Parent-Student Handbook
2026 - 2027

CORNERSTONE
CHRISTIAN ACADEMY

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INTRODUCTION

History

Over the years, tremendous growth has occurred in the Christian School movement. Concerned parents and churches have started schools that would provide Christian teaching in every facet of their children's education.

In 1995, a group of Christians began thinking and praying about the need for such a school to serve families in the Bloomington/Normal area. As a result, Cornerstone Christian Academy, an independent Christian school, was founded on July 1, 1997. At that time, the Academy took over the management of the Eastview Christian preschool, which had been in operation for twenty years at Eastview Christian Church. During the first year, Cornerstone operated as a preschool, with 45 preschool students. In its second year, Cornerstone moved to its next facility at 806 E. Bell Street, and opened kindergarten through 4th grade, in addition to the preschool program. Another grade was added in each subsequent year until the first high school class graduated in 2007. Enrollment continued to increase, and in November of 2003, CCA moved into its new facility east of Bloomington on Ireland Grove Road on 78 acres of land which God provided.

Cornerstone Christian Academy is accredited by the Association of Christian Schools International (ACSI) and is a member of the Council on Educational Standards and Accountability (CESA). The Academy has been awarded state recognition by the Illinois State Board of Education. The school is governed by a self-perpetuating Board of Trustees whose members represent a broad base of evangelical churches. The Board of Trustees is responsible for policy governance and fiduciary oversight. Stakeholders may review board policies upon request.

Statement of Faith

- We teach that the Bible is the Word of God, supernaturally inspired, is inerrant in the original manuscripts and preserved by God, and is a divinely authoritative standard for every age and every life (I Cor. 2:7-14; II Peter 1:20-21; II Timothy 3:16).
- We teach that the Godhead exists eternally in three persons--Father, Son, and Holy Spirit, and that these Three are one God (Matthew 28:19; John 14:16-26; 16:7-15).
- We teach that God is the absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process (Genesis 1:1-2:25).
- We teach that Jesus Christ in the flesh was both God and man; that He was born of a virgin and lived a sinless life, in which He taught and wrought mighty works, wonders, and signs exactly as revealed in the four Gospels; that He was crucified, died as a penalty for our sins, and was bodily raised from the dead on the third day. Later He ascended to the Father's right hand where He is head of the church and intercedes for believers, and from whence He is coming again personally, bodily, and visibly to this earth (Philippians 2:5-8; Luke 1:26-35; Hebrews 4:14-15; I Peter 2:21-24; I Corinthians 15:3-5; Acts 1:9-11; Ephesians 1:18-23; 5:23; Romans 8:31-34; I John 2:1-2; I Thessalonians 4:15-16; John 14:1-6).
- We teach that in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin. Men are saved, justified, and sanctified on the simple and single ground of the shed blood. Those who trust by faith (alone) in the blood of Christ are saved and will enjoy God's gift of heaven forever. Those who fail to exercise such saving faith are condemned to spend eternity separated from God in hell forever (Hebrews 9:11-14, 10:10-13; I Peter 3:18; Galatians 3:13-14; I Cor. 6:9-11; Romans 8:31-34).

- We teach that such salvation with its forgiveness of sins, its imparting of a new nature, and its hope of eternal life is the pure grace of God apart from any good works, sacraments, religious deeds or other tokens of human merit which cannot commend us to God (I John 1:8-10, 3:9; II Cor. 5:17; I Cor. 15:1-58; Ephesians 2:8-9).
- We teach that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Spirit (Ephesians 4:11-16, 5:15-21; I Cor. 14:20; Colossians 1:9-12,28; 3:12-17).
- We teach that God wonderfully and immutably creates each person from conception on as male or female. These two distinct complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- We teach that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We teach that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).
- We teach that every person is created from conception in the image of God, that the sanctity of life must be celebrated and upheld, and that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the Statement of Faith of Cornerstone Christian Academy.

Vision Statement

CCA's vision is to equip young people to become lifelong followers of Jesus Christ who impact others for the glory of God.

Mission Statement

CCA is an independent college-preparatory school that exists to glorify the Lord Jesus Christ by challenging its students to know Him as Lord, to think biblically, and to grow in knowledge and skill that they may serve and influence the world in His name.

Motto

"Educating World Changers"

Philosophy of Education

- We believe parents are responsible for the Christian education of their children. However, when parents choose us to partner with them in the education of their children, we seek close cooperation with the home expecting parents to be in agreement with the school's mission, objectives, policies, procedures, and philosophy.
- We believe in equality of all persons before God.
- We believe in the development of the whole child.
- We believe that the avenues to understanding and knowledge are diverse and yet bound and guided by biblical truth.
- We believe learning is a lifelong process.

- We believe in the importance of building genuine Christian maturity.

Objectives

We will seek to lead students to commit their lives to Jesus Christ and see the importance and implications of His Lordship for whole and effective Christian living.

In all that we do and learn, we will challenge ourselves and our students toward educational excellence, a deepening Christian faith, and a commitment to service.

We will work to accomplish these efforts in an atmosphere of academic excellence and a community of grace, believing that God would expect no less from us as His servants.

School-Wide Expected Student Outcomes

In alignment with the Cornerstone Christian Academy mission statement, the curriculum and programs offered at the Academy address four domains: GROWTH, KNOWLEDGE, SKILL, and INFLUENCE.

It is the school's desire and prayerful expectation that graduates of Cornerstone Christian Academy will:

- Engage in God's story.
- Construct and convey ideas and opinions effectively.
- Acquire, analyze, and assimilate new concepts into a personal working knowledge as they progress toward accomplishing learning objectives documented in the Board-approved curriculum guide.
- Participate in cross-cultural experiences with the intention of impacting cultures for the glory of God.
- Form and articulate a Christian apologetic.
- Exhibit an increasing awareness of God's holiness and their own sinfulness, resulting in increased affection for God, His Word, and others.
- Develop sound intellect and analytical skills to solve problems that impact daily life.
- Demonstrate curiosity and inquisitiveness that cultivates a desire to learn.
- Explore, develop, and steward God-given talents in order to reflect His beauty and creative nature.
- Establish disciplines that promote spiritual, intellectual, and physical readiness to serve Christ and others.
- Exercise the responsibilities of a restored image bearer to care for and cultivate God's created order.
- Use technology proficiently, effectively, and ethically.

Living Curriculum

God has always blessed Cornerstone Christian Academy with outstanding teachers. Each feels particularly called by Him to be here and is qualified both spiritually and professionally to teach those entrusted to his/her care. Every applicant goes through a rigorous application process before being invited to teach. All CCA employees must be born-again believers with clear Christian testimonies. In addition, all instructional faculty must have at least a Bachelor's degree, though many have advanced degrees. Once at Cornerstone, teachers are required to continue learning through a variety of methods so that they might become even better equipped in their area of expertise. We pray every year that God will bring us His very best. We believe He has.

Core Curriculum

Cornerstone Christian Academy is committed to providing a solid liberal arts, college-preparatory education presented in the context of a biblical worldview. In order to accomplish this objective, all students take classes in six core subjects. These include: Bible, history, English, science, math, and foreign language. Additional classes in art, music, physical education, and technology are provided for students at all levels. The sequence of these enrichment courses is determined for students in grades K-8. High school students may select their own elective courses to supplement the core. Curricular materials are reviewed according to an established five-year cycle to ensure that we use the most effective tools for fulfilling the Academy's mission.

ADMISSION/ENROLLMENT GUIDELINES

The process of enrollment in a private educational institution is fundamentally different from enrollment in a public school in several ways. It must be understood that nonpublic schools are private entities and do not function as state actors. Therefore, families enrolling students at CCA should expect that the school's philosophies, policies, practices, processes, and procedures will be distinctively different than those implemented in the public school setting. The enrolling student and his/her family agree to uphold the policies outlined in this handbook and other supporting school documents which detail the contractual terms of enrollment. Cornerstone Christian Academy staff, students, and parents affirm their commitment to work together in a manner that promotes the mission, ministry, and unity of the school.

