tardy to class.

Consequences by Division

Lower School TARDY Consequences:	Middle and Upper School TARDY Consequences
<ul style="list-style-type: none"> • 4 tardies, parent contact by teacher • 5 or more tardies, will result in a tardy notification letter from the principal. 	<ul style="list-style-type: none"> • 5 tardies = Parent Conference and after school detention. • Each additional tardy in the same grading period will result in after school detention and further consequences as needed.

Middle and Upper School Tardy to Class

Middle and Upper School students are required to exercise self-discipline when making choices for time usage. Developing organizational skills and setting priorities are a part of the educational process.

Students have ample time to change classes from period to period. Three (3) unexcused tardies to class per quarter will result in a parent conference and disciplinary action. Additional consequences will be taken if the problem persists.

BIRTHDAYS & SPECIAL EVENTS

Birthday Celebration

We welcome parents/guardians to birthday celebrations. Please consult with your child’s teacher to confirm snack times. **ALL TREATS MUST BE STORE BOUGHT, and** we suggest individually wrapped nutritious treats i.e., cookies, muffins, or cupcakes. **Due to allergy concerns, do not bring any foods with peanuts or peanut butter to school. Please check with your child’s teacher for additional class allergies.** Parents must notify the teacher in advance when bringing lunch to celebrate your child’s birthday. Your child may choose **one classmate** to eat with outside the Cafeteria. Parents must sign in at the Front Desk and remain in the area(s) designated while on campus. If party invitations are requested to be distributed by the teacher, the whole class must be invited.

**PLEASE
DO NOT BRING
Cakes, ballons,
presents, party
favors, drinks,
or other foods.**

Special event activities will be communicated through Cougar News which is emailed every week. If providing foods, **ALL FOOD/TREATS MUST BE STORE BOUGHT.** Always notify your child’s teacher before bringing any foods to school for special events. Please refer to the school calendar on the school website for all school holidays and early release days.

COMMUNICATION

FACTS SIS – Parent Portal

FACTS SIS is a private and secure parents' portal that allows parents to make tuition payments, view academic information specific to their children, and communicate with teachers all 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 faculty online whenever necessary.

Weekly Communication

Effective education is a partnership between parents and educators. To maintain a strong relationship with our families, CCA uses multiple ways to communicate with families which include FACTS SIS, email, regular mail, weekly folders (LS only), Parent Alert texts, and Lillio (PS only). In addition, the school's website and **Cougar News** will serve as the primary form of communication to parents.

It is the parent's responsibility to maintain awareness of upcoming events. It is CCA's commitment to you that we will notify you of important news and events, and we ask you to commit to utilizing all avenues available to you to stay informed.

Teacher/Parent Communication

Teachers are professional and take their responsibilities toward their students very seriously. As your educational resource, teachers are responsible for keeping parents informed. We encourage parents to share concerns and news about their child with their child's teachers. Teacher email addresses are on the school's website under *Menu>About>Faculty/Staff page* and clicking on the teacher's name. Teachers use email as a tool to communicate with you and commit to responding to emails and calls within 24 hours.

Communication with Administration

School administration welcomes calls and visits from parents. If you have questions or concerns about your child or any activity and/or incident, please contact your child's teachers prior to approaching school administration. To contact or schedule an appointment with school administrators, call the school or send an email. Email links are listed on the Faculty/Staff page of the school website.

Conferences

Two (2) times per year, Cornerstone will host conference weeks to meet with parents and share student progress. Please refer to the school calendar for specific windows of time. Parents/guardians may email their children's teachers directly to schedule conferences or meetings. Teachers will plan a time to meet with you at your request. Under certain circumstances, teachers and/or administrators may call for special conferences with parents. Teachers or administrators will notify parents directly if such a need arises.

EMERGENCY PROCEDURES

The safety of employees and students is among our top concerns. Therefore, CCA has adopted a thorough Emergency Management Plan (EMP) to ensure, to the best of our earthly abilities, the safety of all children and employees. This plan mirrors and **goes beyond plans** in place at local public schools and covers a multitude of situations.

In the event of an emergency, school closing, or disaster that involves students, parents will be notified as quickly as possible. CCA uses Parent Alert to communicate with families via text message in the event of an emergency. **It is imperative that all parents/legal guardians have a current mobile number and/or email on file.** Contact the Business Office to make updates whenever necessary.

Disasters or Area-Wide Emergencies

In the event of a “shelter in place”, “lock down”, or “active shooter”, CCA will send a notification via text, and the doors for both CCA and FCCC will be locked. **No one will be permitted to enter or exit the building until an “all clear” is given. If CCA officials call for an immediate pick up from school due to an area-wide emergency or disaster, parents must pick up their children right away.** CCA officials will attempt to notify parents of such situations as soon as possible and stay with children until parents pick them up.

Fire and Emergency Drills

Students routinely practice emergency procedures while school is in session. All classrooms have an evacuation map posted.

Inclement Weather Days

In some cases of severe weather, CCA will close. Notifications will be sent via text and emails. You may also follow the local TV/radio broadcasts pertaining to the Fort Bend County area.

Security

CCA employs a full-time, armed Security Officer, and the buildings have enhanced, state-of-the-art improvements including cameras.

EXTENDED CARE PROGRAM

CCA offers before and after childcare. To register for Extended Care (EC), parents must log into FACTS and submit a completed registration form before entering the program. Regular hours are 3:15 to 6:00 PM.

Before School

Early drop-off hours are 7:00 to 7:30 AM. Students must enter through the Main Entrance. Faculty check in students and direct them to designated areas by department.

Drop-In Fee

The drop-in fee is \$10 per day, per child. This fee is billed to families who use extended care services but are not registered. This fee is billed *in addition to* any hourly rates or late fees.

Early Release Days

On early release days, aftercare ends at 5:30 PM. Parents also have the option to include lunch for an additional fee.

Late Pick-Up Fees

Students picked up between 6:01 to 6:10 PM will be charged a late fee of \$20, per child. **An additional \$2 per minute, per child will be charged from 6:11 PM until the child is picked up.** Parents are expected to call the office know if they are running late. If we do not hear from you, we will call emergency contacts listed on the student’s profile. Consistent lateness may cause a child’s withdrawal from the program.

FIELD TRIPS

Field trips are for lower, middle and upper school students. A permission form is required for each individual field trip. The permission forms will be sent home with advance notification of the trip. Students who fail to return the signed permission form will not be permitted to travel on the field trip.

For safety, students must ride in transportation provided by CCA. Faculty will be supplied with a class roster, fire extinguisher, first aid, and at least one cell phone. Each teacher will have emergency forms for each student per vehicle. Parent chaperones will be used on an as needed basis.

