



Building Firm Foundations Since 1985

P.O. Box 185 \* Brazil \* Indiana \* 47834

(812) 446-4416

[www.ccabrazil.org](http://www.ccabrazil.org)



# Student Handbook 2020/2021

## Table of Contents:

- ✎ Organization--Page 1
- ✎ Purpose--Page 1
- ✎ Goals--Page 1
- ✎ Philosophy--Page 1
- ✎ Non-Discriminatory Policy--Page 1
- ✎ Statement of Faith--Page 1
- ✎ Curriculum--Page 2
- ✎ School Board Meetings--Page 2
- ✎ Association of Christian Schools International (ACSI) --Page 2
- ✎ Registration--Page 2
- ✎ Tuition--Page 2
- ✎ School Books and Supplies--Page 3
- ✎ Operations
  - Daily Schedule--Page 3
  - School Office--Page 3
  - Office Check-In Policy--Page 3
  - Visitors--Page 3
  - Attendance--Page 3
  - Tardy--Page 3
  - Pre-Arranged Student Absences--Page 4
  - Leaving School Grounds--Page 4
- ✎ Traffic Flow & Parking--Page 4
  - Student Arrival--Page 4
  - Student Departure--Page 4
- ✎ School Closings--Page 6
- ✎ Illness/Medication Policy--Page 5, 12-13
- ✎ Dress Policy--Page 5-6
- ✎ General Guidelines--Page 6
- ✎ Pet Visitation Policy--Page 7
- ✎ Discipline Policy--Page 7
- ✎ Unacceptable Behavior--Page 8
- ✎ Consequences for Violation of Rules and Guidelines -----Page 8
- ✎ Parental Agreement--Page 9
- ✎ Missions--Page 9
- ✎ Homework--Page 9
- ✎ Student Evaluation--Page 9
- ✎ Academic Recognition--Page 10
- ✎ Achievement Tests--Page 10
- ✎ Announcements--Page 10
- ✎ Parent-Teacher Communication--Page 10
- ✎ Field Trips--Page 10
- ✎ Fire and Tornado Drills--Page 10
- ✎ Library--Page 10
- ✎ Lunch--Page 11
- ✎ Recess--Page 11
- ✎ Gym Rules--Page 11-12
- ✎ Classroom Parties--Page 12
- ✎ School Pictures--Page 12
- ✎ Programs--Page 12
- ✎ Chapel--Page 12
- ✎ Prayer--Page 12
- ✎ Gifts to the School--Page 12
- ✎ COVID-19 Policy--Page 12-13

## **Organization**

Cornerstone Christian Academy is a private Christian school sponsored by the First Christian Church of Brazil, Indiana, Inc. Cornerstone Christian Academy is governed by the School Board.

## **Purpose**

The purpose of Cornerstone Christian Academy is to provide Christian education in the light of God's Word, utilizing Christian education methods and principles, to develop every student to their fullest spiritual and academic potential.

As we begin the school year, let us unite in our commitment to the following goals of Christian education as a way of life. All of our goals, practices, curricula and activities must flow from these purposes.

## **Goals**

1. To train each student in the knowledge of God's Word and obedience to His Will.  
(Romans 12:1-2; 2 Timothy 2:15; Deuteronomy 26:16-17)
2. To provide each child with an excellent education in the basic fundamentals required for success and for preparation for life's work. (Ephesians 4:12)
3. To teach the student respect for and submission to authority from God's perspective.  
(Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
4. To provide each child with a high regard for America, while thanking God for a national Christian heritage and teaching them the foundations of good citizenship. (Romans 13:1-7)
5. To aid families in Christian growth and to help them develop Christ-centered homes.  
Ephesians 5:22-33; 2 Peter 3:18)

## **Philosophy**

Cornerstone Christian Academy strives for high academic standards to equip the child to become a productive member of society as well as provide for a means by which the child may establish a personal relationship with Jesus Christ. We begin with the belief that God is Creator of all and that real education must, of necessity, set Him in the center of all learning. The laws of nature are His laws and He will be acknowledged in all classes regardless of subject matter being taught.

## **Non-Discriminatory Policy**

Cornerstone Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies and other school administered programs.

## **Statement of Faith**

The Bible is the inspired Word of God. It is the only guide and basis of our faith and practice (2 Timothy 3:16-17).

Salvation is by grace through faith in Jesus Christ (Ephesians 2:8-10). All mankind is guilty of sin and deserves God's justice and wrath (Romans 3:23; 6:23). But because of God's love, He wants us to be saved (John 3:16). All believers in Jesus who acknowledge Jesus as the Christ (Romans 10:9-10), who repent of their sins and are baptized into Jesus shall be saved and receive the Holy Spirit (Acts 2:38).