Non-Discrimination Policy

Cornerstone Christian Academy admits students of any race, color, national and ethnic origin, and of either biological sex to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies and athletic/extracurricular activities. The Academy does, however, reserve the right to deny the admission or discontinue the enrollment of any individual whose pattern of conduct and/or personal lifestyle is not in harmony with the Statement of Faith, mission, philosophy, purpose, and policies of Cornerstone Christian Academy.

Application

For each new student desiring to attend CCA, an application must be completed by the parent(s)/legal guardian. All students entering 9^{th}-12^{th} grades must also complete and submit the Student Application at the same time. A one-time non-refundable application fee must accompany the application(s). Admission to the Academy is determined by entrance tests, previous school records, recommendations, and an interview conducted with the parents and the student by an administrator.

Students who have been expelled or dismissed for disciplinary reasons from other schools may be admitted on a probationary basis at the sole discretion of the Head of School after a thorough review of all pertinent information. In most cases, students who have been expelled must demonstrate a year of positive behavior before being admitted/allowed to return to CCA.

Students who marry and/or are already parents have responsibilities as adults and may not accountable to their parents or guardians. Therefore, married students and/or students who are already parents are not eligible to attend Cornerstone Christian Academy.

Returning Students
The status of all returning students will be reviewed annually, and students will be re-admitted on a best-qualified basis. This involves consideration of academic progress, attendance, disciplinary record, attitude, and spiritual growth. Students entering kindergarten must apply for admission, and students entering high school must complete the Student Application.

Student Assistance
Applications for Student Assistance will be received beginning in January for the following academic year. Currently enrolled families who wish to apply for student assistance must submit their applications and supporting documentation by April 15. *The only applications accepted after April 15th will be those submitted by families of new applicants.*

Student assistance may be discontinued because of: 1) parents'/guardians' failure to keep tuition payments current or 2) serious student disciplinary action, chronic absences or tardiness, and/or failure to make adequate academic progress.

Required Health Records
All students are required to show proof of a *certified* birth certificate to meet requirements prescribed by the State of Illinois *prior to the first day of school*. A certified birth certificate is the official document from the County Clerk's Office and is often presented on thicker paper with a colored border or background with an embossed seal. Any birth certificates that are copies of this original document will read "void" across the copy. These copies cannot be accepted. Certified birth certificates can be ordered online or by phone from the County Clerk's office in the county where your child was born. A copy will be made for the student file.

Illinois law (105 ILCS 5/27-8.1 and Illinois Administrative Code Title 77 Part 665) requires specific health records be on file with the school upon entrance to an early childhood program, kindergarten, second, sixth, ninth, and 12th grade**.** All required health forms are to be submitted to the school prior to the first day of attendance. All required health records must be submitted on State of Illinois standard forms. These forms are available from your health care provider and on our website. Students will be excluded from school after October 15 if required health forms are not on file with the school office.

<u>Physical Exam and Immunization Records</u>
Each student is required to have a physical exam prior to entrance into early education, kindergarten, 6th, and 9th grade. This exam may be obtained up to twelve (12) months prior to the first day of attendance and must include a complete medical history and immunization record. Additionally, students entering 12th grade must show proof of receiving a second dose of the meningococcal (MCV4) vaccine. The Illinois Revised Statutes require that school children be adequately immunized unless the parent/guardian submits a written objection based on religious grounds. Parents who religiously object to the administration of vaccines must submit a Certificate of Religious Exemption signed by their child's healthcare provider.

<u>Dental Exam</u>
Each student entering kindergarten, 2nd, 6th, and 9th grade is required by the State of Illinois to have a State of Illinois School Dental Exam form on file in the school office. In lieu of a school dental exam form,

a Dental Examination Waiver Form may be submitted by families who are unable to complete the requirement due to cost or lack of access to dental care. Blank forms may be found at https://www.isbe.net/Documents/dentalexamwaiverform.pdf.

Eye Exam

Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois school to have an eye examination by a licensed ophthalmologist or optometrist on file with the school by the first day of attendance. In lieu of the school eye exam, an Eye Examination Waiver Form may be submitted by families who are unable to complete the requirement. Blank forms may be found at https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/eye-examination-waiver-050216.pdf

Tuition

A non-refundable annual enrollment fee is due to secure the placement of each student. Tuition may be paid as one payment (August 1st), as two semester payments (August 1st and January 1st), or as ten payments. The 10-month plan begins in July and has a $15/month/family service fee. The semester plan has a $25/semester/family service fee. There is no service fee for the annual plan.

Tuition is invoiced through the FACTS Tuition Management platform. Late payments and returned checks will incur fees assessed by FACTS. If more than one payment is delinquent and arrangements have not been made with the Student Accounts office to bring the account up to date, the student may not be allowed to come to school until the account has been made current.

In the event that a student's enrollment status changes during the course of the academic year, the student accounts director will provide an invoice for the balance due. Should a student withdraw after the enrollment contract and fee have been submitted, a $250 withdrawal fee (per student) will be assessed. In addition, should a student withdraw after August 1st (for the first semester) or after January 1st (for the second semester), the full tuition contracted for the semester must be paid in order to cover the costs associated with anticipated student enrollment.

Established tuition and fees will not be altered in the event that the mode of instructional delivery must change for any course for all or part of the semester or year.

Financial Obligation/Collections Policy

The administration of Cornerstone Christian Academy reserves the right to withhold official records, student transcripts, and report cards if financial obligations are not met. This includes tuition, before/after school care, library fines, damaged book fines, activity fees, and lost padlocks. If financial obligations are not met in a timely manner and there has been no communication with the Student Accounts Office, the account may be turned over to a collection agency. Delinquent student accounts may result in the inability to register for additional student activities, revocation of student assistance awards, and/or discontinuation of student enrollment.

ACADEMIC PROGRAM

Philosophy

Cornerstone Christian Academy places emphasis upon the development of the basic tools of inquiry and intellectual development that will help students learn throughout their lives. A student participating in Cornerstone's program will work toward mastery of established curricular objectives in six core subject areas: Bible, English, history, math, science, and foreign language. A variety of elective and enrichment courses is offered within each of the school's divisions. Students are encouraged and expected to go beyond the acquisition of knowledge and practice analyzing facts and drawing conclusions in order to understand the complex nature of our lives. The Academy remains committed to delivering a rigorous academic education that will prepare students to enter the higher education institution of their choosing. However, we also recognize that even the most serious of students may need help from time to time to achieve their highest potential. Therefore, Cornerstone provides academic support in many forms – some voluntary, some mandatory – with the hope that each learner will indeed reach his or her highest potential to God's glory. We will do everything in our power to help each student have a successful academic experience. To that end, we offer several academic support services. (Not all services are open to all students, but only on an "as needed" basis).

Academic Probation

A pattern of poor academic performance may lead to academic probation. In such cases, students may be required to meet with the division principal. Students who do not show evidence of improvement may be denied the opportunity to attend the following year. Students who are on academic probation will not be considered eligible for participation in athletics.

Academic Support Office

The Academic Support Office exists to provide support for students identified as at-risk or struggling due to a diagnosed disability or recognized skill gap. Support may come in the form of providing classroom strategies for the teacher, academic support personnel working directly with a student or small group of students, and when necessary, developing an academic support plan that incorporates accommodations as outlined in a plan constructed jointly by academic support personnel, teacher(s), principal, and parents. The overarching goal in providing support is to enable students to reach a level of independent functioning within the classroom, particularly at the high school level.

Advanced Placement Courses

Students enrolled in 11th and 12th grades may request and/or be recommended for Advanced Placement courses that are taught on campus in the traditional classroom setting. AP courses are designed to give students a college classroom experience while still in high school and are taught by CCA faculty who have been trained by College Board instructors. Each AP course has a corresponding cumulative exam that students may opt to take at the end of the school year. These exams are taken on campus and then sent to the College Board to be scored. Scoring is on a 5-point scale. Typically, students who earn a 3 or above on an AP exam are granted some credit for a college course in the related subject area when they enter college.