Faculty Chaperone to Student Ratio

K-1st gr. - 2:6 or 7

2nd -4th gr. - 1:7 or 8

5th – 8th - 1:10

9th gr. – 1:12

HEALTH-RELATED MATTERS

Accidents

Your child's safety is among our top priorities. Children are active and accidents are bound to occur. In cases of an injury on campus or under CCA supervision, CCA will act in place of the parent. **When necessary, we will seek immediate emergency medical attention.** In such cases, parents will be notified immediately. Parents are financially responsible for medical services rendered by outside medical agencies for their injured child. Limited first aid procedures will be used for non-emergency attention and will be reported to you via a phone call or email through Magnus Health.

Illness

When your child is ill, please contact the school to tell us they will be absent. It is important to remember that schools are required to exclude students with certain illnesses for periods of time as identified in state rules. For example, if your child has a fever over 100.4 degrees, they must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrhea or vomiting illnesses must stay home until they are diarrhea/vomit free without medications for at least 24 hours. Sick students will not be allowed in class for the health and safety of others including, but not limited to, any of the above symptoms.

**Students may
not return to
school until 24-
hour free from
fever, vomit, or
diarrhea
without
medications.**

Please report any communicable diseases (e.g., COVID, influenza, strep throat, pink eye, chicken pox, etc.) to the school nurse.

Illness at School

If a student becomes ill during the school day, the teacher will notify the nurse. If the nurse determines that the child should go home, the nurse will contact the child's parent. Please help us protect all the children and faculty by promptly picking up your child.

Immunization

A **current** record of immunizations that complies with state health guidelines must be in the student's file **before** admission to the program. As additional immunizations are required, parents will update the child's record at the school. The local health department holds CCA responsible for current records.

Lice

Head lice, although not an illness or disease, is common among children and spreads very easily through head-to-head contact during play, sports, nap time, or when children share things like brushes, combs, hats, and headphones. If assessment indicates that a student has head lice, the school nurse will contact the parent. We recommend that the child be picked up and treated with an FDA-approved medicated shampoo that may be purchased from any drug or grocery store. Before returning to school, all nits and/or lice must be removed. More information on head lice can be obtained from the TDSHS Website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>. Parents of the students in the affected classroom will receive notice.

Medication

Parents may bring medicine to CCA to be administered by the school nurse. **All medication must be hand delivered to the school nurse by the parent. DO NOT send medicine to school with the child, in their backpack, lunch bag, or hand to a teacher.** When leaving medication, the nurse will require parents to fill out the appropriate paperwork.

1. Prescriptions

The Texas Department of Regulatory Services requires parents/guardians to follow the procedures below when leaving prescribed medications at school to be administered:

- Medication must be in the original container labeled with the child's full name and date to the school in a zip-lock bag labeled with the child's name (required).
- Complete a ***School Medication Administration Authorization Form*** for each medicine and include times for the school nurse to administer each medication according to label directions. ***A new authorization form must be completed at the beginning of each school year.***
- All labeling and dosage directions must be in English.
- Medicine requiring refrigeration will be stored in the nurse's refrigerator.
- The school nurse will administer the dosage in amounts according to the label directions or as amended by a physician (physician's signature is required).
- Medicine that has reached its expiration date will not be administered.

2. Non-prescribed medications will only be given on an "as needed" basis under these conditions:

- Parent complete an authorization form provided by school nurse.
- Medicine is stored in the clinic and labeled the same way as required by Texas regulations above.
- Before administering medicine, an attempt to reach the parent by phone will be made. In cases of emergency, the call will follow the administration of the medicine. Documentation of the medicine, dosage, administration time, and reason for administration will be emailed to the parents and charted in Magnus Health.

If medication needs to be picked up at the end of the day, parents MUST schedule with the school nurse. Medicine will not be sent home in the child's bag.

Screening

All students receive required state screenings through the nurse's office. Vision, hearing, an assessment for Type II Diabetes, and scoliosis screenings are conducted as mandated by the State of Texas (not all screenings occur in every grade level). The school nurse may make a referral for further examination. If a child is

referred, the necessary form with the results and the doctor's signature must be returned to the school and placed in the student's file. All students must meet state health requirements before attending classes. Required immunizations must be documented in your child's file. The nurse will send out notices to those students requiring an update of their immunization records.

LOST & FOUND

We recognize that students will misplace or forget a personal item at school. Items that have been found and determined to be "lost and found" will be held in a designated area for a period not to exceed one month. Students and parents are encouraged to check the Lost and Found items frequently to reclaim misplaced personal items. We strongly encourage students and parents to label each personal item (including clothing) with the student's name so that staff may assist in returning lost items to the rightful owners. If any item remains unclaimed after one month, it may be thrown away, donated to charity, or included in a used uniform sale.

LUNCH & SNACKS

CCA is **a peanut-free space**. NEVER send any food containing peanuts or peanut butter. You may substitute other nut butters.

Lunch

Students may either partake in school lunch provided by Thomas Cuisine or bring a peanut free lunch from home. Lunches sent from home must be healthy and balanced, including protein, dairy (or dairy substitute), fruit, vegetable, and grains. Do not send foods that require heating or refrigeration. Ideally, a sectioned single container will keep the food cold if set on a gel ice pack in an insulated bag.

Snacks

CCA provides snacks to Preschool classes, and parents may send additional snacks daily. Lower, Middle and Upper School students must bring their own snacks from home. Teachers suggest students bring healthy, mess-free snacks i.e., fruit (*already peeled*), veggies (*no dipping sauce*), granola bars, or cheese. Snack times vary by grade level so please check with your child's teacher for snack times

Food and Drink Policy in Classroom

Students are not permitted to have food and drinks in classrooms. Students may only have water in classrooms, unless permitted by the teacher for a special occasion.

SCHOOL PROPERTY

FOBS

Middle and Upper School students are issued FOBS to enable them to easily commute from one part of the building to another to attend classes. These devices, while assigned to each student, remain the property of CCA and must be returned at the end of the school year. Therefore, **students are NOT allowed to mark on, attach stickers to, or deface in any way**. Doing so renders the FOBS useless for re-assignment and must be replaced. **Students who lose, deface, or do not return their assigned devices at the end of the school year must pay the replacement fee of \$10.00**. Devices which have been found after being reported as lost are no longer active and should be returned to CCA.

Technology

CCA issues students (*User*) devices yearly. Users are responsible for the care of the devices. These devices, while assigned to each student, remain the property of CCA and must be returned at the end of the school year. Therefore, **students are NOT allowed to mark on, attach stickers to, or otherwise deface devices in any way.** Students must report all issues with any device to their teacher.

1. **Software/Downloads**

Users cannot download unapproved software on their devices. Inappropriate pictures and downloads will be subject to review by Principals. IT reserves the right to review any device at any time.

