



Cornerstone Christian Academy

Parent Handbook

2020-2021

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All policies stated are intended to apply to the Cornerstone Christian Academy Elementary and Middle School Programs. We ask you to read and follow the policies of this handbook, 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.

GENERAL INFORMATION

Solid academics are key to any successful private school. Cornerstone Christian Academy is clearly set apart by these solid academics combined with the Biblical principles upon which our mission is founded. Beginning in Pre-K, students are challenged to think critically, to analyze the world around them, and to continue developing their relationship with Christ. As they continue through elementary and middle school, students continue to be seekers of truth and workers for social justice.

MISSION STATEMENT

The mission of Cornerstone Christian Academy is to equip students with skills for life and faith for eternity.

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 in order 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 greatly enhance school performance.

Guidance – We value a positive learning environment that allows children to learn. Teachers lovingly use 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.

CORNERSTONE CHRISTIAN ACADEMY BOARD OF TRUSTEES

The Board of Trustees consists of men and women who are active members of a Christian church. They serve on a voluntary basis to promote school growth and development. Board meetings are normally closed meetings. If there is a need to meet with the Board or a committee member of the Board, please contact Head of School.

ADVANCEMENT & 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 continue to 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 Annual Fund and the Gala. Additionally, there are a few projects throughout the year that represent smaller efforts that serve the dual purpose of providing services and funding annual projects.

Cornerstone Fund

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 faculty, 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 September, we will be appealing to all families to support the Annual Fund in whatever capacity they are able. During the Cornerstone Fund campaign, we set the bar high with 100 percent 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. All donations to our annual giving campaign are tax-deductible as are items donated to the auction. Annual giving is critical to the financial foundation of the school. In all cases, some level of participation by all members of the Cornerstone Christian Academy family is expected.

Gala

The Gala is our annual spring fundraising event and, combined with the Annual Fund, fulfills the funding requirements of the school each year. There is not a more exciting evening for CCA as our families come together to build community, celebrate our accomplishments, and most importantly, support CCA. In addition to general expenses, the school invests heavily in important specialty programs.

As the largest parent participation event, this evening provides families with an opportunity to support the school through underwriting, the purchase of tickets, the sale of live and silent auction items.

The Advancement Department 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. 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 Director of Advancement and Head of School. The Director of Advancement must approve any and all uses of the school logo.

ADMISSION REQUIREMENTS

Cornerstone Christian Academy Elementary and Middle School Programs

To begin the application process, you must submit the online application and provide the following documents to the admissions office. Children who are five years old by September 1 of the current year may be enrolled for kindergarten. The following will be required before acceptance into Cornerstone Christian Academy:

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
4. Copies of standardized tests for the past three years
5. Required recommendation forms:
 - a. Grades 1st through 5th – teacher recommendation form (located on website)
 - b. Grades 6th through 8th – Math and English recommendation form (located on website)
6. Admissions Test
 - a. Grades KG through 8th - MAP testing will be scheduled after the admissions office receives all paperwork and applications have been submitted.
7. Family Interviews – Once all paperwork is received, your family will be invited to come in for an interview.

Admission decisions are based upon what the admission committee deems best for Cornerstone Christian Academy, and notification of their decision will be emailed. 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 in the program.

Cornerstone Christian Academy does not discriminate based on race, ethnicity or national origin in the administration of its policies, admission, or other school-directed programs.

IMMUNIZATIONS

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.

BUSINESS OFFICE

Financial

It is always an expectation of your child's enrollment at CCA that your financial account be in good standing. Tuition payments are due on the first of each month through FACTS Tuition Management. The School will also bill for optional items other than tuition. Some examples include Extended Daycare, 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 e-mail 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 the 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.

The School reserves the right to disallow a student from attending classes if that student's account is in arrears by more than 30 days. Once in arrears, the student(s) will be disqualified from enrolling and/or participating in all extracurricular and/or athletic activities conducted or sponsored by CCA; student report cards, transcripts, and/or recommendations will be withheld. Students will also be prevented from attending semester exams and optional extra field trips until the balance is paid in full. If you have any questions regarding billing, please contact the Business Office.

UNIFORMS

Philosophy

Appearance expresses attitude and personality, and it also influences behavior. CCA's dress and appearance code expresses seriousness and a positive attitude that suggests a readiness for learning. Clothing that is excessively faded, torn or otherwise worn-out 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. Uniforms are mandatory for Kindergarten – 8th grade students at Cornerstone Christian Academy. Please read this information carefully and contact the office for any additional information you may need. Students not in compliance with the dress code standards set forth below by the Uniform Committee will be asked to conform to the prescribed dress code.

Uniform guidelines for K – 8th grades:

- All uniform clothing **MUST** be purchased from Tommy Hilfiger Uniforms. Parker Uniforms are no longer allowed. There will be no exceptions for other brands.
- Uniform checks will be done by elementary teachers at 8:00 AM and middle school teachers 8:45 AM.
- Only jackets, sweatshirts, and sweaters purchased from Tommy Hilfiger, or the CCA spirit store may be worn in the building. Other jackets may be worn for outside play only.
- When outerwear is worn, the required Tommy Hilfiger shirts must be worn underneath.
- A black or brown belt must be worn with any shorts or slacks having belt loops. Belts on spirit wear days and free dress days are optional.
- Jumpers, skirts, skorts, and shorts must be no shorter than two inches above the knee and should not extend below the bottom of the knee. This includes spirit days and free dress days.
- K – 3rd grade girls are required to wear solid neutral-colored shorts under skirts, dresses, and jumpers. 4th – 8th Grade Girls – solid neutral-colored shorts under skirts is highly recommended.
- Students are not permitted to roll skirt waistbands.
- Shirts must be tucked in except for the 3rd – 4th grade girls chapel shirt, spirit wear t-shirts, and free dress days.
- Camisoles, long sleeve, and short sleeve undershirts may only be white, black, or skin color.
- Closed-toe, closed-back shoes are always required. No boots, wedges, sandals, or heels higher than 1 ½ inches. Athletic shoes are required on PE days.
- No athletic shoes may be worn with the chapel uniform.
- Girls chapel dress shoes are of only neutral color. (black, brown, silver, white, gray, tan). Girls boots are only black, gray, or tan.
- Boys chapel dress shoe are to be black or brown, but not of athletic type.
- Knee high socks, tights, and leggings must be white, black, or gray.
- Hairstyles must be neat and trimmed. Extreme hairstyles or styles that disrupt the learning process are not permitted.
- No extreme decorative hairbands or distracting jewelry.
- Facial hair is not allowed – no beards, goatees, or mustaches.
- Jeans may not be skin-tight jeggings, oversized, bell-bottom, baggy/saggy, overalls, or carpenter style. No decorations or designs allowed on jeans.
- Uniform items that are old and faded should be replaced by new ones.