The opportunity to earn college credit while taking courses to satisfy high school graduation requirements is the primary motivation for enrolling in AP courses. Therefore, it is the general expectation that AP students will sit for the exams in the spring. There is a fee for each exam that is the responsibility of the student's family. This is paid to CCA at the time of test registration and remitted to

the College Board. Students who do not intend to sit for the exam must communicate this to the course instructor and notify the Upper School Principal no later than January of the year of enrollment in the course.

All AP courses require year-long enrollment. Successful completion of both semesters results in one (1.0) high school credit in the related subject area. Grades for AP courses are weighted on a 5.0 scale.

After-School Tutoring Groups

Tutoring groups are held each week in accordance with a published schedule with sessions beginning in late September. Groups are facilitated by faculty members and qualified volunteers. After-school tutoring groups are primarily designed to address skill gaps in a particular subject area. Therefore, the completion of daily homework assignments will not be emphasized during these sessions. In Lower School, support and priority will be given to students who have been identified as at-risk, struggling, those who have an ASP (Academic Support Plan), and/or those who demonstrate difficulty in maintaining a "C" average in the related subject area. In Upper School, teachers hold weekly tutoring sessions that are open to all students.

Bible Classes

Biblical studies are taught with an emphasis on teaching and nurturing youth in their relationship with Jesus Christ. Spiritually, the goal of the Academy is to encourage all students to know Jesus Christ as Lord and to challenge them to think biblically. To this end, students will be provided with an in-depth knowledge of the Bible, the inspired, infallible word of God. The Bible curriculum and spiritual emphasis of the school are designed to lead students to a greater knowledge of Jesus Christ and to develop the necessary disciplines to become fully devoted followers of Christ.

Class Rank & Valedictorian Designation

Cornerstone Christian Academy does not rank students. Valedictorians are selected from each graduating class based on academic achievement, contribution to school life, involvement in the community, and demonstration of leadership skills. In the review of student transcripts as part of the Valedictorian selection process, only credits earned at Cornerstone Christian Academy will be calculated. Students must have been enrolled for all four years of high school in order to be considered for this honor.

Dual Credit

<u>Online Courses</u>

Cornerstone Christian Academy offers a variety of elective online courses to supplement the core curriculum at the high school level. These courses may be taken in addition to the core but may not replace CCA's core coursework. The Academy partners with SevenStar Academy to provide rich online learning experiences that present content from a biblical worldview perspective.

Three options are available for high school students who wish to enhance the core curriculum with online coursework:

1. High school elective credit courses (.5 credit per semester)
2. Advanced Placement (AP) courses (.5 credit per semester and weighted on a 5.0 GPA scale)
3. Dual credit college courses (1 credit per course; weighted on a 5.0 GPA scale)

Students who excel academically and have the resources to meet the demands of online learning should make an appointment to meet with the Guidance Services Coordinator to discuss their course options.

Fees associated with enrollment in online courses are not included in the base tuition. Registration and fee remittance for online courses are handled directly through the course provider. In addition to course fees, families are also responsible for purchasing necessary textbooks and lab materials required for each online course. All applicable fees must be remitted at the time of registration and are not refundable once the student is enrolled in an online course. It is important to note that registration windows and requirements vary depending on the course provider. Regular communication with the Upper School Principal is necessary to ensure timely registration and fee remittance. It is the responsibility of the online student to be informed of pertinent registration, start, and end dates.

In order to preserve the integrity of Cornerstone Christian Academy's core curriculum, the following policies related to online course enrollment and credit transfer apply:

1. Except in the rare cases of school-created schedule conflict or credit recovery, online courses may not replace traditional classroom instruction in the core subject areas delivered on-site at Cornerstone Christian Academy.
2. All application, registration, course, textbook, and lab fees for online courses are the responsibility of the enrolling student. If a school-created schedule conflict necessitates online course enrollment, other financial arrangements may be made at the discretion of the administration.
3. Students enrolling in online Advanced Placement courses must notify the Upper School Principal of their intent to sit for the corresponding AP exam no later than January of the respective school year. Exam fees are the responsibility of the student and are remitted to CCA in March at the time of exam registration.
4. Students who enroll in online dual credit courses must provide a copy of the final transcript to the Upper School Principal in order for the grade to be reported on the high school transcript and credit to be included in GPA calculation. It is the responsibility of the student to request the final transcript from the university providing the credit.

Inquiries related to online course enrollment should be directed to the Upper School Principal who reserves the right to approve or deny a program or course, depending on its alignment with CCA standards, values, and graduation requirements.

<u>CCU at CCA</u>

Cornerstone Christian Academy partners with Colorado Christian University (CCU) to provide high school students with the opportunity to earn dual credit for courses taken on the Cornerstone campus, taught by Cornerstone faculty. These courses have been audited and certified by CCU, and college credit hours are granted by the university upon successful completion of the designated course. While dual credit course offerings may vary from year to year, they are typically part of the junior/senior level coursework. If a course has been certified for dual credit by CCU, students will receive information from the CCA instructor during the first week of school about the option to apply to CCU and register for dual credit. Taking advantage of the dual credit option is highly encouraged, but not required.

Eligibility

For all extra-curricular activities, athletic as well as non-athletic, academic progress shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first

eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. Any student whose average grade falls below 70% in any class will be placed on a "watch list" and will be encouraged to seek assistance from the appropriate teacher or tutor. If a student's average grade falls below 60%, he or she will be considered "ineligible" for competition for a period of one week, until the first day of the subsequent school week. Students who struggle with repeated instances of ineligibility may be advised to withdraw from participation in certain extracurricular activities in order to allow more time for academic preparation. It is the desire of the administration and faculty that students work up to their highest potential, and every effort will be made to achieve that goal through faculty mentoring and parental involvement.

Grade Reporting

Teachers update their FACTS gradebooks every Wednesday and parents have access to this information at any time by logging into their FACTS account. Report cards will be posted one week following the end of each grading period. Transcripts reporting final grades (two-semester average) for grades K-8 and semester grades for each high school course are archived and kept on file. Transcripts are not posted on FACTS but can be provided upon request. Transcripts requested for college and scholarship applications will be provided free of charge.

Grading Scale

Cornerstone Christian Academy emphasizes learning and the acquisition of skills above the attainment of a particular grade or score. However, formative and summative assessments which utilize traditional grading practices can aid in determining student progress toward curricular objectives. The following grading scale is utilized when reporting student academic progress:

Numerical	Letter Grade
100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59 & Below	F

Lower School students receive conduct and concept mastery grades of E (Excellent), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory).

These "E, S, N, U" codes are also used in every class in the Upper School to report conduct/citizenship grades and affect a student's eligibility for the Upper School Honor Roll.

Grade Point Average Calculation

Grade Point Average (GPA) is reported for high school students on a semester basis. The semester grades each carrying a weight of .5, are averaged using the following scale:

A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3
C = 2.0
C- = 1.7
D+ = 1.3
D = 1.0
D- = .7
F = 0

All graded courses carry equal weight in GPA calculation with the following exceptions: Advanced Placement and Dual Credit courses receive an extra point in the calculation process. For example, the grade of an A- would receive a GPA weight of 4.7.

Winterim grades are calculated in the second semester GPA and carry the following weights:

Academic / Practical Courses =	.25
Study/Service Trips =	.50
Internships =	.50

Graduation Requirements

As a minimum, twenty-eight (28) units of credit above the eighth grade shall be required for graduation. The minimum quantitative requirements shall be:

Bible:	4 units
English:	4 units
History/Social Studies:	4 units (one must be American History)
Mathematics:	3 units
Science:	3 units
Foreign Language:	2 units
Winterim:	2 units
Electives*:	2 units
Fine Arts:	1 unit
Physical Education:	1 unit
Health:	½ unit
Practical Arts:	1 ½ units (one year of technology; one semester of personal finance)

*Electives must come from core subject areas (Bible, English, history, math, science, or foreign language).