Unity of all believers is important to Cornerstone Christian Academy because Jesus prayed for it (John 17:21), and the Bible pleads for it (Ephesians 4:3-6).

Christian growth is a vital part of the Christian life. An outline of Christian growth is recorded in scripture (2 Peter 1:3-11).

## **Curriculum**

Curriculum in the Christian School is aimed at:

1. The whole person - body, soul and spirit.
2. Assisting the student to live by faith.
3. Learning to live reciprocally in the Lord's diverse Body, the church.
4. Impacting our culture as the salt and light of world.

Cornerstone Christian Academy uses the A BEKA curriculum for most courses. This curriculum is a strong academic program that emphasizes the basics and recognizes that all truth comes from God, whether it is math, science, history or any other subject.

All classes will be Christ-centered and designed to meet the students' needs. The basic subjects of language arts, math, history, science, health and Bible are taught. Students also participate in music, computer, art and physical education activities.

### **School Board Meetings**

Meetings are regularly scheduled on the third Wednesday of the month at 7:00 pm at the school. Special meetings may be called by the school board president as circumstances dictate. The meetings are open to parents and staff for observation. If participation is desired, the individual must notify the school board president in writing prior to the meeting.

The Cornerstone school board will consist of five (5) members including an elected president, vice-president and secretary. All five members of the school board must be members of First Christian Church, one of whom must be a current elder. Any member changes to the governing body must be recommended by the current school board and approved by the elders of First Christian Church.

### **Association of Christian Schools International**

Cornerstone Christian Academy is a member of the Association of Christian Schools International (ACSI). ACSI is a full-service association designed to be a meaningful aid to Christian schools. Some of the services and programs available through ACSI include: conventions, conferences, legal defense, accreditation and student activities.

### **Registration**

Registration opens yearly in March for currently enrolled students. Registration opens in mid-March for the general public. Registration fees are due each year and are non-refundable and non-transferable.

### **Tuition**

Tuition payments are due the 10th of each month, August through May. Checks should be made to CORNERSTONE CHRISTIAN ACADEMY and mailed to the school or brought to the school office.

Families with more than one student enrolled will receive a discount on the younger student(s) as follows:

1. First child pays full fees.
2. Second and third child enrolled in grades Kindergarten through 5th will receive a \$500.00 discount off each student's tuition.
3. Second and third child enrolled in Pre-school will receive a \$250.00 discount off each student's tuition.
4. Fourth child or more receives free tuition.

If the tuition payment is not received by the 10th when due, there will be a late fee of \$10.00 added to the account. Reports cards will be held in the office for any account that is delinquent at the end of each grading period. Once the account is paid and current, the report card will be released to the student.

Any account that is delinquent two or more months will not be allowed to continue to grow in delinquency and therefore their enrollment at Cornerstone Christian Academy will be terminated at that time and report cards will not be released.

In the event of a delinquent account, we agree to pay all costs of collection, including reasonable attorney fees.

At the end of the school year, report cards will not be released, nor records transferred, if there are any outstanding fees (tuition, lunch, books, etc.).

### **School Books and Supplies**

Textbooks and workbooks are ordered by the school and should be paid for by parents on or before the first day of school. Each student must furnish his own general supplies. Class supply lists are provided. All students in grades 1 through 5 should have a New International Version (NIV) of the Bible at school at all times.

## OPERATIONS

### Daily Schedule

|                |                             |
|----------------|-----------------------------|
| 8:00 am .....  | All teachers arrive         |
| 8:15 am .....  | Gym doors open              |
| 8:30 am .....  | All classes begin           |
| 11:15 am ..... | Morning Preschool dismissal |
| 12:45 pm ..... | Afternoon Preschool         |
| 3:00 pm .....  | Student dismissal           |
| 3:30 pm .....  | Teacher dismissal           |

### School Office

To assist in the administration of school business, the school secretary is in the school office each day from **8:15 am to 3:30 pm**. Questions regarding registration, enrollment, or tuition account status should be directed to the office during those hours. The principal is available before and after school, and is available during the school day by appointment.

### Office Check-In Policy

Parents or visitors needing to communicate with students during the school day or picking up students for appointments **MUST** report to the school office. Adults other than parents or court declared guardian must present identification and/or authorization.

### Visitors

All visitors to the school must check in at the office before going to any classroom. Each teacher welcomes a visit from any parent; however, we do ask that such visits be made by appointment with the teacher prior to the visit. Students from other schools may visit a classroom for one day with prior permission granted by the principal and classroom teacher. Visitors are asked to follow the same regulations that govern the actions of Cornerstone students.