2. **Damages/Lost or Stolen**

Users will be fully responsible for devices assigned to them. If the device is lost or stolen, the user will be responsible for the replacement. If the device is damaged (dropped, cracked, water), repairs and replacement will be billed to the student's account in FACTS SIS.

Damage to School/Church Property

This facility houses both the church and the school in a shared space setting. Bible classes are conducted by the First Colony Church of Christ (FCCC) in many classrooms in the evenings and on Sundays. Parents are financially responsible for intentional or accidental damage to the building, property, furniture, and/or materials owned, used, and/or provided by CCA. Parents will either restore damaged items to their original condition or pay to replace any damaged or lost items.

SPIRITUAL ENRICHMENT

All-School Chapel

Every Wednesday, all students and faculty gather in the Worship Center to praise and worship through music and receive a Bible lesson. Parents are invited to attend.

Daily Chapels

Our students gather daily to worship through music, Bible lessons, and scripture. Chapels are structured and designed by grade level.

Preschool - Communicates the truth of God's love for children in a simplistic and creative way to capture their hearts. Preschool chapel is a beautiful opportunity to introduce young children to worship, prayer, and biblical values in a way that's engaging and age appropriate. Our goal is to create a safe, respectful, and spiritually nurturing environment.

Lower School – Connecting and encouraging our lower school students to begin to develop a personal and meaningful relationship with Jesus. Lesson's will focus on the power of God's love, obedience to Him, listening for Him and praise and worship of Him. These chapels will be very practical expressions of how to build that personal relationship with Jesus. Chapel is not a passive experience—students are encouraged to sing, respond to prompts, and engage with the message.

Middle and Upper School – Active participation and clear expectations are designed to guide students through a more mature and reflective worship experience while still engaging and age-appropriate. At this

stage, students are developing deeper questions about faith, identity, and purpose—so chapel becomes a space to explore those themes in the community. Chapel isn't just about listening—it's about transformation. Students are encouraged to reflect on how the message applies to their lives.

Life House Groups (Middle and Upper School)

What is a Life House Group (LHG)? CCA Life House Groups are multi-grade level groups that meet for a time of devotion, prayer, and sometimes friendly competition. LHG's provide opportunities for student growth through leadership, mentoring, competition, and social interaction. They also strengthen the bond between students and faculty. LHG's will equip and enable our student body to have a platform for enriching our school environment. There will be many opportunities for students to build one another up with encouragement. Students learn to support one another and to lend help when someone on their team is struggling, no matter their age or ability level.

LHG system allows every student and faculty member to feel a sense of belonging by becoming a member of their house. The LHG system will be overseen by the campus minister. Each house will consist of a House Director (teacher) and House Captain, Chaplain, and Outreach student leaders.

The House Captain will be the student leader of the house and will be responsible for communicating with the LHG Director. The Captain will lead the LHG meetings. The Chaplain will plan and/or lead weekly devotion and monthly chapels. The Outreach leader will actively lead the house with the assistance of the Captain and Chaplain in planning one (1) outreach and one (1) in-reach activity per semester. Students will remain as members of their houses for their duration at CCA. By being a member of the house, students and faculty are encouraged to show team spirit as all the houses thrive in a family environment. Each LHG will be involved in:

- Developing and presenting MS chapel programs
- Leading a MS Fun Night with games, food, and devotion
- Participate in quarterly service projects designed and planned by their group. These projects may be in-house (CCA) or out in the community. All service projects must be approved by the Campus Minister.
- Mentoring LS and PS students through specific age-appropriate interactions.
- Earning Cougar Care Points - Students will have the opportunity to earn Cougar Car Points for their houses. Points are awarded for things such as good work, attendance, being a good citizen, contribution to lessons, and participation in LHG competitions. The House with the most points will receive the cougar which entitles each member to a day of free dress.

VISITORS & VOLUNTEERS

A **Visitor** is defined as any person who is not a regular CCA or FCCC employee. CCA is a closed campus. **All visitors to our facility** must follow the regulations below:

- Enter through the CCA main lobby entrance **which is located near the playground**.
- All visitors are required to present a valid form of identification, sign in through the Raptor system, and check out at the CCA Front Desk.

- The Raptor system conducts a full background check on every visitor before granting access to the building.
- Visitor badges must be worn the entire time a visitor is on campus.
- On school days, visitors are only allowed in the common areas i.e., lobby, Rotunda, chapel, & Worship Center and not allowed to wait longer than 10 minutes.
- NEVER open exterior doors for others.
- On MAP testing days, visitors will not be allowed during testing.

Volunteers/Parent Association

Parent volunteers are welcomed! Our **Parent Association** offers a variety of support positions. Please visit the parent section of the CCA website <https://www.cornerstonecca.org/support-cca/volunteer> for more information and volunteering opportunities.

UNIFORMS

Philosophy

Appearance expresses attitude and personality and influences behavior. CCA's dress code expresses seriousness and a positive attitude that suggests a readiness for learning. Clothing that is excessively faded, torn, worn-out, or not fitting properly is not consistent with this philosophy, and, therefore, should not be worn to school, even if it is otherwise in accordance with the CCA dress code.

The Uniform guidelines can be found [HERE](#).

To add to the Uniform guidelines – Boys' hair should be kept neat and well-groomed and should not cover the eyes. Additionally, hairstyle should not fall below the collar. Clips and/or ponytail holders, etc. may not be used to achieve compliance.

Prohibited Dress Code Items for All Students:

- Designs, symbols, or words not in alignment with the mission and values of Cornerstone are prohibited.
- Hats, caps, bandanas, jacket or sweatshirt hoods, or other types of headwear may not be worn inside the buildings except when permitted for themed dress days.
- Facial hair is not allowed – no beards, goatees, or mustaches.
- Earrings are not permitted for boys.
- Body piercings are prohibited with the exception of girls' earrings (maximum of two per ear). Nose, lip or other mouth or facial piercings are not allowed for boys and girls. Girls' earrings should not be distracting or a safety hazard such as large hoops or dangling earrings.
- No extreme or distracting haircuts or hair colors are permitted.

When middle and upper school students are found to be out of dress code, faculty will send them to the division head.

1st offense: Warning and students will be required to change. Parents will be notified.

2nd offense: Required to change, detention and parents will be contacted.

3rd offense: Required to change and a parent conference will be required.

If challenges regarding dress code continue after three (3) infractions, consequences will be given at the discretion of school administration.

- When students have an untucked shirt, faculty will address the student and email the division head when it is a reoccurring issue.
- When students wear non-approved outerwear on campus, faculty will confiscate the apparel.

1st offense: Apparel confiscated by teacher and held to end of day.

2nd offense: Apparel confiscated by teacher and given to division head. Additional consequences may be given as appropriate.