Eligibility for graduation is based on full-time enrollment. Special circumstances will be considered on a case-by-case basis. Homeschool and transfer students must meet Cornerstone's graduation requirements in order to be eligible for commencement and to receive a diploma. Seniors who are one credit or less short of meeting graduation requirements may participate in the commencement ceremony if the Upper School Principal and Head of School have approved a written plan for completion of the final credit before the subsequent school year begins. In this rare event, the student's diploma and transcript will be held until all requirements have been fulfilled.

High school students may apply for a waiver of Cornerstone Christian Academy's physical education course requirement for one of the following reasons with prior approval from the Upper School Principal or designee:

1. Enrollment in academic classes that are required for admission to a specific program at an institution of higher learning.
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.
3. Four-year participation in a credit-granting music course that meets during the designated PE class times.
4. Participation in a minimum of two seasons of interscholastic athletics at the high school level.
5. Participation in an adaptive athletic program outside of the school, in the case of a student who has an Academic Support Plan.

Students are strongly encouraged to complete the high school physical education course requirement by enrolling in one of the on-campus course offerings. However, it is understood that some unique situations arise that may make it challenging for students to satisfy this requirement. If one of the scenarios listed above applies to a student enrolled in grades 9-12 during the academic year, he/she must complete the Course Requirement Waiver Application and should not assume that the waiver will automatically be applied. It is important to note that CCA's PE courses have GPA power, while substituted activities outlined above do not. Approved substitute activities will not be included on the student's high school transcript.

Homework

Homework is a valuable part of the educational process. Developing strong homework habits provides reinforcement of skills and concepts as well as a sense of responsibility for one's own learning. Homework is assigned on a regular basis, and students are expected to complete it and return it to class at the assigned time.

At the beginning of each day or class period, the teacher will collect homework. Parents will receive notification of missing assignments through FACTS automated messaging. If the assignment is turned in by the next time the class meets, it will be graded, and the grade will be reduced by 10%. Any assignments that remain incomplete beyond that timeframe will receive a grade of "0." Students who demonstrate chronic patterns of incomplete schoolwork will be required to meet with the grade level/subject area teacher and the principal to discuss the problem and determine the best course of action.

An “Incomplete” may be issued when the teacher feels there are justifiable reasons for the work to be late (such as illness at the end of a grading period). Such a grade will be changed to an “F” if the work is not completed within two weeks of the original due date.

All 2nd-5th grade students are required to have an assignment notebook which will be issued in August. Teachers will use the assignment notebook to communicate with parents and model organizational skills essential for student success. Students may purchase additional notebooks for $8 each payable in the office.

Students are responsible for all assignments during their period of absence. In the case of extended absence due to illness, the Academic Support Coordinator and/or classroom teachers will work with individuals to establish realistic timeframes for completion of daily work and assessments. (See Attendance section for additional information related to make-up assignments.)

Honor Roll

Each semester, students in 6th through 12th grades who demonstrate academic excellence will receive recognition through the Upper School Honor Roll. In order to qualify for Honor Roll status, a student must attain a weighted semester GPA of 3.7 or higher and no mark of “U” (unsatisfactory) in conduct. Students must be enrolled in a minimum of 6 credit-granting courses per semester to be eligible for Honor Roll designation. The Honor Roll is published at the end of the 1st and 2nd semesters.

Integrity Expectation

The Academy operates on an honor system. The honesty and integrity of each student is considered vital. Cheating is a major violation and is disciplined accordingly. The following areas are considered as cheating:

- Giving or receiving help on tests, copying homework, and/or allowing someone to copy
- Sharing information from tests or quizzes with others
- Plagiarizing or copying work and claiming as student’s own work (this includes the unethical use of AI and other digital resources)
- Using an electronic device or other aid during a test or quiz session

Cheating is a serious offense and will be addressed as follows:

- Teachers will confront a student if cheating and/or plagiarism is suspected.
- The student may be required to meet with the principal and the teacher.
- If there is reasonable cause to believe that the student has indeed cheated, the principal and parents will be notified.
- The student will receive a zero on the assignment.
- If the principal deems necessary, a conference may be held with the parent, student, teacher, and principal.
- If continued offenses occur, the student may be expelled from the Academy.

Lexia Reading Program

Lexia Reading System is a supplementary software program designed to help students acquire and improve basic reading skills. This is just one of the strategies employed by the Academic Support Office. It is designed to provide independent practice in phonological awareness, phonics, vocabulary, fluency, and language structure. A member of the Academic Support staff will monitor student use and progress.

Parent/Teacher Conferences
Teachers at Cornerstone Christian Academy are always willing to answer questions and to work in a positive manner for the welfare of their students. Conferences for all students will be held during the 1st semester after mid-term grades have been posted to the FACTS Family Portal. These conferences are a great opportunity for the teacher and parent to discuss the physical, emotional, and academic development of the student. If a conference is desired at any other time, parents should contact the individual teacher to set up a conference time.

Conferences for Early Ed students will be held twice a year.

The Academic Support Office holds annual conferences with parents at the end of May in order to review student progress and to construct a new ASP (Academic Support Plan) for the upcoming school year.

Retention
Students in grades one through eight will be required to repeat the year if they earn three or more final grades of "F's" for the year in core subjects (Bible, math, science, English/language arts, history, and Spanish). A student at this level who fails at least one class, but fewer than three, will be encouraged to seek tutoring over the summer to strengthen skills prior to the next school year.

High school students who fail courses will not receive credit for those courses and will be required to retake them if needed for graduation. Students who do not earn passing grades in core subject coursework must meet with the Upper School Principal to determine the best course of action for credit recovery.

When a student has missed 20 or more days or class periods in a given school year, credit for the impacted course(s) will not be granted and retention in the grade level of enrollment may result.

Schedule Changes
All requests to change student schedules must be made within the first week of classes at the beginning of each semester. A Schedule Change Request form must be completed and signed by a parent or guardian. Students submit completed request forms to the office and must report to assigned classes until they receive notice of approval.

Scholarships/Awards
<u>Shamess Scholars</u>
The Shamess Scholars will be a sophomore, junior, and senior student who exhibit outstanding "world changer" potential as evidenced by spiritual growth and leadership, participation in the life of the school, commitment to academic excellence, an unwavering desire to be part of God's work at Cornerstone, and involvement in culture-shaping activities in the broader community and beyond. Scholarship recipients are selected by a committee comprised of faculty, staff, and administrators and will be announced in May of each year. Eligible candidates must carry a cumulative grade point average of 3.3 and maintain this standard throughout the award period. Additionally, Shamess Scholars will meet with school administrators periodically during the school year for the purpose of further developing worldview and leadership skills that will equip them to serve and influence the world in Christ's name.

Kinzinger Award for Biblical Leadership

The Kinzinger Award for Biblical Leadership is awarded annually to one recipient per level in 7th, 8th, and 9th grade who demonstrates a passion for God's Word, and who lives this out before his/her peers. In addition, consideration is given to those students who exhibit potential for spiritual leadership going forward.

Semester and Final Exams

High school students will take written cumulative examinations for each graded course at the close of each semester. These evaluations are valuable tools for assessing student progress. Semester and final exam grades will be 10% of each semester's grade and will be administered at the end of each semester. Exam dates are listed on the school calendar. Families should make every attempt to ensure their student's attendance. Students with unexcused absences on exam days will receive a zero (0) for the exam, and the semester grade will be averaged accordingly.

Standardized Testing

All students in grades 1-11 are required to take standardized achievement tests annually. A copy of testing results will be sent home to parents, and one will remain on file in the school office. The IOWA Assessments are administered to students in grades 1-8. High school students take the PSAT 9/10 in grades 9 and 10 and the PSAT/NMSQT in grade 11. The cost for the administration of these tests is included in the cost of tuition. Achievement data for students in grade 12 is collected from their participation in the ACT and/or the SAT programs which are administered off-site. ACT and SAT registration information is available from the Upper School Principal upon request.