### Attendance

School attendance is necessary for adequate learning. Because our curriculum is very fast paced, we recommend that students do not miss any school except when absolutely necessary. In case of absence, the parent must call the school office that day explaining the reason for the absence. ***NO TUITION REFUNDS ARE MADE BECAUSE OF ABSENCE.***

Absences should be reserved for illnesses, family emergencies and medical appointments that cannot be scheduled after school hours. If it is necessary for students to miss school for extended periods, parents must notify the office by completing a "Cornerstone Student **REQUEST FOR LEAVE OF ABSENCE**" form. The office will then notify the teachers.

For every absence, students have one (1) day to complete make-up work. All tests announced prior to absences must be made up on the day the student returns to school.

**Students are responsible for getting make-up work from the teacher.**

Students who are absent and need to have assignments must make the request before 9:00 am and parents pick up the work after 12:00 pm. Teachers cannot take classroom time from teaching the students to prepare assignments on the spot for absent students.

Perfect attendance is when a student has been in school for the full day every school day. Any student coming to school after the first hour has been completed, or being gone from classes one hour during the school day, will be considered absent for one-half day. Also, if a student has four (4) tardies during a grading period, that student is not considered to have perfect attendance.

### Tardy Policy

Punctuality is very important. The habits children learn while in school will be habits for life. Since transportation is the responsibility of the parent, the responsibility for punctuality is also largely that of the parent. We realize that there are times when being late cannot be avoided, but excessive tardiness cannot be tolerated.

The gym doors open each day at 8:15 am and all students are to report directly to their classrooms. All classes begin promptly at 8:30 am. A tardy is defined as arriving to their classroom after 8:35 am. Once a student accumulates **FOUR (4) TARDIES** during the grading period, a letter will be sent to the parents in their report cards and the student is not considered to have perfect attendance.

After 9:30 am a student is considered as ½ day. Students leaving the school building from more than one (1) hour during a school day will also be considered as ½ day.

### **Pre-Arranged Student Absences**

For all students in kindergarten through 5<sup>th</sup> grade any work missed for a pre-arranged absence period of 1-2 days can be asked for in advance from the classroom teacher. All work must be made up and returned to the classroom teacher upon returning to school.

For all students in kindergarten through 5<sup>th</sup> grade planning to be absent from the classroom for a period of 3 or more days, a **STUDENT LEAVE OF ABSENCE FORM** must be filled out by the student and parents. The form is available on the website and from the school office. The form is to be completed and signed by the parent(s) and returned to the CCA office a full 5 school days prior to the absence. The principal and teachers will discuss the plan of action to be taken and all work missed will be given **AFTER** the student returns to school. The student will have one day to make up the work to one day missed (example: 3 days missed will give the student 3 days to make up the work). If all work is not completed in the allotted time frame, incompletes/zeros will be given for the work left unfinished.

If no absence form is completed and approved by the office, no make-up work will be given and the student will automatically be given zeros on all missed work and tests.

### **Leaving the School Grounds**

No student is permitted to leave the school during the day without permission from the teacher and the parent or guardian. Before a child can leave school grounds, he must be signed out in the office by a parent/guardian.

### **Traffic Flow & Parking**

#### **Student Arrival**

Cornerstone doors open at 8:15 a.m. at which time and all students, including preschool, should enter through the gym doors. The first car will be required to pull up to the double doors at the south end of the building (gym doors). The following cars will pull up behind to wait until the car in front of them has unloaded and pulled away from the building. This process will continue until all students are in the building. There will be a staff member at the gym doors to assist your student into the building and also one in the gym to make sure they head to their classroom. All teachers will be in their classrooms waiting on the students. Classes will begin promptly at 8:30 am.

The Preschool 3's class arrives @ 12:40 pm and class will begin at 12:45 pm.

We are asking that anyone dropping off a student in the morning leave as soon as the child enters the building. If you need to speak with a teacher, we ask that you park and enter through the office doors and sign in at the office. This will help to alleviate any congestion in the gym and hallways and allow the teachers to begin their school day promptly.

### **Student Departure**

Students assemble in the gymnasium at 2:50 p.m. for any announcements and prayer. Students remain seated in the gym and are dismissed to their parents or called out by name when their parents arrive.

No students are to leave the school building and grounds with any unauthorized adults as stated on the registration forms.