GRADING GUIDELINES AND REPORT CARDS

CCA's grading system is a nine-week period which equally divides the school year into four quarters with two grading periods per semester. Parents will receive accumulative progress of their child's achievement at the end of every quarter.

LOWER SCHOOL

Grading Procedures

students receive a weekly folder sent home every Thursday containing graded class work from the previous week, teacher comments, school announcements, and other communication. Parents are expected to be aware of information and materials sent home in folders.

Grades for students in 1st - 4th are reported numerically. In a grading period, a minimum of two major grades and seven minor grades will be taken in Bible, Reading, English, Science, Math, and Social Studies. Yearly grades will be calculated by averaging Semester One 50% and Semester Two 50%. Students achieving averages of only A's and B's will be recognized at the end of the year Academic Awards Chapel.

Academic Grades for Kindergarten will be marked as follows:

- **M** = MASTERY
- **D** = DEVELOPING
- **S** = SATISFACTORY
- **N** = NEEDS IMPROVEMENT

Conduct Reporting Scale for students in Kindergarten – 4th grade will be marked as follows:

E = Excellent	<ul style="list-style-type: none"> • The student has been very cooperative. • He/she never requires more than verbal warnings to correct behavior. • His/her attitude has been a positive influence on the learning atmosphere.
S = Satisfactory	<ul style="list-style-type: none"> • The student has generally been cooperative. • He/she often corrects behavior after verbal warnings. • Sometimes removal from situations and loss of recess is required. • His/her presence in the classroom is usually a positive influence.
N = Needs Improvement	<ul style="list-style-type: none"> • The student has been uncooperative or rebellious at times. • Removal from situations and loss of recess is often required. • The parent(s) have been contacted. • An office referral/visit to the principal may have been required.

Late Work Policy

Students are encouraged to turn work in on time. If late work is turned in, the following guidelines are in place:

- 1st - 2nd graders turning in late work receive a 5-point reduction per day. After the third day, students can submit their work and earn a grade of 50.
- 3rd- 4th graders turning in late work receive a 10-point reduction per day. After the third day, students can submit their work and earn a grade of 50.

Makeup Work

The teacher is responsible for giving makeup work to a child with an excused absence. The student should be given, as a minimum, the same number of days as he/she was absent to complete the work.

Retesting

Any student in grades 2nd- 4th who fails a test may be eligible for retesting once in each term. To retest, the student will be required to attend a tutorial (in that class) and then the student may not earn a grade higher than 70 on the retested material. **ALL Retests must happen within two (2) weeks of the original test.** The original grade will be replaced with the retested grade unless it is lower than the original grade.

Tutorials

Tutorials will be by invitation only. The teacher will determine the date and contact the parents. Tutorials will take place either at 7:30–7:50 AM or 3:15-3:45 PM. Teachers will set the days and time.

Incomplete Grades in Lower School

When students do not complete the required work for a nine-week term, an “I” or “**Incomplete**” is used and will be indicated on the report card. Students have two consecutive weeks to make up incomplete work.

MIDDLE AND UPPER SCHOOL GRADING POLICIES AND PROCEDURES

Dropping and Adding Courses

Middle and Upper School Students will have up to two weeks at the beginning of each semester to request a schedule change.

All grades are reported numerically for middle and upper school students. It is expected that teachers will have at least nine (9) minor grades and four (4) major grades each grading period. Major grades (tests, projects, papers, or other significant assignments) are to count for 60% of a student’s quarter grade, while minor grades (daily grades, homework, quizzes) make up the remaining 40%.

Semester grades are computed by the following formula:

Grades 5 and 6 – Each quarter counts for 50% of the semester grade. (No semester exam)

Grades 7 and 8 – Each quarter counts for 45% of the semester grade and the semester exam is worth 10% of the semester grade.

Grades 9 – Each quarter counts for 40% of the semester grade and the semester exam is worth 20% of the semester grade. The final semester grade is computed and listed on the student’s transcript.

REPORT CARDS

At the end of the nine-week terms, report cards will be provided for students in grades K - 9. Report cards may be viewed on Parents Web. The following number grades will be used for grades 1-8:

97-100	A+	87-89	B+	77-79	C+	69 or below	F
93-96	A	83-86	B	76-73	C		
90-92	A-	80-82	B-	70-72	C-		

Upper School will use the following grading scale:

90-100	A
80-89	B
75-79	C
70-74	D
0-69	F

Incomplete Grades in Middle and Upper School

Students failing to have all work turned in at the end of a grading period due to excused absences will receive an "Incomplete" (I) on their report cards. A student will be given up to five (5) school days to complete all missing assignments. Work not received by the end of the fifth day will receive a zero (0), and the student's final grade will be calculated.

Late Work

Students are encouraged to turn work in on time. If late work is turned in, the following guidelines will be followed:

- *5th and 6th grades* – A 5-point deduction per day will be instituted on the first and second days the assignment is late. Students will receive a zero (0) on day three but are expected to complete the assignment.
- *7th and 8th grades* – A 10-point deduction per day will be instituted on the first and second days the assignment is late. Students will receive a zero (0) on day three but are expected to complete the assignment.

Late Minor Assignments (Upper School)

Late minor assignments will not be accepted. A zero (0) grade is given if the assignment is not turned in on time.

Late Major Assignments (Upper School)

When a major assignment is turned in late, a reduction of points will be taken after the assignment is graded on its own merit. The first day a major assignment is late, it will receive a twenty (20) point deduction. A major assignment will receive an additional ten (10) point deduction for each subsequent day it is late, up to five (5) school days. After the fifth school day, the major assignment will receive a zero (0) grade.

Make-Up Work

All students with excused absences will be allowed to make up missed work. For a single day of illness, a student will have two days to make up his or her work. For a two-day absence, the student will receive four days to make up the work. For each additional day of absence, only one additional day to make up work will be given. For example, three days of absence will equal five days to complete make-up work. Special plans will be created for any student with an extended absence.

Students absent the day before a previously scheduled test or project due date will be expected to take the test or submit the assignment as scheduled. Students absent on the day of a test or the day a project is due are expected to take the test or submit the project immediately upon return to school, unless a different plan is created with the teacher.

Grade Return

Homework or daily assignments should be returned within two days. Tests, quizzes, and assignments should be graded within a reasonable amount of time, but no later than one week. Major projects or papers should be graded and returned within two weeks.

Retesting

Any students in grades 5-8 who fail a test may be eligible for retesting once in each term. To retest, the student will be required to attend a tutorial (in that class) and the student may not earn a grade higher than 70 on the retested material. All retests must happen within two (2) weeks of the original test. The original grade will be replaced with the retested grade unless it is lower than the original grade.