- Immodest or tight clothing is not acceptable.
- K – 1st Grade Boys and Girls: It is *recommended* that this age group purchase pants and shorts with an elastic waist (no belt loops) for easier restroom breaks.
- CCA spirit wear may be ordered through the Cougar Gear page on the CCA website.

Boys' Uniforms:

K – 4th Grade Chapel Uniform – Wednesday/Special Occasion

- Khaki flat front pants or shorts
- White oxford shirt
- plaid tie
- Black or brown belt
- Black or brown dress shoes (no sneakers, athletic shoes, or Vans)
- No hoodies or sweatshirts
- Optional Tommy Hilfiger Chapel Apparel: plaid tie, blazer, long sleeve sweater (zip or V-neck)

5th – 8th Grade Chapel Uniform – Wednesday/Special Occasion

- Herringbone flat front pants
- Black polo, cotton or dri-fit (preferred)
- Black or brown belt
- Black or brown dress shoes (no sneakers, athletic shoes, or Vans)
- No hoodies or sweatshirts
- Optional Tommy Hilfiger Chapel Apparel: blazer, long sleeve sweater (zip or V-neck), sweater vest

K – 8th Grade Daily Uniform – Monday, Tuesday, Thursday

- Khaki flat front pants or shorts
- White, burgundy, gray, or black polo shirt
- Black or brown belt
- Optional Tommy Hilfiger Daily Apparel: blazer, fleece jackets (full or half-zip), long sleeve sweater (zip or V-neck), crew or hoodie sweatshirt

Girls' Uniforms:

K – 2nd Grade Chapel Uniform – Wednesday/Special Occasion

- Plaid jumper

- Cap sleeve oxford blouse
- Solid neutral-colored shorts under jumper
- Black or Brown dress shoes or boots that conform to guidelines (no sneakers, athletic shoes, Vans, or TOMS)
- No hoodies or sweatshirts
- Optional Tommy Hilfiger Chapel Apparel: blazer, cardigan sweater

3rd – 4th Grade Chapel Uniform – Wednesday/Special Occasion

- Plaid box pleat skirt or skort
- $\frac{3}{4}$ pinpoint blouse
- Solid neutral-colored shorts under skirts is highly recommended
- Black or brown dress shoes or boots that conform to guidelines (no sneakers, athletic shoes, Vans, or TOMS)
- No hoodies or sweatshirts
- Optional Tommy Hilfiger Chapel Apparel: blazer, cardigan sweater, long sleeve V-neck sweater, sweater vest

5th – 8th Grade Chapel Uniform – Wednesday/Special Occasion

- Gray solid box pleat skirt
- Black polo, cotton or dri-fit (preferred)
- Dress shoes or boots that conform to guidelines (no sneakers)
- No hoodies or sweatshirts
- Optional Tommy Hilfiger Chapel Apparel: blazer, long sleeve sweater (zip or V-neck), sweater vest

K – 8th Grade Daily Uniform – Monday, Tuesday, Thursday

- Khaki flat front pants or shorts
- Khaki or plaid skirt or skort
- Khaki jumper (K-3rd only)
- Gray solid box pleat skirt (6th – 8th grade only)
- White, burgundy, gray, or black polo shirt
- Polo dress (K - 2nd grade only)
- Solid neutral-colored shorts under skirts and dresses (required K – 3rd, highly recommended 4th – 8th grade)

- Optional Tommy Hilfiger Daily Apparel: blazer, fleece jackets (full or half-zip), long sleeve V-neck sweater, crew or hoodie sweatshirt

Spirit Days – Friday/Special Occasions

- Approved CCA spirit shirt
- Blue or black jeans or shorts
- Daily Uniform

PE Uniform Guidelines for 4th – 8th Grade

- PE shirts and shorts purchased through Tommy Hilfiger
- Optional: Sweatshirt and sweatpants purchased through Tommy Hilfiger
- Rubber-soled athletic shoes

Free Dress Days

- Follow uniform guidelines
- No leggings
- No lounge pants or pajama pants
- No offensive logos or designs

Tommy Hilfiger School Uniforms – www.globalschoolwear.com

Spirit Wear – www.sugarlandink.com or CCA Spirit Store

Uniform Notifications and Consequences

- Students will be given a 2-week grace period at the beginning of every school year.
- After the grace period, 3 email warnings will be sent home through Parents Web.
- After the 3 email warnings:
 1. K – 3rd Grade – Parents will be asked to conform to the prescribed dress code by a phone call from the teacher.
 2. 4th – 8th Grade – Lunch Detention

GRADING GUIDELINES

Elementary School

Cornerstone Christian Academy is on a nine-week grading system that equally divides the school year into two semesters with two grading periods per semester. Elementary students receive a weekly folder that is 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. Parents will be notified of student progress in the following ways:

Report Cards

At the end of the nine-week grading period, report cards will be sent home via email to all students.