Students should be picked up promptly after dismissal at the end of the school day. Dismissal for the Preschool 4's class will be at 11:15 am. Preschool 3's, Kindergarten and elementary students will dismiss at 3:00 pm. All students will be dismissed from the double doors at the south end of the building (gym doors).

Students may be picked up from the office before 2:45 for doctor's appointment or necessary early departures. and must leave the building as soon as possible. In order to keep children out of the parking lot while cars are driving, we will not dismiss any children from the office after 2:45 pm.

All vehicles must enter and exit through the main church entrance on US 40. We will be using a "stacking" method for the dismissal of students. The first vehicle will pull up to the yellow line past the double doors where a teacher will be waiting to assist your child into your vehicle. The following vehicles will pull up behind the vehicle in front of them and we will load several students at a time in this manner. Each family will receive an identification tag to put in your front window for the staff to call your students name and line up for pick-up. Please be sure to have this with you during dismissal to facilitate a quick and easy process.

The staff should be notified of any changes to a student's normal departure routine. Bus riders will be put on the bus unless we receive information from the parent in a change of plans – ***we will not take the word of the student alone***. In cases of emergency when students cannot be picked up on time, the office should be notified.

Parents who need extended care services either before or after the school day must make arrangements privately or with the First Christian Church Daycare.

### **School Closings**

School may be closed due to severe weather, utility failure or other emergencies beyond our control. In such cases, announcement of school closing will be made on the TV channels 2, via text alerts, email and on our website at [www.ccabrazil.org](http://www.ccabrazil.org). Cornerstone Christian Academy **WILL BE CLOSED** if all Clay Community Schools are closed due to severe weather. In case of school closure after the school day has begun, all parents will be notified by text alert or email.

In the event of a 2 hour delay, Preschool 4's will be in session from 10:15 am - 12:00 pm. Please do not drop off your Preschool 4's student(s) before 10:15 am. Preschool 3's class will remain the same (12:45 - 3:00 pm). It is our goal that our Preschool 4's class will not miss class completely during 2 hour delays.

Elementary students arrive at 10:15 and class begins at 10:30.

### **Illness and Medication Policy**

If your child is absent due to illness, please call the office to let us know that he/she will not be in class. As a rule, a child must be **fever free 24 hours** before returning to school. CCA policy states that we consider a fever to be a temperature of **99.6 or higher**. We will call someone to pick up a student from school if they **vomit** at school or have a temperature of **99.6 or higher**. Otherwise we will keep them in class until dismissal.

If students are not at school due to an illness the day of a scheduled school program, we ask that they not participate in the program.

School personnel will not administer drugs or medicine of any kind, including aspirin, without parental permission. However, we will be glad to assist your child with taking of his medicine in accordance with complete written instructions and permission by you or your doctor. All medication should be kept in the school office unless administrative approval has been given in special cases for medication to be kept in the classroom.

Although head lice are not a frequent occurrence at Cornerstone, we have been known to have few cases. If a case should occur, our staff will check the infected classroom and possibly the whole school. **Treatment is a must**. Parents of an infected student will be called. Students will be rechecked upon returning to school to make sure the child is nit free before returning to class.

### **Dress Policy**

School dress is primarily the responsibility of the parents. Many problems will be eliminated if parents will assume responsibility for enforcing the school standard of dress with their child.

Cleanliness, neatness and modesty are the three main qualifications which should be found in the dress of the students. The type of clothing worn to school has a definite effect upon the attitude, conduct and work habits of the students, as well as an effect upon our witness to the community. **Any clothing which draws improper attention is considered inappropriate.** The school staff has the authority to correct any student regarding

improper dress.

Body piercing is limited to the ears only for female students and staff.

No body piercing for male students and staff. There will be no visible body tattoos allowed for students or staff.

No dress code adequately satisfies all situations at all times. Therefore, the principal has the right and authority to make rulings on new fads and changes in style. The principal also has the final say on any questionable clothing or jewelry.

There are no regulations concerning uniform clothing. The following will **NOT** be permitted:

1. Hats are not to be worn in the building during school hours
2. Halter or midriff type tops
3. Spaghetti straps or strapless tops or dresses
4. Tank tops, fish-nets, cut-offs or muscle shirts
5. Clothing with holes or with rips
6. Shorts must be finger-tip length or longer. (When student stands straight, arms relaxed at their side, the shorts should be at least to the end of their fingertips or longer.)
7. No bicycle style shorts or leggings unless tops worn with them are finger-tip length
8. Clothing with unchristian pictures, wording or symbols
9. Clothing with derogatory wording towards school, yourself or others
10. Clothing advertising tobacco or alcohol

*Please Note:* When wearing sandals or “flip-flops” to school, there is no protection for the feet when playing on the school playground. You may want to send socks and tennis shoes with your child for protection from the mulch covering the playground.