Tutorials

Teachers will provide whole-group tutorials one day a week. Otherwise, teachers are expected to be available before and after school to support students as needed.

Testing Schedule

Teachers will collaborate with one another to schedule tests and projects. A maximum of two tests may be given per day. This policy does not prevent a teacher from giving a short quiz (a minor grade that will take less than half of the class period to complete) on any day. Any changes to test dates will not result in a test being moved forward, only postponed. Students are strongly encouraged to notify teachers if they have more than two tests scheduled in one day.

Exams Exemptions Policy

Students in the following grades may exempt midterm and final exams if they meet the criteria below:

- ☐ *7th and 8th grade students may be exempt from two (2) midterm or final exams per semester.*
 - Exemption Criteria:
 - ☐ Maintain a 93-semester average.
 - ☐ Have no more than four (4) unexcused absences per term.
 - ☐ No suspensions, in-school or out of school.
 - ☐ Students may not be exempt from the same exam two times in a school year.
 - ☐ Students may not exempt the final exam in Spanish I, Algebra, or IPC in eighth grade.
 - ☐ Service hours must be completed by May 1 of the current school year.

Upper School -

- Students may request an exemption from semester credit classes in the fall and spring semesters. Students may only request exemptions in yearlong classes in the spring semester.
- Students are allowed the following number of exemptions:
 - 9th grade – 1 course
 - 10th grade – 2 courses
 - 11th and 12th grades – any exam for which they meet the qualifications
- Qualifications for exemptions include:
 - Semester grades of 90 or above as of the day exemption forms are distributed.
 - No more than three absences per class per semester.
 - No unexcused absences.
 - Teacher's approval.
 - No more than two discipline write-ups for the semester.
 - No more than three tardies per class per semester.
 - Service hours must be completed by May of the current school year.
- Absences due to school-sponsored activities, college visits, or death in the immediate family are not counted against the student.
- A student with more than three absences during the semester may appeal for exemptions by presenting a written request to the division head.

Earning Upper School Credits in Middle School

Middle school students who meet certain academic standards may take advanced level courses for upper school credit.

- In grades 6-8, students have the opportunity to earn upper school credits in STEM.
- Beginning in the 6th grade, students are recommended to take advanced mathematics based on the following criteria: MAP test scores, report card grades, and teacher recommendation. Students who take Algebra I in the 8th grade will be eligible to earn an upper school credit in mathematics.
- In the 8th grade, all students will be enrolled in Integrated Physics and Chemistry (IPC), which will be taught as an upper school course, and students can receive an upper school credit in science for their work.
- Additionally, in the 8th grade, students have the opportunity to enroll in the first year of a foreign language and earn an upper school credit towards graduation.
- To earn upper school credits in middle school, the student must pass with a minimum grade of 70 each semester. These courses are taught and graded at upper school levels and standards. No grade points will be given toward upper school transcripts for any courses taken prior to the start of 9th grade.

Upper School Graduation Requirements

Courses	Cornerstone Diploma
English	4
Math	4
Science	4
History	4
Theology	4
World Language	2

Upper School Graduation Requirements cont'd

Courses	Cornerstone Diploma
Fine Arts	1
Athletics	1
Electives	4
Total Credits	28

1. All students at Cornerstone are required to take a Bible course each year. Students transferring into Cornerstone are only required to take Bible courses while enrolled at the school.
2. Students are expected to take at least six graded classes per year.
3. Two years of the same foreign language are required for graduation. Three years of the same foreign language are strongly recommended to enhance the student's upper school transcript and college profile.
4. All students enrolled in Advanced Placement (AP) courses are expected to take the AP exam. Students are responsible for the fee, which is determined annually by the College Board.
5. To be considered for Honors, Dual Credit, or AP level courses, a student must have a teacher recommendation and a minimum of 85 in an advanced course or 90 in a standard college preparatory course in the subject area for the entire year.

Course Credit (Upper School)

Course Selection: Each spring, the school administration will present course options for the next year and meet with students to review their four-year academic plan.

Original Credit not at Cornerstone: A student must submit a request and receive approval to take a course at a school different from Cornerstone for original credit.

Remedial Credit: Students must successfully complete in summer school any coursework for which they earned a failing grade during the school year. If the course is repeated at a school other than Cornerstone, the division head must approve it before enrolling. The permanent record will have both grades on the transcript.

Transfer Credits

When coursework and grades are accepted from another school, the grade point earned at the prior school will be recorded as if the grades were earned at Cornerstone. Honors or Advanced Placement credit will only be given for courses offered at Cornerstone.

Athletic Credits

Upper School students are required to earn one credit for Physical Education (PE) as part of their graduation requirements. Students may earn these credits by participating in PE classes, on athletic teams as a player or student manager, or through an independent activity outside of school hours. Participation in athletics will provide a maximum of one credit (0.5 credits per season played), and students must complete the entire season to receive credit.

For the first two semesters or seasons played, credits and grade points will and reflected on the transcript. If students participate in PE or in athletics after the 1.0 credit has been achieved, no grade points will be given, although credits and participation will be shown on the report card and transcript. To achieve the PE requirement through an independent (outside of school hours) option, the following criteria must be met:

- Independent PE Form must be submitted to the division head.
- The student must participate in the activity for at least eight (8) hours per week, culminating in 80 hours or more for the semester.
- The supervisor or coach of the student must email the school at the end of the semester to validate the student's participation and total number of hours.

Upper School Grade Point Calculations

Grade points will be calculated in the following manner:

1. All grades taken while in Upper School will be included in the calculation, including those from other schools, beginning in the ninth grade.
2. Only semester grades will be used for grade point calculations, except during the senior year.
3. Only two semesters of Athletics may be earned for grade points.
4. No credits or grade points will be given for an Independent Study course.
5. Computations are rounded to the second decimal place.
6. Grade points will be assigned according to the following scale:

Average	College Prep	Honors	AP/DC
100	5.0	5.5	6.0
99	4.9	5.4	5.9
98	4.8	5.3	5.8
97	4.7	5.2	5.7
96	4.6	5.1	5.6
95	4.5	5.0	5.5
94	4.4	4.9	5.4
93	4.3	4.8	5.3
92	4.2	4.7	5.2
91	4.1	4.6	5.1
90	4.0	4.5	5.0
89	3.9	4.4	4.9
88	3.8	4.3	4.8
87	3.7	4.2	4.7
86	3.6	4.1	4.6
85	3.5	4.0	4.5

Class Rank (Upper School)

Due to small class sizes, Cornerstone Christian Academy only reports class rank for the top 10% of eligible students in their class and is a non-ranking school for all other students.

Eligibility for rank includes full-time attendance for six consecutive semesters by the end of senior year.

Graduation Honors

CCA will recognize a Valedictorian and a Salutatorian from each graduating class.