Report cards will also be available on Parents Web. Number grades will be used for grades **1st through 8th**.

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

“I” or “Incomplete” is used when a student does not complete the required work for a nine-week term. Students have two consecutive weeks to make up incomplete work.

Conduct and academic grades for Kindergarten will be marked as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Middle School Grading Procedures

All grades are reported numerically for Middle School students. Grades for any grading period, other than final exams, are based on 40% on daily grades (in class work, small assignments, small projects, and quizzes) and 60% on test grades (major quizzes, tests, major assignments, and major projects.) Semester grades will be calculated as follows: Term One 40%, Term Two 40%, and Mid-term/Final 20%.

Middle School Retesting

Any student who fails a test may be eligible for retesting once in each term. Final determination for the student's eligibility will rest with the classroom teacher and will be based on the student's performance and effort leading up to the test. To retest, the student will be required to successfully complete alternate assignments over the tested material, for no additional credit, and then the student may not earn a grade higher than 70 on the retested material. The original grade will be replaced with the retested grade unless it is lower than the original grade. Students must make an appointment with the classroom teacher for retesting.

Middle School Late Work Policy

Late work will not be accepted. All work must be turned in on time to earn credit unless:

- You have an excused absence and receive an extension.
- You talk with your teacher at least 24 hours before the due date and are granted an extension.
- You have a note from a parent/guardian with an acceptable reason for the work to be late (traumatic event, family emergency, etc.) Sports, performances, etc. are prior known choices and not acceptable reasons for late schoolwork.

Tutorials

Tutorials will be offered Monday-Friday per specific class from 3:15-3:45 p.m.

MAP ASSESSMENT

MAP (*Measures of Academic Progress*) is a computer adaptive test which means every student gets a unique set of test questions based on responses to previous questions. Students are tested three times a year, in the beginning, middle, and end of the school year. Students are MAP tested in the following areas: K-1st grade in Reading and Math; 2nd grade in Reading, Math, and Language; and 3rd-8th grade in Reading, Math, Language, and Science. CCA will provide results to parents for each of the assessments.

CONFERENCES

Twice each school year, teachers will schedule conferences to meet with parents and share students' progress. Please refer to the school calendar for specific dates. From time to time and 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. Parents may also request special conferences with their child's teacher. PARENT/TEACHER CONFERENCES may be scheduled by calling 281.980.0842 or emailing the teacher directly.

PROMOTION

Elementary School

In order to be promoted to the next grade level in Grades 1st-5th, students 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

Students in grades 6th, 7th, and 8th 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 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.

CONDUCT CODE INFRACTIONS AND DISCIPLINARY PROCEDURES

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 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.
- CELL PHONES can be a distraction in the classroom and other common areas during the school day, and therefore, their use is NOT PERMITTED DURING NORMAL SCHOOL HOURS. (8:00 a.m. – 3:00 p.m.) If there is a need for a student to have a cell phone available to him/her for use before or after school hours, the student may place the cellular telephone in his/her book bag. USE OF CELLULAR TELEPHONES during normal school hours without the prior approval of an administrator makes the student's cellular phone subject to confiscation. If a cell phone or other electronic device is confiscated due to violation of this policy, parents will be notified of this violation(s), as well as impose the appropriate school discipline. Confiscated cell phones will not be returned directly to a student. PARENTS MUST PICK UP THE CELLULAR TELEPHONES IN THE BUSINESS OFFICE AND PAY A \$25 FINE TO HAVE IT RETURNED.
- Christian behavior on the part of all students is expected in connection with peer relationships and associations.
- Fighting or any violent disruption may result in the involved parties being sent home. The Principal 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.**

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. The 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.

Conduct Code – Kindergarten - 4th Grade

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.

Minor Infractions include:

1) Being disrespectful to others	7) Intentional disobedience
2) Being disrespectful to school property	8) Off task behavior
3) Removing food or drinks from the cafeteria	9) Use of electronic devices not approved by the school i.e. cell phone, cameras, etc.
4) Dress code violations	10) Lying
5) Emotional outbursts and temper tantrums	11) Cheating on homework/schoolwork
6) Excessive talking	12) Inappropriate body contact with others

Major Infractions include:

1) Possession of any item or involvement in any activity that may endanger the health and/or safety of others	7) Leaving assigned area without permission from a teacher
2) Serious disruptive or disrespectful behavior	8) Using inappropriate language/conversations
3) Using profanity	9) Unprovoked, emotional or uncontrollable outbursts
4) Willful property destruction	10) Bullying (verbal or physical), threatening or intimidating students or staff members
5) Cheating on a test	11) Insubordination/Refusal
6) Theft of any description	12) Fighting

Conduct Consequences (Primary, K - 4th Grade)

- 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
 - a) In-School Suspension
 - b) Out-of-School Suspension

Conduct Reporting Scale (K – 4th Grade)

E (Excellent)	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)	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)	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.

Conduct Code - 5TH – 8TH Grades

Philosophy

Cornerstone Christian Academy 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. In order 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 aforementioned school purpose.

Conduct Code

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.