### **General Guidelines**

It would be impossible to make rules to govern every situation. Good behavior must come from the heart in love and obedience to GOD. It is our desire for the students to learn to do right because it is the right thing to do. However, for the sake of everyone's good, please note the following guidelines:

1. Students should respect and obey any person of authority at school at all times.
2. Talking is to be done in conversational tone. Students are not to whistle, yell, run or be rowdy in the building.
3. Students are expected to do what they are told, when they are told, to the best of their ability.
4. Students are expected to follow **ALL** rules for the classroom. Each person is different; therefore each teacher will have slightly different rules for their class.
5. Students are not allowed to:
  - have chewing gum in the building at any time
  - use inappropriate language
  - cheat on test, quiz or any other assignment
  - buy, sell or trade items while at school without permission from the office
  - have any items with wheels (example: skate boards, roller skates, etc.) at the school
  - all electronic devices (example: cell phone, IPod, tablets, etc.) are to be held in the office during the school day
  - have inappropriate music or literature
  - have alcohol, drugs, tobacco or any related items or look-a-likes of these items
  - weapons of any kind (real or play)

## **Background Check Policy**

Background check forms are required for all people involved in (but not limited to) mentors, student teachers, chaperones, classroom and office helpers, preschools and other programs. In accordance with this Cornerstone policy, any person volunteering in a student supervisory capacity at Cornerstone Christian Academy are required to complete the background process.

If you would like to volunteer in a non-supervisory capacity such as the Spring Carnival and classroom parties, a full background check will not be necessary. We consider the Spring Carnival a public event and therefore we do not feel it viable to require a background check to attend and volunteer. During a classroom party the teacher or staff responsible for the students will not leave the students unattended. Whether or not to require a full background check for future events is the responsibility of the CCA school board.

## **Pet Visitation Policy**

Due to various allergies, the CCA school board does not allow pets into the school building.

## **Discipline Policy**

Discipline and its application at Cornerstone Christian Academy is grounded in Scripture:

***“He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored.”***  
Proverbs 13:18

Just as "discipline" and "disciple" come from the same root word, we believe that the full meaning and intent of discipline should be not only to correct behavior but also to build up, encourage and train individuals in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. In that context, discipline must never be administered vindictively, in anger, or devoid of forgiveness, or in any manner that is demeaning to the worth of the individual. Discipline is ordained of God for the building of character and the training of behavior.

Parents have been given the responsibility by God for the discipline of their children. Cornerstone parents have, by virtue of enrolling their child in Cornerstone, agreed that the authority rests in part with the teachers, staff and administration. If parents have questions or disagreements regarding disciplinary action, it shall be their responsibility to:

STEP 1 - Discuss these questions or differences with the classroom teacher first.

STEP 2 - If the matter is not resolved with the child's teacher, the parents shall then discuss it with the principal. It shall be the discretion of the principal to invite the teacher to participate in this meeting.

STEP 3 - Failing a resolution at this level, the final step is to bring the matter to the School Board.

The teachers, staff and principal are responsible to GOD for the lives placed under their care. They have the authority from the parents to administer discipline within limits of this policy.

This may (with parental knowledge and consent) include corporal punishment. It shall further be the duty of the teachers, staff and principal to work with parents in the matter of discipline, informing them in a prompt manner of disciplinary problems or action taken and making themselves available to the parents and students involved. If the teacher cannot continue teaching because of a misbehaving child in the classroom, the student will first be removed and brought to the principal's office. If this action does not help, the parents may be called to come and take the student home for the remainder of the day and to give the school assurance that steps will be taken at home to help correct this behavior.

Students are responsible, under GOD, to obey and show respect for the teachers, staff and the administration as they should for their own parents. They are also responsible for helping to maintain a clean and orderly learning environment.

The proper and effective implementation of discipline rests with the cooperation of parents, students, teachers, staff and administration. In all things justice must be tempered with grace and compassion. The purpose of discipline at Cornerstone Christian Academy is to enhance the learning environment, training the student in self-discipline and leading them to maturity in Christ.

## **Unacceptable Behavior**

Unacceptable behavior differs in its severity and should receive different responses. The examples listed are examples only and are not meant to be inclusive. An act of behavior is deemed to pose a discipline problem if, in the opinion of the teacher, that act causes disruption of the education process, endangers others and/or discredits the school in any way.

Offenses that are not listed will be dealt with at the discretion of the teacher or principal.