The valedictorian is the graduating student whose grade point average is the highest in the class at the end of the third quarter of the senior year.

The salutatorian is the graduating student whose grade point average is the second highest in the class at the end of the third quarter of the senior year.

For class rank purposes, the third quarter grades will count as semester grades.

To be recognized as valedictorian or salutatorian, a student must have been continuously enrolled at Cornerstone from the beginning of his or her sophomore year.

If there is a need for a tiebreaker to decide the valedictorian or salutatorian, the student's semester grades are averaged and compared using a 100-point scale. The calculation will be carried to the third decimal point. If there is a need for a second tiebreaker, the third quarter grades of the final semester are averaged and compared using a 100-point scale.

College Days

Junior and senior students are allowed four days to visit prospective colleges. All students who are absent from class related to college visits must provide documentation for the visit. If documentation is not provided within 48 hours of the student's return to campus, the absence will be classified as an unexcused absence. Families who need more than their allotted number of college days may submit a written request to the division head.

PROMOTION, RETENTION, & PROBATION

Lower School

In order to be promoted to the next grade level, LS students in 1st- 4th grades must pass (70%) these core subjects: Reading skills, Math, Language Arts, Science, Social Studies, and Bible. If they do not pass these subjects, summer school and/or an alternative program approved by the principal may be required. If the failed subjects are Reading skills and/or Math, retention may be required. In all cases, MAP scores will be referred to for the final decision on promotion whether the student passed all core subjects.

Middle School

Middle school students in 5th- 8th grades must pass classes by attaining a cumulative (yearly) average of 70 in their subjects. In addition, to be promoted, a yearly average of 70 must be earned in all five (5) core subjects: Mathematics, Language Arts, Science, Social Studies, and Bible. In all cases, MAP scores will be referred to for the final decision on promotion whether the student passed all core subjects.

Probation Policy

Academic probation will be determined by the administration using data from a minimum of two quarters and not to exceed one full school year. A middle or upper school student will be placed on academic probation according to the following guidelines:

- The student receives two or more failing grades within a grading period.
- The student receives one failing quarter grade and two Ds within a grading period.
- The student receives four Ds within a grading period.
- The student fails to meet the attendance requirements per semester.

During this period of academic probation, the following guidelines will apply to the student and/or family:

- The student must significantly improve in weak academic areas. The student will demonstrate significant improvement by passing all subjects and earning no more than two Ds at the end of the semester that he or she is on probation.
- Parents must attend a minimum of two parent-teacher conferences during the semester of academic probation, one being during the first grading period of the semester.

Students placed on academic probation due to excessive absences may be required to make up classroom time, and students may be required to receive tutoring for additional academic support. School administration holds the right to declare a student ineligible for all co-curricular activities after an assessment of progress reports in core subject areas.

At its sole discretion, Cornerstone Christian Academy may administratively withdraw or refuse the option of reenrollment to a student if these conditions have not been met during the probationary period.

Disciplinary probation is designed to alert the student and their parents of areas of concern in regard to attitude, behavior, or general academic achievement which require special attention. Students may be placed on disciplinary probation by the recommendation of the faculty with the approval of the Division Head and HOS for a specified period of time for continued actions in the following areas, but are not limited to, these areas:

- deliberate disobedience,
- persistent rebellious attitude,
- negative influence on other students,
- unacceptable academic progress because the student is not working up to his or her ability,
- committing a serious breach of conduct inside or outside the school,
- failure by students and parents to comply with school policies, or
- failure by the parents to get recommended professional help of students when advised.

A conference with the student, parents, and division head will be held to discuss the reasons for the probation and outline the probationary period. Teachers may be required by the division head to attend. A letter documenting the results of the conference and the reasons for the probation will follow this conference.

During the probation period, the student may be restricted from participating in activities outside the classroom. In cases where a serious breach of conduct or a second major incident of misconduct follows a probation, the disciplinary probation period will result in the suspension or expulsion of the student. If the offense occurs during the second semester, the student may be admitted the following year only under disciplinary probation.

During the restriction, the teachers will periodically review the progress of the student. The division head will then decide whether the student shall be returned to the status of a regular student or will recommend expulsion to the Head of School.

Disciplinary probation is sincerely intended as an intermediate step for the student to “get his or her act together.” If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school.

STANDARDIZED TESTING

CCA uses the **MAP (Measures of Academic Progress) National Standardized Test**. MAP is a computer adaptive test which means every student gets a unique set of test questions based on responses to previous questions. CCA will provide results to parents for each of the assessments.

1. PS4 students are MAP tested twice a year (in the beginning and at the end) in the areas of Reading and Math. Results for each assessment will be provided to parents.
2. Lower, Middle and Upper School students are MAP tested three times in the following areas:
 - K-1st grades in Reading and Math
 - 2nd grade in Reading, Math, and Language.
 - 3rd-9th grades in Reading, Math, Language, and Science.
3. Students who score in the 81st percentile band or higher on the final MAP assessment (*tested content*) will be recognized at the end of the year MAP Awards ceremony.

In grades 8-12, students have the opportunity to take national standardized tests important to college admissions, including the PSAT, SAT, and ACT. At Cornerstone, students in grades 8-11 will take the Preliminary SAT (PSAT) on campus each October (provided by the school). Parents will be responsible for registering students for the SAT and/or ACT and for payment of all fees associated with the college entrance exams.

Accommodations

While CCA does not modify its curriculum and is not equipped to offer special programs for students with learning differences, it sometimes becomes necessary to provide accommodations to meet the educational needs of our students. In such instances, the following procedures will be followed:

- Parents must furnish the school with documentation of professional testing from a qualified diagnostician. Such documentation must not be more than three years old, and must include a

comprehensive evaluation, which provides a description of presenting concerns, tests administered, results of tests, a diagnosis based on the DSM standards, and educational recommendations.

- A conference will be held between the parents, division administrators to discuss the possibility of providing the accommodations within the Cornerstone Christian Academy environment. This conference will be documented and placed into the students' file with an administrator or counselor. A formal meeting must be held every year to review the students' needs and diagnostic documentation.
- The division administration will make the final determination about the requested accommodation(s) or implement and oversee the requested accommodations.

Teachers are allowed to provide accommodations for learning differences only when this process has been followed with the consent of division administration.

As the Cornerstone faculty are certified and trained to provide a college preparatory academic program, the school is not equipped to address or meet the academic and behavioral needs of students with disabilities requiring a modified curriculum and/or specialized services.

CODE OF CONDUCT – LOWER, MIDDLE, & UPPER SCHOOL

PHILOSOPHY

CCA exists for the purpose of making Christ and Christian principles the dominating influence in the lives of its students while helping them to achieve their highest academic potential. To provide structure for this purpose, the following disciplinary guidelines are utilized. They are intended to help provide for orderly school operation, for personal physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of the school purpose.