Minor Infractions Include:

1) Inappropriate classroom behavior (i.e. gum chewing, sitting on desks or furniture, sleeping, etc.)	5) Minor disruptive behaviors in the halls, lunchroom, classroom, during assemblies, school events, or any other place while at school
2) Willfully littering on school property	6) Use of cell phones, cameras, and electronic devices not approved by the school
3) Out of class without authorization	7) Students who willfully skip being supervised during before or after-school care
4) Food, snacks/drinks, etc. out of cafeteria area without permission	

Serious Infractions Include:

1) Profanity (including vulgar slang)	7) Leaving campus without proper authorization
2) Willful property destruction	8) Public display of affection (kissing or intimate embracing)
3) Theft of any description	9) Gambling or engaging in games of chance
4) Cheating on major/minor assignments	10) Skipping classes
5) Serious disruptive behavior or disrespect for teachers in the halls, lunchroom, classroom, during assemblies/school events, or any other place while at school	11) Bullying (verbal or physical), threatening or intimidating students or staff members
6) Tobacco in any form on campus (possession or use)	

Major Infractions Include:

1) Illegal drug use or possession	10) Repeatedly skipping school
2) Possession or drinking of any alcoholic beverages	11) Repeatedly leaving the building or campus without permission
3) Cheating on a final exam, repeated cheating on quizzes/tests, or repeated plagiarism in a school year	12) Threatening or intimidating students or staff members
4) Major theft (e.g., breaking and entering)	13) Blatant disrespect for a member of the faculty, staff, or administration.
5) Sexual impropriety, including sexual harassment	14) Using racial comments, names, epithets, etc.
6) Possession or use of any weapon or object intended for use as a weapon	15) Possession or distribution of pornographic materials on campus
7) 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	16) Any illegal activity
8) Unprovoked, emotional or uncontrollable outbursts	17) Repeatedly receiving minor or serious infractions
9) Fighting	

Discipline Alternatives

1) Detention and any associated fines	5) Loss of privileges and/or honors
2) Removal from class for the remainder of the class period*	6) Expulsion
3) Suspension (number of days may vary) and any associated fines <ul style="list-style-type: none">• In-School Suspension• Out-of-School Suspension	7) A combination of all
4) Withdrawal from school activities	

*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.

Detention/Detention Hall

The Principal may also choose to assign a detention at his/her discretion for academic or behavioral reasons. Parents are notified of the date and time of the detention.

Detentions are served either during lunch, AM, or PM. Lunch detentions are served during lunch. 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 giving before the detention must be served in order for the parent or guardian to make prior arrangements. If a detention is not served on the day it is assigned, 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.

Suspension

In-School and Out-of-School Suspensions are used as severe disciplinary measures. During an In-School Suspension, students are required to spend the day at school in isolation from other students while under the supervision of School personnel. During an Out-of-School Suspension, students are not to appear on campus at any time during the suspension day(s) which includes 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 period of suspension may be made up at the

discretion of the teacher and the Principal. Absences from class attributed to a suspension will be treated as unexcused. The Principal notifies parents in advance before a student is suspended.

Expulsion Policy

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. An expelled student can reapply for admission to Cornerstone Christian Academy after one (1) full semester. 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.

ATTENDANCE AND ABSENTEEISM

Legal Attendance Requirement

Every child who is 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.

All students must be regular in attendance, although provisions have been made to excuse students for necessary absences, with limitations. Consistent attendance is vitally important for success at Cornerstone Christian Academy, and missing class for any reason puts a student at a disadvantage. Parents should attempt to minimize absences as much as possible.

SPECIAL NOTE: If a student is unable to participate in a class due to **NINE** or **MORE unexcused absences** during a **SEMESTER**, he/she will **NOT** receive credit for that class without the approval of the administration. Parents must assume the responsibility of providing proper documentation in support of a request for credit despite excessive absences which is subject to review by the administration.

Excused Absences

Any child not exempted from compulsory school attendance may be excused, as provided by this section, for temporary absence resulting from personal sickness, sickness or death in the family, quarantine, weather conditions, substantiated court appearances or other approved and verifiable causes.

A note signed by a parent or guardian explaining the absence must be brought to the receptionist upon the student's return to school. The note should contain (1) the student's name, (2) the date the note was written, (3) the date(s) of the absence(s)/tardy(ies), and (4) the reason for the absence(s)/tardy(ies). The reason for an excused absence/tardy must be STATED IN WRITING AND SIGNED BY THE PARENT OR DESIGNATED GUARDIAN. Excuse notes will not be accepted after the second (2nd) day following the date of the student's return to school. The absence will be considered UNEXCUSED if an acceptable note is not presented within two (2) school days after the date of the student's return to school following the absence.

Absences classified as EXCUSED at Cornerstone Christian Academy are those that may arise due to the following causes:

- Personal illness or illness within the family
- Death within the family or pre-approved attendance at a funeral
- Emergencies that may arise such as auto accidents or transportation breakdowns
- Necessary medical or dental appointments that cannot be scheduled during non-school hours
- Approved travel activities or family trips (must be approved by the appropriate Principal TWO WEEKS prior to leaving school)
- Absences for the purpose of high school visits must be approved in advance with proper documentation by the middle school Principal.

Unexcused Absences

Examples of Unexcused Absences are:

- Absences not listed in the Excused Absence section
- Absences requiring prior notice for which no prior notice was provided
- Absences due to shopping, visiting, personal business or being kept home for "family convenience"
- Leaving class without permission
- Leaving campus without permission or skipping classes, truancy or suspension
- Absences due to oversleeping or correcting appearance to comply with dress code
- Normal traffic problems
- Staying out of school to complete homework assignments

Tardy to School

School begins each day at 8:00 a.m. Unforeseen circumstances and unavoidable conditions can cause a student to be tardy to school. Such tardiness is recorded as “excused” providing **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 if accompanied with “written verification”, cannot guarantee an “excused” tardy. Students who are tardy to school more than six (6) times in a nine-week term, even if they have written excuses for those tardies, will have each tardy beyond six (6) in a nine-week term counted as an absence in that class for purposes of considering whether or not to award credit in that class.

Students will not be given credit for assignments missed due to unexcused tardies. Middle School students who receive their fifth (5th) unexcused tardy in a marking period (whether to school or to class, or any combination of the two types of tardies) can receive a detention. Every subsequent tardy during the same marking period may result in an additional detention.

Tardy to Class (Middle School)

CCA 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 five (5) minutes passing time between classes.