1. Unexcused tardiness
2. Failure to complete assignments
3. Displays of rudeness or disrespect (verbal or nonverbal)
4. Excessive cluttering of work area
5. Causing a minor disturbance
6. Violating property of others/ Vandalism
7. Not obeying the classroom rules
8. Throwing objects
9. Abusing privileges
10. Unacceptable or inappropriate language remarks or language
11. Lying or cheating
12. Stealing
13. Fighting or displays of anger
14. Gum chewing
15. Buying or selling unauthorized items at school
16. Violation of dress code set by administration
17. Alcohol, drug, tobacco or any such item that is considered by the school as a look-a-like
18. Weapons (real or play)
19. Wearing a hat during school hours
20. Running in the halls or when told not to run
21. Violation or refusing to obey any rules or guidelines set by the administration

## **Consequences for Violation of Classroom Rules or Guidelines**

Students that display continued disciplinary problems and disobedience will be considered out of harmony with Cornerstone Christian Academy purposes and philosophy and will be dismissed. Every effort will be made to discipline lovingly and to respect the rights of the individual student.

The teacher will talk to the student, explaining the school rules as well as their classroom rules. Then, depending on the severity, the age of the child, and circumstance, a progressive plan will be adopted. Any of the following steps may be skipped if the teacher and administration feel it is necessary:

1. A direct glance from the teacher to notify the student of unacceptable behavior, students will often correct themselves if they are made aware of the problem.
2. Head on desk for period of time, or time out.
3. Student's seating assignment changed in class.
4. Student removed from class for short period of time.
5. Recess Detention.
6. Student's parents notified.
7. In the event the student's behavior did not improve after working with the parents, this student may be

suspended from school. Length of suspension to be determined by the administration in accordance with the severity of the behavior. No class work will be made up during this time in the office.

8. In the event the student's behavior did not improve, the student may be removed from Cornerstone Christian Academy for the remainder of the school year. Enrollment for the following school year will not be accepted.

### Parental Agreement

All parents are responsible for signing a Parental Agreement when registering for each school year. The Parental Agreement sheet is in each registration packet. Failure to sign and return this page does NOT exempt the student from the rules and policies of Cornerstone Christian Academy.

### Missions

From time to time Cornerstone Christian Academy implements and/or participates in mission projects. We believe this helps students to look beyond themselves by giving them as opportunity to help others.

### Homework

Homework is an important part of the school's curriculum. It serves as a time for review, reinforcement and practice of skills learned in the classroom. Homework can also serve as a time for students to independently pursue assignments of a creative and individual nature.

We encourage parents to help and guide their children in homework. We want you to have an active part in your child's education. While you may assist in seeing that homework is complete, and may help in explaining assignments when necessary, the work must be done by the student. The student must take the personal obligation for seeing that the homework is finished, according to directions, and turned in **ON TIME**. No homework assignment is considered completed until it reaches the hands of the teacher. Homework assignments that are late or incomplete may receive reduced grades. This decision will be made in a fair and consistent manner by the classroom teacher.

For every absence, students have one (1) day to complete make-up work. All tests announced prior to absences must be made up on the day the student returns to school.

### Student Evaluation

Students in intermediate grades will receive a written mid-term report approximately four weeks into each grading period. Report cards are given every nine weeks. Report cards should be signed by the parents and returned promptly and in the original envelope. Parents will be charged \$5.00 for each duplicate of a lost report card. During each grading period, a notice may be sent to parents if a student's work is failing or falling significantly below the student's level of potential.

### Grading Scale

Grades are given on tests, quizzes, daily work and homework on the following scale:

|          |               |
|----------|---------------|
| A+.....  | 100 and above |
| A.....   | 93 – 99       |
| A- ..... | 90 – 92       |
| B+.....  | 88 - 89       |
| B .....  | 83 – 87       |
| B-.....  | 80 – 82       |
| C+.....  | 78 – 79       |
| C .....  | 73 – 77       |
| C-.....  | 70 – 72       |
| D+.....  | 68 – 69       |
| D.....   | 63 – 67       |
| D- ..... | 60 – 62       |
| F .....  | 59 and under  |
| I .....  | Incomplete *  |

\* Must be made up within one week or will automatically change to an "F".