DISCIPLINARY GUIDELINES AND PROCEDURES

Students are expected to carefully consider these rules and policies and to comply with them. It should be clearly understood that the stated consequences are guidelines only and that the administrators have the latitude, in their sole discretion, to alter discipline for misbehavior as they consider the conditions of the infraction.

General Regulations

- Teachers must require that students not be in any way disruptive or disrespectful in class, including without limitation the following: sitting on furniture, throwing any item, using inappropriate language, defacing, or writing on school property i.e., desks, walls, or furniture, sleeping, eating, drinking, chewing gum, or listening to music, or on electronic devices.
- Any damage caused to school property or injury to school personnel by a student is the responsibility of the parent/guardian. Loss of school-issued property is included in the financial responsibility of parents/guardians. The student's account shall be charged for the cost of needed repairs or replacement.

- Students are not permitted to have knives, weapons, explosive items, flammable liquids, or other items or materials deemed dangerous by the administration of CCA.

Students will not be allowed to use personal devices on school property during the school day, including cell phones, tablets, smartwatches, and other devices capable of telecommunication or digital communication. Any student who fails to follow directions or is caught with a device will have the device confiscated.

1st offense: Device confiscated by teacher and given to the division head. Parents will be contacted, and the device will be returned to the student at the end of day.

2nd offense: Device confiscated by teacher and given to the division head. A parent conference and a \$20 fee will be required in order to retrieve the device. Additional consequences are subject to the discretion of the division head.

3rd offense: Device confiscated by teacher and given to the division head. Parents will be required to retrieve the device on campus and pay a \$50 fee. The student will receive additional consequences subject to the discretion of the division.

- Christian behavior on the part of all students is expected in connection with peer relationships and associations.
- Bullying, fighting, or any violent disruption may result in the involved parties being sent home. The principals will investigate and take appropriate disciplinary action.
- **Should a student display an attitude or conduct in class that is disruptive to the learning environment, he/she will be asked to leave class and go to the principal's office. The principal may take appropriate disciplinary action.**

Behavior Outside of School Policy:

We view a student's conduct outside of school or non-school-sponsored activities as the responsibility of parents and students. While the Head of School and the Administrative leaders are available to advise students, parents, and other members of the community on conduct that affects CCA's mission and values, it is not the policy of CCA to monitor or regulate private conduct that does not involve the School unless it has an impact on either the good name of Cornerstone Christian Academy or serves to substantially disrupt the teaching and learning taking place within the walls of the school. **This policy also applies to student computer and internet use off campus, including social media.**

Bullying

Bullying is defined as any hurtful or aggressive act toward an individual or group that is ***intentional*** and ***repeated***. It involves a real or perceived ***intentional*** imbalance of power or strength. Imbalance of power or strength is defined as using power (physical strength, access to embarrassing information, or popularity) to control others. This behavior is ***repeated*** over time. It includes making threats, spreading rumors, attacking someone physically, verbally, or emotionally and excluding someone from a group on purpose. There can be verbal, social, or physical bullying. It can happen at school, in the neighborhood, or on social media. Bullying will not be tolerated at Cornerstone Christian Academy. We encourage all our students,

involved or as a bystander, to report any incident(s) perceived as bullying to their teacher or any adult in the building. Each situation will be handled on an individual basis. We encourage all our students to adhere to the Christian teachings taught during daily chapel or in their Bible classes.

Detention

Principals may also choose to assign detention at their discretion for academic or behavioral or attendance reasons. Parents are notified of the date and time of the detention.

Detentions are served either during lunch, AM, or after school. Should a parent or other authorized individual remove a student from Detention Hall early, the student will be required to serve the entire detention again on a later date. Additionally, if the student does not comply satisfactorily during the Detention Hall, he/she may be required to serve that detention again. Detentions are to be served on the day and time they are assigned unless prior arrangements have been made with the Principal by the parent or guardian. A minimum of 24-hour notice is given to the parent or guardian before a detention must be served. If a detention is not served on the assigned day, unless other arrangements have been made prior with the Principal, the student will be assigned an additional detention to serve. If after this, the student's two (2) detentions are still not served, further action will be taken at the discretion of the Principal.

Retaliation

Retaliation against anyone because he/she made a good faith report of a suspected violation of any policy in this handbook is prohibited. Concerns that retaliation has occurred should be addressed to the principals.

Suspension

In-School (ISS) and Out-of-School (OSS) suspensions are used as severe disciplinary measures. During an ISS, students must spend the day at school away from other students while supervised by School personnel. During an OSS, students are not to appear on campus during the suspension day(s) including any school-sponsored activities. During any period of suspension, participation in any school activity is prohibited (whether before, during, or after school hours). Quizzes, tests, and exams given during a suspension period may be made up. However, after the second suspension, MS students will incur a 20% grade reduction per test, quiz, and/or assignments. Absences from class attributed to a suspension will be treated as unexcused. The principal notifies parents in advance before a student is suspended.

Expulsion

Students who have progressed through the entire progressive discipline ladder and whose behavior has not shown significant improvement are candidates for expulsion from Cornerstone Christian Academy.

Expelled students can reapply for admission to Cornerstone Christian Academy after one (1) full semester based on the following condition. If the records from the alternative school reflect sufficient academic and behavioral improvement, as determined in the sole discretion of the administration of CCA, the student could be readmitted to CCA for a probationary period.

Grievance Policy

Parents should follow this procedure to address concerns about their child:

1. **Email or make an appointment to speak directly to the teacher** about your concern.

2. If the situation is not resolved, **email or make an appointment to speak to the Principal**. A conference will be scheduled with everyone involved to seek a solution.
3. If the situation is not resolved, **email or make an appointment to speak with the Head of School**. A conference will be scheduled with everyone involved to seek resolution.
4. **If the situation is still not resolved**, the parent must contact the Head of School's Executive Assistant within two weeks to schedule an appointment with the Head of School and a CCA Board member. Prior to the meeting with the board member, the parent must provide a notice in writing outlining the grievance details and purpose of the meeting to the Executive Assistant.
5. The CCA Board Member's decision will be final and end the grievance process.