Unless an Administrator excuses the tardiness, all tardies are unexcused. Students will not be given credit for any quiz, test or assignments missed in whole or part due to their unexcused tardiness. On the fourth (4th) unexcused tardy in a term (whether to class or to school, or any combination of the two types of tardies), the student may receive a detention. Every subsequent tardy during the same term may result in an additional detention. Students who are tardy to school more than six (6) times in a term, will have each tardy beyond six (6) in a term counted as an absence in that class for purposes of considering whether to award credit in that class.

ARRIVAL - DROP-OFF PROCEDURES

Elementary School

We will follow our current COVID Plan until otherwise deemed.

Elementary school classes begin promptly at 8:00 a.m. Beginning at 7:30 a.m., a CCA staff member will be in the porte-cochere (or circle drive) ready to receive students before they enter the school lobby. Parents may drive through the circle drive and release children to the staff member on duty. (**No parking is allowed in the circle drive**). **Per the COVID Plan, parents may not enter the building.** Students are considered late after 8:00 a.m. Any students arriving after 8:00 a.m. will be required to report to the front desk to receive a tardy slip.

Middle School

We will follow our current COVID Plan until otherwise deemed.

Middle school classes begin promptly at 8:00 a.m. Beginning at 7:30 a.m., a CCA staff member will be in the courtyard drop-off area ready to receive students into the school. Students are considered late after 8:00 a.m. Any students arriving after 8:00 a.m. will be required to report to the front desk to receive a tardy slip.

Late Arrivals – 8:05 AM and Beyond

We will follow our current COVID Plan until otherwise deemed.

Children arriving to school late must be signed in at the front office before being admitted to class. Parents will escort their child/children to the front door, and a staff member will escort the child to class.

Morning Carpool Reminders

1. Drop off your child in his/her designated drop-off area.
 - Kindergarten – 4th Grade - Main entrance beginning at 7:30 a.m. – 7:55 a.m.
 - 5th – 8th Grade - Courtyard entrance 7:30 a.m. – 7:55 a.m.;
 - Main entrance after 8:00 a.m. for late arrivals.
 - Preschool – Students must be walked to their outside classroom door beginning at 8:20 a.m.
2. Remain in your car for a staff member or designated student helper to assist with your child's passenger-side exit from the vehicle.

3. Preschool parents, please walk your child to his/her classroom outside door from 8:20 a.m. on.
4. If you are late, please park your vehicle in a designated parking spot. Refrain from parking at the porte-cochere. If a Kindergarten – 2nd Grade child is tardy, whoever brings the child to school must walk the child to the front door and a staff member will assist the child with signing into school. Students in 3rd – 8th Grade must sign in at the front desk and then proceed to their classrooms.
5. Students who are **not** registered for Extended Care should not arrive prior to 7:30 a.m. and cannot be the responsibility of the school. Other students arriving between 7:00 a.m. – 7:30 a.m. should report to Extended Care. They will be dismissed to the classrooms at 7:50 a.m.

DISMISSAL - PICK-UP PROCEDURES

Carpool

In order to ensure a safe environment for all the students, please read the following carpool procedures and reminders. These procedures are very important and are required to keep students safe and maintain the flow of traffic.

Visor Nameplate

Each Pre-school through 8th Grade family will receive a visor nameplate, so vehicles may be easily identified during pickup times and move quickly through carpool. If you need an additional nameplate, please contact the front desk.

General Rules of the Road – Safety First

- Cell phone use is not permitted during carpool. It is against Texas State law.
- **Driving speeds should not exceed 15 m.p.h.** on or around the school property.
- We adhere to one-way traffic and passing is not permitted. Use your turn signal when entering and exiting the property.
- Be mindful that teachers are not available to answer questions about your child during carpool.

DO NOT park where you will be blocking a lane of traffic. Parking on the circle drive is not permitted during school hours. Please do not block the drive-through lanes.

If you need to pick up your child early for an appointment, please park in a designated spot and come to the front desk to sign your child out of school.

Sign Outs

If it is necessary that you pick up your child from school early due to illness or appointment, you must sign out in the front office. Office staff will retrieve your child from class and release him/her to you upon signing out.

Afternoon Carpool Reminders

For Kinder – 4th Grade, you may enter the circle drive at 3:00 p.m. for pick up. **Please display the nameplate in your windshield when driving through the pick-up line.** Please wait in your car. Your child will be escorted and placed in your vehicle by a teacher. **If Elementary age students have Middle School siblings, they all will be picked up at the Middle School entrance.** A staff member will escort them to the Courtyard where they will remain with their Middle School sibling until pick up. For everyone's safety, **DO NOT get out of your vehicle when coming through the pick-up line.** Students K-4th Grade, who do not have Middle School siblings, must be picked up at the main entrance and not use the Middle School pick up area.

Notify CCA if you are running later than your usual pick up time. We will reassure your child that you are coming. Children not picked up by 3:10 p.m. for elementary school will be sent to Extended Care. (See the EXTENDED CARE section for specific details.)

Children will only be released to persons listed on enrollment forms. **Children may only be released to adults 18 years of age or older.** Valid picture identification will be required for any individuals picking up children from school. Valid picture identification includes current state-issued driver's licenses, government-issued identification cards, military identification, and passports.

If someone other than the persons listed on the enrollment form is going to pick up your child, please notify the front office and provide that person's name and driver's license number. A picture ID is required to help us identify the person picking up children. Children will not be released otherwise.

EXTENDED CARE

Early Drop-Off

Extended Care is available for children needing care prior to regular school hours. Early drop-off begins at 6:45 a.m. to 7:30 a.m. Enter through the main entrance doors. Elementary children may have a seat in the front lobby, and Preschool students will have a seat in the Library. Both areas will have an attendant on duty.