Textbooks

Students are expected to be good stewards of all CCA property, including text and workbooks. Students in every grade will be responsible for maintaining good condition of all text and workbooks. Families will be billed for lost or damaged textbooks. "Damage" is determined by the textbook committee and is defined as "more than normal wear." At the close of the academic year, families who have not paid for lost or damaged materials will not have access to FACTS Family Portal and school records will be held until outstanding invoices are settled.

Winterim

Winterim is a unique high school mini-semester experience that takes place during the month of January. During this time, regular classes are suspended for students in grades 9-12 while they participate in one of the following elective options: two three-hour classes (one academic and one practical in nature), study/service trips, or internships (limited to juniors and seniors). Students receive credit for these courses while having the opportunity to explore their unique areas of interest and giftedness. Course options vary from year to year, as do course fees. Registration takes place in late October and early November. Second semester high school student accounts invoices reflect applicable Winterim fees.

ACTS 1:8 PROGRAM

Philosophy

The purpose of Cornerstone's ACTS 1:8 Program is to further spiritual growth development and to develop students with a heart for ministry. It is our hope that students learn the joy of serving others, commitment, and discipline through their participation in serving others. There are many opportunities to serve at the school, in the community, and in the local church. We encourage students to observe those around them, identify areas of need, and seek to serve because they love the Lord and want to make a difference for the sake of His name.

Program

Acts 1:8 reads, "But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." We have identified the following locales of service:

- "Jerusalem" Every Cornerstone student will be involved in ministering to the local community on a regular basis.
- "Judea/Samaria" Upper School students have some projects which will take them outside the immediate community of Bloomington/Normal.
- "Ends of the Earth" As with the church at large, Cornerstone students are encouraged to be "goers" and/or "senders."

APPEARANCE GUIDELINES

Philosophy

The way a student dresses and his or her outward attitude is often a reflection of a heart attitude. In order to not be a distraction to another's walk with the Lord or the learning environment at Cornerstone, students are required to groom and dress with modesty, good taste, good repair, cleanliness, and safety in mind. Clothing should adequately cover the body from shoulders to mid-thigh. Attire should be in conformity with standards traditionally and generally accepted for their biological sex. A student's appearance (grooming and attire) should not draw attention away from the spiritual and academic objectives of the school experience or cause a distraction to self or others. In addition, logos, slogans, and pictures that promote non-Christian values and subcultures will not be allowed. The administration reserves the right to make the final decision related to the appropriateness of a student's appearance. Students who do not meet the appearance guidelines may be asked to change clothes.

Guidelines

- Head - It is unacceptable for students to wear hats, caps, hoods, or other head coverings indoors at any time. This includes hats that are part of an ensemble. Sunglasses may not be worn in the building.
- Hair - Students are requested to groom themselves carefully. Hair must be kept clean and out of the eyes at all times.
- Feet - Shoes must be worn and stay on the feet at all times.
- Attire - Students may wear shorts, t-shirts, and jeans to school. However, shorts or skirts must be an appropriate length. Modesty and good taste are the key factors to consider.

The following guidelines apply to male and female students where applicable:

- No halter tops, muscle shirts, or midriff-showing tops
- No writing on the rear of shorts, pants, or sweatpants
- No pictures of guns or weapons on any articles of clothing or accessories
- No pajamas
- No undergarments showing at any time
- No distracting/disrespectful/degrading/divisive images or messaging on articles of clothing or accessories

Field Trip Attire – Teachers will inform students of required attire on field trips. Students who fail to comply with the assigned field trip attire may not be allowed to participate.

P.E. Uniforms – **Approved P.E. uniforms (detailed on the School Supply List) are required for all students in grades 6-12**. Parents and students should take note that daily P.E. grades will be reduced for those not wearing the approved P.E. uniform.

ATHLETIC PROGRAM

Philosophy

Participation in athletics at Cornerstone provides opportunities for students to worship and glorify God by using their whole body. The goal of CCA's athletic program is to instill attitudes of respect, teamwork, and sportsmanship while mastering skills. Student-athletes have the opportunity to provide a Christ-like witness as they learn to win with grace and humility and to accept defeat with poise and dignity.

Program

Cornerstone Christian Academy is a member school of the Illinois Elementary School Association, the Illinois High School Association, and the East Central Illinois Conference. A variety of interscholastic competitive sports and activities is currently offered for both boys and girls. All student-athletes must maintain good academic, behavioral, and attendance standing. In addition, sports physicals, athletic commitment contracts, and all pertinent paperwork must be current for the season of participation. See the Athletic Code (Appendix 1) for more specific information.

See "Appendix 2" for additional information and forms.

ATTENDANCE GUIDELINES

Philosophy

Regular attendance is critical to success in school. Students and parents share the responsibility of making every effort for the student to attend class every day that school is in session. Parents bear the added responsibility of reporting student absences by contacting the school office promptly.

Church Attendance

Church fellowship is a vital part of spiritual and social growth. Our school encourages students to attend weekly church services with their families or on their own. Students are also encouraged to participate in church-sponsored youth programs and events. When a church event conflicts with a school day or event, parents should communicate with their student's principal to request an excused absence.

School Attendance

Absences should be necessary and unavoidable. **A parent must call the school at (309) 662-9900 or email the office before 8:15 AM when their student will be absent for all or any part of the school day stating the reason for the absence and describing symptoms related to illness.** If office personnel are unavailable at the time of your call, please leave a detailed message on the school's voicemail. The school reserves the right to determine if an absence is excused or unexcused.

Students should report to the Academy office upon return to school to ensure accurate recording of time absent.

Early Departure

If a student needs to leave school early for any reason, the parent must contact the office indicating the time of departure and who will be coming to pick the student up. Parents or others picking up children during school hours must come to the office to sign their student out. Parents granting permission for students to transport themselves off campus for early departure or school-day appointments must provide advance notification of this permission in writing. Please note that text messages do not constitute written notification.

Excused Absences

Students with excused absences will have the same number of days as absent to complete make-up assignments. Upper School students (6^{TH}-12^{TH} grade) should obtain assignments from FACTS Family Portal. Parents of Lower School students (K-5^{th} grade) may request make-up work by contacting the school office. In order not to disrupt the daily class schedule, parents may come to the school to pick up make-up assignments only after the end of the day.

Illness and Unplanned Absences

Students with a fever (100.4˚ or higher) or other noticeable symptoms of an illness (see p. 29), must remain home for their sake and for the sake of other students. Students who have recovered from an illness may return to school when they have been without a fever for 24 hours without the aid of medication.

Students who have chronic medical conditions resulting in a compromised immune system should consult with their physicians prior to returning to school. In some cases, when a student's chronic condition results in the on-going presence of symptoms typically associated with illness (ex.: chronic migraines, seasonal allergies, etc.), a physician's statement of fitness for school attendance may be requested by the school's health services staff.

Students who have fully recovered from illness must arrive prior to 12:00 noon in order to be considered eligible to participate in extracurricular activities for the day of the absence.

Students are responsible for all assignments during their period of absence. In the case of extended absence due to illness, the Academic Support Coordinator and/or classroom teachers will work with individuals to establish realistic timeframes for completion of daily work and assessments.

Unexcused Absences

The school reserves the right to determine if an absence is excused. Cornerstone does not sanction or approve of any skip day by any group of students. Students who are absent without parental permission will be considered unexcused. All work missed due to an unexcused absence must be completed but will receive no credit. **Students who are unexcused for any part of a school day will be considered ineligible for participation in extracurricular activities that day**.

Study Hall & Homeroom Attendance

Attendance in all assigned periods, including 6th – 12th grade study halls and homerooms, is expected on a daily basis. Study hall time is time set aside for the purpose of assisting students with homework management and the development of strong study habits. Students who elect to include a study hall period in their schedule must report daily to the assigned study hall room prepared to work on schoolwork. Students are not permitted to report to other areas of the building without permission from the assigned study hall monitor. Additionally, students are not permitted to join other classes or report to other areas of the building where there is not direct teacher supervision during study hall time. High school students who have end-of-day study halls are not permitted to leave campus early without administrative approval. Homeroom periods are designed to provide flexibility in students' schedules and to provide opportunities for such activities as tutoring, club meetings, Bible studies, and special rehearsals to occur during the course of the regular school day. To that end, students are required to remain on campus during all assigned periods, unless other arrangements have been documented in writing and have been pre-approved by the Upper School Principal.