**Grades for Kindergarten and non-academic subjects** such as art, music, PE, writing and citizenship use the following grading scale:

|         |                     |
|---------|---------------------|
| O ..... | Outstanding         |
| S ..... | Satisfactory        |
| I.....  | Showing Improvement |
| N ..... | Needs Improvement   |
| U ..... | Unsatisfactory      |

## **Academic Recognition**

1. Honor Roll - Students achieving excellent or above average grades are certainly deserving of special recognition of the highest nature. An "A" Honor Roll will be published (with a signed "Publications Release Form" on file in the office) each grading period to recognize all students receiving all "A's" (A+, A, A-) in all subjects. An "A/B" Honor Roll for students receiving all A's and B's (includes A+, A, A-, B+, B, B-), and a "B" Honor Roll for students receiving all B's (includes B+, B, B-).
2. Grades Going Up - Students will receive recognition for improving grades by at least one letter from the first to the second semester.
3. Perfect Attendance - Students who do not miss any school during the semester will receive recognition.

## **Achievement Tests**

Achievement Tests are given in the spring to all elementary students (1<sup>st</sup> -5<sup>th</sup> grades). An announcement will be made when testing dates are set. Parents are urged to see that their children get plenty of rest and have them in school each day for testing unless they are ill. There will be make-up times for students who missed the day of testing due to illness. Test scores will be made available to parents.

## **Announcements**

Monthly newsletters and lunch calendars are available on the school website ([www.ccabrazil.org](http://www.ccabrazil.org)). Written announcements may be sent home periodically to parents via students. Please watch for these announcements 3 parents and teachers to be partners in the educational process. Conference days are scheduled for parent - teacher communication near the end of the first grading period. Special conferences may be called at any time by a parent or a teacher. Classroom observations by parents are permitted. It is necessary, however, to call the school office for appointments, conferences and observations.

Cornerstone Christian Academy believes strongly in Biblical principles of communication as taught in Matthew 5 and 18. We are convinced that when one has been offended or caused an offense or has a concern of any kind, they should go immediately to the person involved to discuss the matter in love. Relationships are strengthened and problems are resolved when these principles are practiced among all staff members, parents and students.

Our desire is that as a school family we would be committed to building up one another and solving problems biblically with a loving spirit. We welcome and appreciate your comments about any aspect of your child's educational program. When you have a concern about something in the classroom, go first to your child's teacher to resolve the matter. This can be done with a note brought in by the student, over the phone or by e-mail.

## **Field Trips**

Each class may take field trips for educational purposes. Parents will be notified beforehand of these field trips, as parental permission must be granted before students can participate. Students who do not return a permission slip will not be permitted to go on the field trip. Small fees may be necessary for these field trips to pay for transportation and admission fees. Since these times are to be a learning experience for the student, we do ask that if you are chaperoning to please leave any and all younger siblings at home.

## **Fire and Tornado Drills**

In accordance with Indiana State laws, monthly fire drills will be held to acquaint students with emergency procedures. Tornado drills will be held in the fall and spring.

When the fire alarm sounds students should leave rooms and walk, single file, to the designated areas until dismissed. Students must not talk, but listen carefully for the teacher's directions.

## **Library**

The loan period of all books is one week. Books may be checked out and returned only during designated times. Students may have only one book checked out at a time. Students will be responsible for paying for damaged or lost books. Damaged or lost books must be paid for before others can be checked out. Reference books and materials must NOT be removed from the building by students.

## **Lunch-Snack Time**

Hot lunches and milk/juice are available for students to purchase. A lunch calendar will be available on the school website. Lunch accounts should carry a credit and payments need to be made prior to student's purchasing food or snack drinks. Payments for all hot lunches and snack drinks will go to the office so please be sure to label your payments. Report cards will be held if lunch/snack drink accounts are not current.

The following rules apply during lunch:

1. Students will go to the lunch room in an organized and orderly manner.
2. Students must only talk in conversational tones and only with those at their table.
3. Eat politely (chew with mouth closed, do not talk with your mouth full, etc.).
4. Students are not allowed to trade or share any lunch foods.
5. Students are not allowed to bring, or purchase, soft drinks during school hours.
6. The student must try to eat all of the meal. The school will do its best to notify parents if students are not eating the purchased lunch.
7. Keep wrappers, etc., out of other students' table space.
8. Remain seated until lunch period is over or until dismissed by the teacher. Raise hand for permission to get up.
9. Upon dismissal, check the area to see that it is clean. Pick up any food or paper left on the table or dropped on the floor and put it in the trash can. The student will not be allowed to go to recess until the area is clean.