Afternoon Extended Care

Parents must submit a completed Extended Care registration form prior to entrance into the Extended Care program. Extended Care ends at 6:00 p.m. **Students picked up between 6:01 to 6:10 p.m. will be charged a late fee of \$20, per child. An additional \$2 per minute, per child will be charged from 6:11 p.m. until child is picked up.**

Cornerstone Christian Academy closes at 3:00 p.m. Children not picked up by 3:15 p.m. (or 10 minutes after an after-school activity) will be sent to Extended Care, and fees will be charged and will accumulate from that time. Parents are expected to call and let the office know if they are running late. If we do not hear from you, we will begin calling emergency contacts listed on the enrollment form. Consistent lateness will be cause for withdrawal from the program.

LIFE HOUSE GROUPS

What is a Life House Group (LHG)? CCA Life House Groups are multi-grade level groups that meet for a time of devotions, prayer, and sometimes friendly competition. LHG's provide opportunities for student growth through leadership, mentoring, competition, and social interaction. They also strengthen the bond among students and staff. 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 member of staff to feel a sense of belonging by becoming a member of the House of Daniel, Nehemiah, Timothy, Titus, or Ezekiel. The LHG system will be overseen by the

Principal and the Campus Minister. Each house will consist of a House Director, House Commander, Captain, and a Chaplain.

The campus minister is responsible to meet with the House Commanders monthly as well as with the teachers. The House Commander will be the student leader of the house and will be responsible for communicating with the School Commander on a monthly basis. The Captain will assist the House Commander and Chaplain in the leadership of the house. The Chaplain will plan and lead monthly devotion and chapel services as well as organize games with the Captain. Students will remain as members of their particular houses for their duration at Cornerstone Christian Academy. By being a member of the house, students and staff are encouraged to show team spirit as all the houses thrive in a family environment. Each LHG will be involved in:

- Developing and presenting Middle School chapel programs
- Leading a Middle School 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/Principal.
- Mentoring elementary and preschool students through specific age appropriate interactions.
- Earning Merits - All students will have the opportunity to earn Merits for their houses. These are awarded for things such as good work, attendance, being a good citizen, contribution to lessons, and participation in house competitions. At the end of each month, a Spirit Stick will be given to the house with the most Merits.

CHAPEL

Daily chapels: Our students start each day gathering together to worship through music and Bible lessons.

- Preschool** – designed to teach the students about God’s love for them in a very simplistic and creative way.
- Elementary** – designed to encourage the students to begin to develop a personal prayer life. Lessons focus on God’s love for them, obedience, listening, praise, worship of the Savior and practical events children face every day. We use different mediums to share the gospel message.
- Middle School** – Focuses on helping the student navigate through adolescence. We focus on proper relationships with God, parents, teachers, and peers. Great focus is put on the student’s personal

relationship with Jesus Christ. Middle School chapel is designed to challenge and engage the student's heart and mind with the gospel of Jesus Christ.

LUNCH & SNACKS

Cornerstone Christian Academy, housed within First Colony Church of Christ, is **a peanut-free space**. Do not send any food containing peanuts or peanut butter. You may substitute other nut butters.

Lunch

Students have two options for lunch:

- Partake of lunches provided for all students by FLIK Independent School Dining.
- Bring a lunch from home.

Do not send foods that require heating. Ideally, a sectioned single container will keep the food cold if set on a gel ice pack in an insulated bag. Lunches sent from home must be healthy and balanced, including protein, dairy (or dairy substitute), fruit, vegetable, and grains.

BIRTHDAYS

Per the COVID Plan, during a Level 2 or Level 3, birthday treat celebrations will not be allowed until further notice.

Under normal conditions, we welcome birthday celebrations. Please consult with your child's teacher to confirm snack times. **All food must be store bought.** You may bring individually wrapped nutritious treats, cookies, muffins, or cupcakes. **PLEASE DO NOT BRING CAKES, DRINKS, CANDLES, PIZZA, BALLOONS, PART FAVORS, PRESENTS, ETC.** **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.** When food items are brought in for the birthday student, the birthday student may choose **one classmate** to eat with outside. Parents must sign in at the front desk any time they enter student areas. See the section on VISITORS below. Party invitations may be passed out by the teacher, but the whole class must be invited.

FIELD TRIPS *Until further notice, no field trips

Field trips are for elementary and middle school students only. Parents will be required to turn in a permission slip for each field trip. For safety, students must ride in transportation provided by CCA. Faculty will be equipped with a class roster, fire extinguisher, and at least one cell phone. A first aid kit will be taken by at least one faculty member. Each teacher will have emergency forms for each student per vehicle. Parent chaperones will be used on an as needed basis.

HOLIDAYS and SPECIAL EVENTS

Please refer to the school calendar for all school holidays and special event activities and early release days available on the school website.

HEALTH-RELATED MATTERS

Per the COVID Plan:

When your child is ill, please contact the school to let us know he or she 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, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal 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 all other students and staff, including, but not limited to any of the following symptoms:

1. Any fever 100.4 degrees or greater. Students must be fever free for **24 hours** without the aid of fever-reducing agents before returning to school.
2. Loss of taste or smell
3. Cough
4. Difficulty breathing
5. Shortness of breath
6. Fatigue
7. Headache
8. Chills
9. Sore throat
10. Congestion or runny nose
11. Shaking or exaggerated shivering
12. Significant muscle pain or ache
13. Diarrhea
14. Nausea or vomiting

If a student displays symptom of COVID-19, they will be immediately escorted to the isolation room and given a mask to wear. Parents will need to provide immediate transportation for the student to be taken

home. In all cases, an ill student should be removed from the school premises as soon as possible (preferably within 30 minutes).

Any student, teacher, or staff member living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, should self-isolate for two weeks from onset of symptoms. If they do not experience any COVID-19 symptoms during that period, individual can return to school. If they experience symptoms, they must self-isolate until the conditions outlined below have been met:

Student Illness

If a student becomes ill during the school day, the teacher will notify the nurse. The nurse will go to the classroom to retrieve the student. 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 staff at the school by promptly picking up your child.