Tardy Policy

Excessive tardiness may require a conference with the student's parents and the principal. Students who are tardy to class will be asked to report to the office to obtain a tardy slip. Lower School students arriving after 8:20 must have parents check them in at the school office. Upper School students arriving after 8:10 AM must sign in at the school office and receive a pass to present to their instructor indicating whether their tardiness is excused or unexcused.

All teachers are required to keep daily attendance records.

1. At the 3rd tardy, parents will be notified that the tardiness has occurred.
2. With each subsequent 3 tardies, the student will receive an unexcused absence for that class/subject area.
3. In case of inclement weather or unavoidable traffic delays, an announcement will be made to excuse tardies.

Vacations and Planned Absences

Parents should attempt to minimize planned absences as much as possible. Planned absences may be excused with advance notice to school office personnel. Work is not given out to the student in advance. Students have the responsibility to obtain the assignments upon their return to school and have the same number of days as absent to complete assignments, to a maximum of five days. After the five days, incomplete assignments will receive no credit. Students who will miss an announced test during

their absence over material previously covered will take the test the day they return. If the test was not announced prior to the absence, or new material was covered during the absence, the teacher will assign a make-up date. Planned absences during the last two weeks of each semester require administrative approval.

Attendance Probation

Students who miss more than ten days or ten periods of a specific class in one semester will be placed on attendance probation. Parents will be notified when this occurs. Attendance is recorded on student records and may affect a student's eligibility for continued and/or future enrollment.

Excessive absences may impact a student's eligibility for promotion to the next grade, support services, and/or student assistance. Students who are on attendance probation are not considered eligible for participation in extra-curricular or co-curricular activities. This includes athletic or fine arts practices and competitions, student activities (such as Homecoming or Spring Formal), field experiences, and class trips.

In all cases, academic work missed due to absence must be completed. Students may be required to report to the resource room during scheduled recess/homeroom periods until all assignments are up to date.

Documentation from a physician may be required for extended/repeated health-related absences.

When a student has missed 20 or more days or class periods in a given school year, credit for the impacted course(s) will not be granted and retention in the grade level of enrollment may result.

CHARACTER EXPECTATIONS

Philosophy

Although CCA does not require a student to be a Christian, it must be understood that the school will uphold standards of Christian conduct and expect the students to operate within them, both while on campus and away from it. Cornerstone will strive to train students to live above reproach, showing respect for God, country, family, school personnel, and fellow students at all times. Students are expected to operate with integrity and behave in a consistent manner while at school and away from campus. Misconduct away from school that impacts the school community may need to be addressed by the school administration.

General Expectations

Students are expected to demonstrate respect, compassion, diligence, neatness, modesty, discipline, self-control, and good stewardship. The Academy requires that a student's behavior and lifestyle be consistent with a Christian model. This is particularly true in that the Bible makes specific prohibitions against the following behaviors and lifestyles and that these issues can significantly affect a student's ability to be part of CCA. *Violations to general expectations are addressed based on guidelines adopted by the Board of Trustees. These guidelines are available upon request.*

- promiscuous behavior (sex outside of marriage) (1 Cor. 6:18-20)
- sexual behavior/lifestyle outside the bounds of biblical standards (1 Cor. 6:9, Romans 1:26-27)
- criminal activity (Titus 3:1)

- use of drugs and alcohol (1 Cor. 3:16-17 and Proverbs 20:1)
- disrespect for authority (Col. 3:22, Heb. 13:17, Rom. 12:7)
- cheating, lying, stealing, gambling (Ex. 20: 15-16)
- communication (spoken, written, or electronic) that is not edifying to the body of Christ or the Cornerstone community
- bullying or targeted acts of aggression

In addition to these direct biblical mandates, we feel the following areas (addressed indirectly in scripture) would also be inconsistent with Christian standards at CCA:

- acting in anger (Eph. 4:26, James 1:20, 1 Cor. 9:27, Titus 2:2)
- use of profanity (Ex. 20:7, Col. 4:6, Eph. 4:29; 5:4)
- unkindness (Eph. 4:32)

No Firearms/No Weapons/No Smoking/No Vaping/No Drugs/No Alcohol Policy

Cornerstone Christian Academy has a firm NO FIREARMS/NO TOBACCO /NO DRUGS/NO ALCOHOL POLICY. This means firearms, ammunition, weapons, replicas of firearms or weapons, tobacco, e-cigarettes and vaping products, drugs (**recreational or medicinal without prescriber's authorization)**, and alcohol are not permitted in Cornerstone Christian Academy buildings, on school property, or during school-sponsored activities (regardless of location). Any violation of this policy in school, on school property, or at a school-sponsored event will face immediate disciplinary action. Additionally, state law requires the chief school administrator to immediately report all such incidents to the Illinois State Police and the Illinois State Board of Education.

DISCIPLINE PROCEDURES

Philosophy

Teachers have a discipline plan for the classroom to create an environment in which learning can take place. They employ restorative discipline methods which draw upon student and teacher strengths for effective results. Consistency and parent partnership are the underlying factors in creating this environment.

General Policy

Disorderly conduct will not be tolerated. Some infractions of discipline include, but are not limited to, the following:

- Being disrespectful or unkind to a teacher, peer, or visitor
- Fighting or roughhousing
- Exhibiting inappropriate or boisterous behavior
- Speaking out in class without permission
- Being out of an assigned seat unnecessarily
- Being unprepared for class by not bringing homework or other materials
- Violating the dress code
- Cheating, lying, or committing plagiarism
- Destruction or vandalism of student or school property
- Possession and/or display of firearms, weapons, or their replicas
- Violating established classroom or lunchroom rules

- Use of cell phones or other electronic devices without prior approval
- Any behavior deemed unacceptable by the principal or Head of School

If, after being warned, a student refuses to correct inappropriate behavior, a detention will be assigned. Parents will be notified as soon as possible by the teacher assigning the detention. Students serving morning detentions report to the Before School Care area (grades K-5) or the Upper School administrative offices (grades 6-12) at 7:15 AM on the next school day. Details of detentions assigned to be served during or after school will be communicated by the assigning teacher or administrator. Parents are not permitted to remain in the same area with their child during the detention period. Students must be on time for their assigned detention period. If the entire detention is not served, additional detention periods may be assigned. If a student has been assigned to serve three detentions for separate incidents, a conference involving parents, student, and administrator(s) will be required.

Failure to correct inappropriate behavior may result in suspension and/or expulsion. When a serious offense occurs (including, but not limited to, physical violence), the administration reserves the right to override normal discipline steps and move immediately to suspension and/or expulsion.

EXTRA-CURRICULAR ACTIVITIES

Philosophy

It is the expectation that Cornerstone students will be involved in extracurricular activities, as these build both relational and leadership skills. An extracurricular activity is any activity that is not part of the student's core curriculum. These activities include but are not limited to the following: Student Activities Board, Cyclone Theatre, Scholastic Bowl, athletic teams, cheerleading, yearbook, newspaper, Leadership Council, and various other club activities.

Student Activities Board

High school students who serve on the Student Activities Board learn valuable skills as they work together to plan and execute a variety of special events that provide opportunities for fellowship both during and outside of the regular school day. These students communicate with peers and faculty members in order to prepare for, promote, and direct activities. Participation is voluntary. Student Activities Board members may be asked to recruit other students and teachers to form smaller committees that meet as needed to work on details of specific events.

Student Chaplains

Student Chaplains function as the student extension of the Spiritual Life Director's office. This two-year leadership role is intended for juniors and seniors who demonstrate a heart for the Lord in serving the Cornerstone community through various ministry opportunities. Applications for Student Chaplains are reviewed, and selections are made annually.