CONDUCT INFRACTIONS AND CONSEQUENCES

Lower School

1. Minor Infractions include: (Follow Consequence Steps 1-5)

- Being disrespectful to others
- Damaging school property
- Minor disruptive behaviors in the halls, lunchroom, classroom, during assemblies, school events, or any other place while at school
- Dress Code violations
- Emotional outbursts and temper tantrums
- Excessive talking
- Intentional disobedience
- Off task behavior
- Use of any electronic device not approved by the school i.e., cell phones, cameras, etc.
- Cheating on homework/schoolwork
- Inappropriate body contact with others

2. Major Infractions include: (Follow consequence Steps 3-5)

- Repeating minor infraction(s)
- Possession of any item or involvement in any activity that endangers the health and safety of others
- Serious disruptive or disrespectful behavior
- Using profanity
- Willful property destruction
- Cheating on a test
- Theft of any description
- Leaving assigned area without permission from a teacher
- Using inappropriate language/conversations
- Using racial comments, names, or epithets
- Unprovoked, repeated emotional, or uncontrollable outbursts
- Bullying (verbal or physical), threatening or intimidating students or staff members
- Insubordination/Refusal
- Fighting

Consequences:

Step 1:	Verbal warning/redirection/removal from situation
Step 2:	Teacher/Student conference
Step 3:	Parent contact with loss privilege/recess
Step 4:	Sent to Principal's office
Step 5:	Suspension (*Suspended from school activities)

MIDDLE AND UPPER SCHOOL

Minor Infractions Include:

- Inappropriate classroom behavior (i.e., sitting on desks/furniture, sleeping, gum chewing, etc.)
- Minor disruptive behaviors in the halls, lunchroom, classroom, during assemblies, school events, or any other place while at school
- Use of cell phones, cameras, and electronic devices not approved by the school
- Willfully littering on school property
- Out of class without permission
- Students who willfully skip being supervised during before or after-school care
- Food, snacks/drinks, etc. out of cafeteria area without permission

Serious Infractions Include:

- Profanity (including vulgar slang)
- Cheating on major/minor assignments
- Leaving campus without proper authorization
- Willful property destruction
- Theft of any description
- Skipping classes
- Serious disruptive behavior or disrespect for teachers in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school
- Public display of affection (kissing or intimate embracing)
- Bullying (verbal or physical), threatening or intimidating students or staff members
- Gambling or engaging in games of chance.
- Possession or use of tobacco

Major Infractions Include:

- Possession or use of illegal drugs
- Possession or drinking of any alcoholic beverages.
- Cheating on a final exam, repeated cheating on quizzes/tests, or repeated plagiarism in a school year
- Major theft (e.g., breaking and entering)
- Sexual impropriety, including sexual harassment and technology misuse
- Possession or use of any weapon or object intended for use as a weapon.

- Possession of any items(s), involvement in any activity, or association with any individual(s) that may endanger the health, safety, or wellbeing of any student or staff member.
- Unprovoked, emotional, or uncontrollable outbursts
- Fighting
- Repeatedly skipping school or leaving the building/campus without permission
- Threatening or intimidating students or staff members
- Blatant disrespect for a member of the faculty, staff, or administration
- Using racial comments, names, epithets, etc.
- Possession or distribution of pornographic materials on campus
- Any illegal activity
- Repeatedly receiving minor or serious infractions

Consequences:

- Detention and any associated fines
- Removal from class for the remainder of the class period*
- Suspension (ISS or OSS), *number of days may vary and any associated fines*
- Loss of privileges and/or honors
- Withdrawal from school activities
- Expulsion
- A combination of all of the above

Repeated violations of a rule that would result in the issuance of a detention by a teacher may result in the student being sent to the office for the remainder of that class period and receiving an unexcused absence for that class period.

PRESCHOOL – GENERAL INFORMATION

ADMINISTRATION & ADMISSION

The CCA Preschool (PS) Program is managed by the Preschool Administrator (Administrator). To ensure the most successful research-based development and education of our students, children will be placed in classes according to their age on September 1. The guidelines are as follows:

- 3 years old on or before September 1 before enrolling in the 3-year-old classes.
- 4 years old on or before September 1 before enrolling in the 4-year-old classes.
- 5 years old on or before September 1 before enrolling in Kindergarten.

ATTENDANCE

Consistent attendance is important for the success of your child's education. When your child is absent, please notify your child's teacher through Lillio.

Arrival to School

Parents must always escort their child into the building and drop them off at the designated areas.

- park your vehicle in a designated parking spot – **DO NOT PARK IN CIRCLE DRIVEWAY**
- escort your child into the building and walk them to the classroom

Tardy to School

If your child arrives to school after 8:20 AM, they are tardy.

COMMUNICATION

Preschool (PS) teachers and assistants will communicate with parents through **Lillio**.

Lillio is a private and secure parents' portal that will allow parents to view academic information specific to their child while protecting their child's information from others. The portal allows parents to see their child's attendance, homework, and conduct as well as other useful school information. You can also communicate with teachers and other staff online whenever necessary. Please make sure to download the app on your mobile devices.

We encourage parents to use Lillio to share ideas, concerns, and news about their child with their teachers. PS teachers will check the Lillio communication site daily and communicate with parents. All messages will be returned within 24 hours. **It is imperative that all parents/legal guardians have a current email address on file that is checked regularly.** Send all changes to address, phone numbers, and emails to the Business Office to update your child's enrollment information.

SPEECH AND LANGUAGE SCREENING

In addition to state screenings, CCA has partnered with Speech Therapy Works (STW) to provide **speech and language screenings** as additional help for PS students.

- Speech and language screening from licensed speech-language pathologists will be provided on campus for our children needing additional resources.
- **STW will charge a \$35 fee for each child per session.**
- A signed permission form must be completed by each student's parent or legal guardian.

CODE OF CONDUCT – PRESCHOOL

Disciplinary Procedures and Guidelines

At CCA, our PS faculty place a great emphasis on encouraging appropriate behavior of children to help them develop self-control, self-confidence, and self-discipline in a Christ-like manner. An effort is made to help children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered. The rules are posted in the classroom and reviewed often with children.

Classroom rules children are expected to follow are:

- Be safe by keeping your hands, feet, and objects to yourself.
- Be respectful and kind to others.
- Be responsible for yourself and your play area.
- Be a good listener, especially to your teacher, to ensure everyone's safety.

PS faculty will implement a positive discipline program. Children involved in our program are expected to follow the rules and direction of the PS faculty. Severe and/or inappropriate behavior will be addressed by the PS Administrator. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior.

- Positive redirection
- Verbal warning for specific unacceptable behavior.
- Separation from group with a warning of future consequences for repeated behavior.
- First visit to PS Administrator's office, a write-up for repeated behavior.
- Second visit to PS Administrator's office, a call to parent/guardian and write-up for behavior.
- Third visit to PS Administrator, a Parent/Guardian conference to discuss corrective action and consequences for future incidents.
- Fourth visit to PS Administrator, 1-to-2-day(s) suspension (OSS) from the program and/or remainder of the day.
- Repeated aggressive/inappropriate behavior with 1-3 suspensions will result in removal from the program with approval from the PS Administrator, ES Principal, and Head of School.

CCA reserves the right to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that may put participants and faculty in danger.