For the protection of all students, a child having one or more of the above symptoms will be sent home:

If your child has any of the above symptoms in the morning before coming to school, keep him/her at home.

A STUDENT MAY NOT RETURN TO SCHOOL UNTIL FREE FROM FEVER, VOMIT, OR DIARRHEA FOR 48 HOURS.

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

Medication

Parents may bring medicine to CCA to be administered by the school nurse **either during student drop-off or by appointment only**. Parents will drop off medication with the nurse and fill out appropriate paperwork. The Texas Department of Regulatory Services requires the following procedures:

- 1) Parents must 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.
- 2) The medication must be brought in the original container labeled with the child's full name and date brought to school. A zip-lock bag labeled with the child's name is required.
- 3) The school nurse will administer the medication in amounts according to the label directions or as amended by a physician (physician's signature is required).
- 4) Medicine that has reached its expiration date will not be administered.

Medicine may not be left in the child's bag or lunch bag or handed to a teacher. Medicine requiring refrigeration will be stored in the nurse's refrigerator. All labeling and dosage directions must be in English.

If medication needs to be picked up at the end of the day, parent's MUST schedule with the school nurse. Medicine will not be sent home in the child's bag. Medicine can only be given on an "as needed" basis under these conditions:

- Parent has pre-arranged with school nurse with directions given in writing.
- Medicine is stored in the clinic, labeled the same way as above.
- A new authorization must be given at the beginning of each school year.
- A written description of symptoms must be in the child's file.
- An attempt to reach the parent by phone before administering the medicine will be made. In an 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 FACTS SIS.

Accidents

Your child's safety is among our top priorities. Children are active at CCA and unavoidable accidents are bound to occur. In case of an injury on campus or under CCA supervision, CCA will act in place of the parent. As we deem appropriate and necessary, we will seek immediate emergency medical attention. Parents will be notified immediately in such cases. Parents are financially responsible for medical service rendered by outside medical agencies for their injured child. For accidents not requiring medical attention, limited first aid procedures will be used and such accidents will be reported to you via e-mail through FACTS SIS.

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.

Head Lice

Head lice, although not an illness or disease, is very common among children and is spread very easily through head-to-head contact during play, sports or nap time and 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 student's parent, and the child will need to be picked up promptly from school. After the student has undergone one treatment with an FDA-approved medicated shampoo that may be purchased from any drug or grocery store, and all nits and/or lice have been removed, the child may return to school. Upon returning to school, the student will be assessed by the school nurse to confirm that all nits and/or lice have been removed. More information on head lice can be obtained from the TDSHS Website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>. A notice will be sent to the affected classroom.

COMMUNICATION

Effective education is a partnership between parents and educators. To that end, we intend to use as many effective and available means of communication as is practical to maintain strong relationships with our families.

Cornerstone Christian Academy will communicate with parents in a few ways including FACTS SIS, email, regular mail, and notes in your child's folder. It is imperative that all legal guardians have a current email address that is checked regularly on file with CCA. Be certain to update any address or phone number changes that occur during your child's enrollment at CCA as well.

FACTS SIS (formally Parents Web)

FACTS SIS is a private and secure parents' portal that will allow parents to view academic information specific to their children while protecting their children's information from others. You can see your child's grades, attendance, homework, and conduct as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

Communication with Teachers

We encourage parents to share ideas, concerns, and news with their child's teachers by email. Please schedule conferences with your child's teacher. Teachers take their responsibilities toward their students

very seriously. They will plan a time to meet with you at your request. Please do not interrupt teachers during teaching time. All emails and phone messages will be returned within 24 hours.

To limit the amount of papers that go home, and the costs associated, the school website and Cougar News will serve as the primary form of communication to parents as a whole. It is your responsibility to maintain awareness of upcoming events. It is our 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. This maximizes your child's experience and helps your family and the school to run smoothly. Please ask your child's teacher about any activity occurring within his/her responsibility before approaching school administration. Teachers are professionals who enjoy keeping parents informed and serve as educational resources for you. We welcome your phone calls and emails. Please feel free to leave/send messages; we commit to responding to calls promptly and emails within 24 hours.

CCA elementary school teachers will check email daily and will use this as a tool to communicate with you. Teacher email addresses are located on the Faculty and Staff page on the school website by clicking on the elementary teacher's name.

Communication with Administration

The school administration welcomes calls and visits from parents. **Please email or call to schedule an appointment.** Administrative staff members receive email via links on the school website.

GRIEVANCE POLICY

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

- 1. Email or speak directly to the teacher** about your concern.
- If the situation is not resolved, email or **speak to school administration**. A conference will be scheduled with everyone involved to seek a solution.
- If the situation is not resolved, email or speak with the Head of School. A conference will be scheduled with everyone involved to seek solution.
- If the situation still is not resolved, see school administration to **schedule an appointment** with the CCA Board at their next scheduled monthly meeting or at a mutually agreed upon time. **A two-week notice in writing** is required stating the grievance and purpose of the meeting. The decision of the Board will be final in all matters.

SCHOOL AND/OR CHURCH PROPERTY

Damage to School/Church Property

Parents are financially responsible for intentional or accidental damage to the building, property, furniture and/or materials owned and/or used by CCA. Parents will either restore damaged items to their original condition or pay to replace any damaged or lost items.

FOBS

FOBS will be issued to Middle School students to enable them to easily commute from one part of the building to another to attend classes. These FOBS, 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 FOBS in any way.** Doing so renders the FOBS useless for re-assignment and must be replaced. **Students who lose, deface, or do not turn in their assigned FOBS at the end of the school year must pay the replacement fee of \$10.00.** FOBS which have been found after being reported as lost is no longer active and should be returned to CCA.

LOST AND FOUND

We recognize that students will, from time to time, 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 our school 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.