HEALTH & SAFETY INFORMATION AND PROCEDURES

Student Health Services

Cornerstone Christian Academy employs a licensed School Nurse with the primary function of promoting student health and safety and maintaining student health records. The School Nurse may evaluate students for illness or injury, perform basic first aid, and coordinate management of students' chronic health conditions in the school. Students may be sent home from school for any health condition that in the professional, clinical judgement of the School Nurse places that student or others at a health and safety risk.

While it is Cornerstone Christian Academy's desire to provide the medical care needed for a student to attend school, if a student is not able to participate in class due to sudden onset of symptoms or frequent medical intervention (every 30 minutes or less), parents will be notified of the need to pick up their student.

Communication of Health Information

Parents are responsible for informing the school of any changes in their student's health history. Health information gathered via oral/written communication from a healthcare provider or from a parent/guardian may be shared by the School Nurse with school personnel for the purpose of caring for and enhancing the health and safety of the student. This information may be shared orally or via written/electronic communication. Parents who do not wish this information to be shared must send a written request to the school office.

Communicable Diseases and Chronic Health Conditions

Students with noticeable signs of illness should remain home for their sake and for the sake of other students. Students with the following conditions should not be in school:

- fever (100.4˚ or higher) in the past 24 hours
- vomiting or diarrhea in the past 24 hours
- persistent/disruptive cough or other signs of an acute respiratory infection
- any undiagnosed skin rash
- new loss of taste or smell
- any contagious illness such as strep throat that requires antibiotic treatment (Students who are fever free and have completed 24 hours of antibiotic therapy may return to school.)
- fatigue or lethargy that interferes with participation in learning activities

It is the responsibility of the parents/guardians to inform the school if their child has a health concern or chronic health condition including, but not limited to, food allergies, asthma, diabetes, heart conditions, or seizures. The parent/guardian is responsible for ensuring that all medication forms and action plans (if needed) are completed, signed by the physician and parent, and submitted to the school nurse for implementation.

Head Lice

The school will follow recommendations from the Illinois Department of Public Health (IDPH) and Title 89 IL Administrative Code 407.310 regarding head lice:

1. Students enrolled in Early Education who have head lice or nits will be sent home until the morning after the first treatment.

2. Students in kindergarten through 12th grade who discover head lice or nits during the school day may remain at school until the normal dismissal time but must receive appropriate treatment at home.
3. K-12 students may return to school the morning after the first treatment. If no treatment was provided at home, parents will be asked to keep their child at home until the morning after the first treatment.
4. Students, school staff, and parents/guardians should follow IDPH Prevention and Control Measures: Good handwashing and hygiene practices; proper disposal of soiled tissues; avoid sharing linens, hair supplies, or clothing items; proper disinfection of surfaces and toys; avoid scratching skin and lesions; avoid direct contact with skin lesions; keep skin lesions covered where possible; recommend nails be kept short and trimmed when itchy lesions are present.

Illnesses or Accidents at School

All illnesses and accidents occurring during the school day should be reported to the Health Services Office and/or the Main Office. An incident report will be completed by school personnel if appropriate. If the illness or accident is serious, parents will be notified and may be asked to pick up their child from campus. Students who require emergency medical attention will be transported to the hospital by ambulance and parents will be notified by phone.

Parents/guardians should notify the school if a student sustains a physician-diagnosed concussion, either during school hours or outside of school hours. If academic accommodations due to concussion symptoms are requested, a *CCA Concussion Staging Form* (Return-to-Learn/Return-to-Play) must be completed by a physician and submitted to the Health Services Office.

Spiritual and Mental Health

Cornerstone Christian Academy's primary purpose is academic instruction presented from a biblical worldview. As such, the Academy focuses efforts and allocation of resources toward the fulfillment of its mission in the context of healthy teaching and learning relationships. Education in the Christian schooling model seeks to develop and meet the needs of the whole child – body, mind, and spirit. This approach recognizes that student spiritual and mental health directly impacts the school experience. Therefore, CCA provides training for staff members in recognizing signs of illness that may go beyond physical symptoms and implements a "recognize and refer" strategy when addressing mental health issues. We believe that partnering with and engaging parents in the process of addressing spiritual and mental health concerns is critical to providing the support that students need.

The school employs a Spiritual Life Director and a Student Care Coordinator who are available to meet with students for prayer and mentoring and can connect families to resources and services available in the broader community. Believing that formal counseling services are best provided by licensed professionals in a church and/or clinical setting, school personnel will not provide therapy or services beyond what may be outlined in a student's Academic Support Plan. A Student Care Team consisting of the Head of School, Principals, Academic Support Coordinator, Spiritual Life Director, Student Care Coordinator, Guidance Services Coordinator, and the School Nurse meets monthly to coordinate student care efforts.

Student Medication

Students should not take medication during school hours or during school-related activities unless a physician has determined it is necessary. Students who need to take medication at school must submit a

Medication Administration Authorization form, signed by the parent/guardian and the student's healthcare provider. This form is available on the school website. Parents are responsible for submitting a new *Medication Administration Authorization* form at the start of each school year and any time there is a change in the dosage or the time a medication is to be given.

The school may not be equipped to dispense every type of medication prescribed by a licensed physician. Some examples may include, but are not limited to: IV medications, topical products containing medications that may transfer to the dispenser, and medications that are vaporized. If a student has been prescribed such a medication and needs to take it during school hours or during a school-sponsored trip or activity, a parent/guardian must provide the school with a copy of a current medical registry card issued by the Illinois Department of Public Health. In accordance with 105 ILCS 5/22-33, the school will make provisions for a parent/guardian or other registered designated caregiver to administer the medication or for the student to self-administer the dosage under the direct supervision of the school nurse or a school administrator. Any medications that fall under this provision will not be stored on site and must be removed from the school premises after each administration. Medications that are smoked or vaped will not be permitted for use on school property or during school-sponsored trips or activities.

All medication except for epinephrine auto-injectors, rescue inhalers, and glucagon kits, must be kept locked in the school nurse's office. Medication must be brought to the school in the original container, labeled appropriately by the pharmacist or licensed prescriber. No "stock" medication will be provided by the school with the exception of undesignated asthma medication, undesignated epinephrine, and undesignated naloxone to be used in the event of a medical emergency. Any unused medication not picked up by parents by the last day of school will be disposed of by school personnel.

Students will self-administer medication under the supervision of the school nurse or designated school personnel. If the student is not capable of self-administration, school personnel will administer the medication. Students who wish to self-carry medication for asthma, allergy, or diabetes must have the appropriate self-carry authorization on file with the Health Services Office.

Nothing shall prohibit any school employee from providing emergency assistance to students, including administering medication. In all cases when medication is dispensed or self-administered and/or medical attention is provided, protections from liability and hold harmless provisions apply.

Cornerstone Christian Academy shall incur no liability, except for willful and wanton misconduct, as a result of any injury arising from a student's self-administration of medication, including epinephrine auto-injector, asthma medication, or other medication required under a qualifying health plan. Parents/guardians release Cornerstone Christian Academy and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of medication.

Cornerstone Christian Academy does not assume responsibility for any authorized or unauthorized medication taken independently by the student.

Undesignated Medication

Cornerstone Christian Academy, in accordance with ILCS 5/22-30(f) of the School Code, maintains a supply of undesignated asthma medication, epinephrine auto-injectors, and naloxone on school

grounds. “Undesignated” means the asthma medication, epinephrine auto-injectors, and naloxone are prescribed in the name of the school and are not assigned to any specific student. A school nurse, or trained personnel, as defined by state law, may administer undesignated asthma medication to a person when they, in good faith, believe the person is having respiratory distress. A school nurse, or trained personnel, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe the person is having an anaphylactic reaction. A school nurse, or trained personnel, may administer undesignated naloxone to a person when they, in good faith, believe the person is experiencing an opioid overdose. Upon any administration of undesignated medication permitted by state law, protections from liability and hold harmless provisions apply.
No one, including parents/guardians of students, should rely on the school for the availability of undesignated medication. Cornerstone Christian Academy does not guarantee the availability of undesignated medication and such supply is subject to the school’s ability to (1) obtain a prescription from a physician or advanced practice nurse licensed to practice medicine in all its branches and (2) fill the prescription for undesignated medication.