## **Recess**

All students are expected to participate in recess activities. Exemption from recess in cases of illness requires a note or phone call from the parent. Rules for recess are written for the safety of the students. These rules will be used as a guideline for the recess teacher:

1. Recess begins only after you are outside or in the gym. It stops as soon as the whistle is blown or the teacher says to line up.
2. When coming in from recess, students are expected to walk quietly through the hall, hang up coats or jackets and return to the classroom.
3. Balls and other equipment are to be held, not bounced or played with while in line.
4. NO student is to leave the playground area or gym without permission from the playground teacher.
5. Good sportsmanship and Christian behavior is expected at all times during recess.
6. Students will be reprimanded for poor, unkind, or unchristian attitudes or actions. This determination will be made by the recess teacher.
7. There is to be NO throwing of mulch, rocks or any other materials.
8. There is to be NO twisting, standing or jumping off swings.
9. Students are expected to take care of all recess equipment. All balls and other recess equipment should be put away after each recess.
10. Students should report any accidents promptly to the recess teacher.

## **Gym Rules**

1. NO eating or drinking by students in the gym.
2. Balls, jump ropes and other equipment may be taken from the storage room and used with permission from the teacher.
3. Students are not allowed to leave the gym without the teacher's permission.
4. Students must stay off the stage at all times.
5. Students are not allowed beyond the second row of the bleachers without permission.

6. Students are to stay out of the corner areas of the gym.
7. All toys and equipment need to be put away before leaving the gym.

### **Classroom Parties**

If students wish to bring a treat for their class on birthdays, they may. Parties should not take up much classroom time and all activities and refreshments need to be approved by the teacher. All supplies are to be provided by the parent. If a parent wishes to bring in lunch they should notify the student's teacher two weeks in advance.

Since these activities are to be a fun learning experience for the student, we do ask that if you are volunteering to please leave any and all younger siblings at home.

Since we are a Christian school, all holiday parties will be a Christian focused event. Therefore, we will not use any party favors or treats which depict witches, ghosts, Santa Clause, etc. Final decisions will be made by the teacher and/or the school office.

Flowers, Balloon-a-grams and such items delivered to the school will be held in the office until right before dismissal.

### **School Pictures**

Individual pictures will be taken in the fall and spring during the school year. An offer will be presented to the parents for consideration. There will be NO obligation to purchase these pictures.

### **Programs**

Cornerstone students present programs in the fall, Christmas, on Cornerstone Sunday at First Christian Church and at graduation. The students always work very hard to present these special programs to parents and friends. This is a vital part of their learning experience and all students are encouraged to participate. If students are not at school due to an illness the day of a scheduled program, we ask that they not participate in the program.

### **Chapel**

Chapel is a time when the student body comes together for worship and a short object lesson with the Children's Ministry Director at First Christian Church. Special recognitions (birthdays, honor roll, attendance, etc.) may also be made during this time. Chapel takes place in the First Christian Church sanctuary from 8:45 to 9:15 am every Wednesday morning. Parents/guardians are always welcome to attend when their schedule permits.

### **Prayer**

We invite you to pray for our students, our staff and our families consistently and earnestly. Your prayers will be honored by the Lord and answered according to His perfect will. Please pray for the many needs of Cornerstone Christian Academy daily!

### **Gifts to the School**

In a very real sense, each family in the school receives tuition aid. The tuition charged for each student's education does not cover the entire cost. Therefore, we invite families and friends of the school to help us "bridge the gap". Your gifts and contributions are most appreciated and are, of course, tax deductible. We thank God for His faithful provision and your generous support.

### **COVID-19 Policy as of July 20, 2020**

Make sure your child is healthy and fever free before sending them to school. A fever is considered anything over 100 degrees Fahrenheit.

We are not requiring face masks at this time; however, any student is allowed to wear a face mask.

We are asking each child to bring a refillable water bottle so that they will not be using the water fountains.

We are asking parents to drop off all students at the door and not walk children into their classroom.

We will be allowing time for the students to frequently wash hands or use a hand sanitizer. Example: before lunch, after lunch, after recess and PE

Staff will wear gloves to hand out milk to students and while helping them open lunches.

If you want to come and have lunch with your child, we ask that you call the day before and let us know. We will have an area set up for you and your child away from the regular lunch room.

We will take random temperature checks of students.

All teachers will have temperature checked daily.

We will check temperatures on any adult coming into the building.

As things change we will make necessary changes as needed such as: spacing out students in the lunchroom by moving some students to another room.

#### Returning to School after illness

If your child has a fever with one or more additional COVID-19 symptoms as per the CDC guidelines they will need to have improvement of symptoms and be fever free 72 hours before returning to school or have a doctor's note to return to school.

If a student tests positive for COVID-19 they will be allowed to return to school when the following conditions are met:

- The individual no longer has a fever (without medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received 2 negative tests at least 24 hours apart.