VISITORS

“Visitor” is defined as any person who is not a regular CCA or First Colony Church of Christ staff member. Although, CCA is a closed campus, **until further notice, visits are by appointment only.** If anyone shows signs of illness of any kind, please stay home. Per the COVID Plan, **all visitors to our facility** must follow the guidelines below:

- Before you arrive, please take the temperature of everyone in your household and stay home if anyone's temperature is 100.4 degrees or above.
- Enter through the CCA Lobby only
- **MASKS/FACE COVERINGS are required before entering the building**
- Upon arrival, **EVERYONE** must take AND log their temperature at the front desk
- A **Health Screening Form** must be filled out at the front desk
- Adhere to social distancing guidelines of six-foot distancing between parties.
- We strongly encourage all high-risk individuals to stay home, including: 65 and above, those with underlying medical conditions
- Wash your hands, bring your hand sanitizer or utilize the hand sanitizer stations

Until further notice, parents must make a reservation to have lunch with their child. Space is limited per grade level. Contact the front desk to make your reservation. **ALL visitors are required to check in and check out at the CCA front desk.** Visitor badges are to be worn the entire time a visitor is on campus.

VOLUNTEERS/PARENT AUXILIARY

Cornerstone Christian Academy welcomes parent volunteers. There are a variety of support positions available. Please see the parent section of the CCA website for more Parent Auxiliary information and volunteering opportunities.

EMERGENCY PROCEDURES/CLOSING OF SCHOOL

Your child's safety is among our top concerns. Therefore, Cornerstone Christian Academy has adopted a thorough emergency operations plan to ensure, to the best of our earthly abilities, the safety of all children and staff at CCA. This plan mirrors plans in place at local public schools and covers a multitude of possible situations. Parents will be notified of any emergency involving their children as quickly and directly as possible. Parents will receive notification of situations affecting the entire student body by mass email, text, or letter as deemed appropriate by CCA administrators and the school Board of Trustees. If CCA officials call for immediate pick up from school due to an area-wide emergency or disaster, please pick up your child right away. CCA officials will attempt to notify parents of such situations as soon as possible. Our first and most timely method of mass communication will be via email. For this purpose, it is imperative that all legal guardians have a current email address that is checked regularly on file with CCA. CCA staff will stay with children until parents can pick them up. Please pick up your child as soon as possible.

In the event of a “shelter in place” or “lock down” call from Fort Bend or Sugar Land emergency officials or at the discretion of CCA administrators, Cornerstone Christian Academy and First Colony Church of Christ doors will be closed and locked. No entrance to or exit from the building will be permitted until an “all clear” is given.

Fire and Emergency Drills

Your child will practice emergency procedures every month that school is in session. An evacuation map is posted in each classroom.

INCLEMENT WEATHER DAYS

In some cases of severe weather, CCA will close. Please follow the radio/TV broadcasts of Fort Bend area conditions, as the school will post information regarding closures there. Cornerstone Christian uses Parent Alert to communicate with families via text message in the event of an emergency or a school closing.

COVID-19 ASSUMPTION OF RISK, WAIVER OF LIABILITY AND RELEASE

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness, and even death.

Although Cornerstone Christian Academy (the “**School**”) will take reasonably prudent steps and follow TEA Guidelines attached hereto as Exhibit “A” to minimize the possibility of the spread of infection of COVID-19, the School cannot prevent anyone from becoming exposed to, contracting, or spreading COVID-19 while attending classes and participating in activities at the School (attendance at such classes and participation in such activities are referred to herein as the “**Program**”) or entering the premises utilized by the School (“**Premises**”). It is not possible to prevent against the presence of the disease. Therefore, by permitting [enter child or children’s name(s) here] (your “children” whether one or more) to participate in person in the Program and by your or your children’s entrance into Premises, your children and you may be exposed to and increase their and your risk of contracting or spreading COVID-19.

By signing the online form, you agree as follows:

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and my children so that my children may enter the Premises and participate in the Program. The Program is of such value to my children and to me, that after full consideration and discussion with my children of the risks of being exposed to, contracting, or spreading COVID-19, we are willing to accept such risks in order for my children to participate in the Program in person. On behalf of my children, myself, and our respective heirs, representatives, insurers, executors, administrators, and assigns (“**Releasing Parties**”), I hereby forever RELEASE and WAIVE any right to bring suit against FC Cornerstone Christian Academy, Inc. dba Cornerstone Christian Academy and its landlord, the First Colony Church Of Christ, and each of their respective agents, employees, officers, ministers, elders, volunteers, or any other representatives and their successors and assigns (“**Released Parties**”) from and against any and all claims, including but not limited to, claims of negligence associated with from any injury to my children or myself (including, but not limited to, personal injury, disability, and death), and any illness, damage, loss, claim, liability, or expense, of any kind, that I or my children may experience or incur resulting from any infection by my children or myself from COVID-19 arising from my children or myself entering the Premises or otherwise in connection with my children’s participation in the Program.

EXHIBIT A

TEA Guidelines for Individual Confirmed or Suspected with COVID-19

Any individual who is either: (a) lab-confirmed to have COVID-19; or (b) is experiencing the symptoms of COVID-19 (listed below) must stay home throughout the infection period, and may not return to campus until the school system screens the individual to determine the applicable conditions for campus re-entry have been met, as follows:

a. In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- i. At least 24 hours have passed *since recovery* (resolution of fever without the use of fever-reducing medications);
- ii. the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and
- iii. at least ten days have passed *since symptoms first appeared*.

b. In the case of an individual who was diagnosed with COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to campus until the individual has completed the same three-step set of criteria listed above.

c. If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive a negative COVID test via acute infection tests at an approved COVID-19 testing location.

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider whether they recently begun experiencing any of the following in a way that is not normal for them:

- Feeling feverish or measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