Vision and Hearing Screening
Vision and hearing screenings will be conducted on campus at state-mandated grade levels. This constitutes notice to parents and guardians of students in the grade levels for which vision and hearing screenings are mandated. Parents and guardians may provide a written request for exemption if they do not wish their child to participate in vision and hearing screening. Students with a complete, current Illinois Eye Examination Report on file with the school are automatically exempt from vision screening.

GENERAL SCHOOL INFORMATION AND PROCEDURES

Arrival/Dismissal
Students who are not participating in Before School Care (see below) should plan to arrive 10 minutes prior to the scheduled start of their school day.

Those students who are being dropped off by a parent or caregiver will be greeted in the circle driveway and will enter through the main (north) school entrance. High school drivers and their siblings/carpool riders who arrive between 8:00 and 8:15 AM will park in the south parking lot and enter through the south airlock doors.

All students being picked up by parents and caregivers between 3:10 and 3:30 PM will remain in their homeroom classrooms or other designated areas until their names are called. Parents/caregivers arriving for pickup must display the name placard provided by the school in the passenger-side window in order to promote a smooth pick-up process. If a name placard is not prominently displayed or the drivers indicate that they are planning to pick up students other than their own children and these arrangements have not been previously communicated to CCA personnel, drivers may be asked to park and report to the school office.

When parents/caregivers enter the parking lot, CCA staff will identify their vehicle and radio in to the school building for the student to come out and line up for pick-up. Drivers will be directed to “stacking lanes” in the parking lot where they will wait to be instructed to pull through the circle driveway to meet their children.

Student drivers and those with parental permission to ride home with them will exit the building through the south doors and will proceed with caution as they exit the parking lot, yielding to inbound traffic where the lanes meet near the main parking lot entrance.

Before & After School Care

Cornerstone offers extended care for parents who must drop off or pick up their student outside of regular school hours. There is no pre-registration required for this service which is billed monthly to those parents who use it.

All Early Education through 5th grade students arriving between 7:15 and 8:00 AM must report to the designated locations and be signed in by a parent or guardian upon arrival. Students will not be allowed to wait in the airlock or congregate in the hallways. At 8:00 AM, Early Ed and Lower School students will be dismissed from Before School Care to the care of their homeroom teacher.

Junior High School students (6th-8th grade) who arrive between 7:15 and 8:00 AM must go directly to the Upper Tiered Seating Area after they gather the necessary items from their lockers. Students must sign in, noting the time of their arrival. Students may not congregate in the hallways or report to classrooms, unless they have pre-arranged appointments with faculty members or scheduled organizational meetings to attend. Upper School students are not invoiced for Before School Care.

At 3:30 PM, all Early Ed-8th grade students who have not been picked up will be checked into After School Care. (In order to promote the safety and protection of all students at all times, we respectfully ask that parents not instruct their children to wait outside or in another part of the building instead of going to After School Care.) After School Care is available until 5:30 PM. Students must be signed out, recording the time of departure. Billable in fifteen (15) minute increments beginning at 3:30 PM, the cost for care is $12/hour for 1 child, and $15/hour for two or more children. There is a $1 per minute fee for every minute past 5:30 PM. *Should a parent be consistently late, the Academy reserves the right to suspend all extended care privileges. If a parent is over one month behind in extended care fees, all extended care privileges will be suspended.*

Parents/caregivers arriving to pick up students from After School Care must meet their children in the assigned ASC rooms and sign them out, recording the time of departure. Whenever circumstances require someone other than the child's custodial parents to pick him/her up from school or ASC, parents must inform school staff of such arrangements in advance, and photo identification of the approved caretaker may be requested. Parents who need to communicate with ASC staff between 3:45 and 5:30 PM may do so by calling (309) 662-3552.

Cancellation/Early Dismissal

In the event of an unplanned cancellation or school-wide early dismissal due to inclement weather or other reasons, parents will be notified using a variety of communication tools:

- ParentAlert (via email, text message, and/or voice message)
- Alert notice on school website (www.cornerstonechristian.com) and school social media pages,
- WJBC 1230 AM radio live broadcast and wjbc.com (Cancellations page)

In most cases, if Unit 5 or Tri-Valley schools cancel **due to weather**, CCA will also cancel. We will make every attempt to make any such decisions by 6:30 AM. If school is cancelled, games and practices may be cancelled or postponed at the discretion of the Athletic Director.

Care of Property
Students at Cornerstone Christian Academy are responsible for taking good care of the equipment and materials they use at school. This is true of large (and often expensive) items such as computers, as well as smaller items like textbooks and athletic equipment. We expect our students to be good stewards of all that God has given us. Should students behave irresponsibly with any of the school's materials or equipment, and as a result, break, lose, or destroy it, the responsible party(ies) will be expected to replace the lost or damaged item(s).

Chapel
The corporate worship experience is a critical element of Christian growth and community. Chapels are designed with students' developmental, spiritual, and social-emotional needs in mind. Three weekly chapel services are scheduled for Lower School, Junior High School, and High School. Once a month, the entire school community gathers for an all-school chapel service. The dates of these special services are published in CCA2Day. On occasion, chapels may also be accessed by the extended CCA family using on-line platforms.

Closed Campus
CCA has a closed campus policy, which requires students to remain on school property for the entire school day. Exceptions to this must be approved by the principal.

Computer & Internet Usage
The Academy provides access to a variety of electronic devices, networking systems, and software in order to promote educational excellence. Acceptable use of these systems, devices, and software must be for educational or research purposes with the approval of school personnel.

Use of school computers and internet access is a privilege, not a right, and is limited to those students who have read and agree to comply with the "Technology Resources Agreement" found in Appendix 4 of this handbook. Inappropriate or unauthorized use will result in the loss of those privileges and appropriate disciplinary action.

Copy Machines & Printers
Students are not authorized to make copies or print papers/homework at school unless instructed by a faculty member as part of classroom work. Parents should make every effort to see that printing of homework is done at home. *No color copies will be printed*.

Electronic Devices & Cell Phones
Cornerstone Christian Academy's electronic network is to be used to support the curriculum and the mission of the school. The network is not a public forum for general use. **Student users may access technology for educational purposes only unless they have obtained permission for other use from a faculty or staff member.**

The use of personal electronic devices during the regular school day is not permitted. Personal electronic devices include, but are not limited to, cell phones, AirPods/Bluetooth ear buds or headphones, smart watches, other wearable devices, tablet computers, laptop computers, gaming systems, and video or MP3 players. The "regular school day" includes all activities within the division's established school hours and encompasses instructional time, recess, lunch, homeroom, classroom

breaks, passing periods, etc. Students accessing the internet at school will use approved personal or school laptops and/or tablets and the school's student or guest network. Students may not use personal wireless devices as hotspots.

The use of personal or school-issued electronic devices in any manner that disrupts the educational environment, fails to uphold classroom and/or school-wide policies, violates the rights or privacy of others or causes harm to others, including but not limited to using the device to text, access social media, take photographs, stream videos, gamble, harass peers or other members of the school community, or cheat in any capacity is prohibited and will be subject to school discipline. In the event that such activity is reported, students will be expected to cooperate with school administrators in the investigative process. School discipline could include loss of network access, loss of technology use, or other appropriate disciplinary action. The use of electronic devices and/or digital platforms to intimidate, incriminate, threaten, or harass another party is considered criminal activity that must be reported to authorities. In accordance with Cornerstone's threat assessment protocol, the investigation of such claims may be turned over to the county sheriff's department and/or the Illinois State Police.

The use of personal electronic devices on school-sponsored trips and during extra-curricular activities for any purpose other than one approved by a teacher, coach, or administrator is prohibited.

Students who need to contact their parents during the school day may do so from the school office, using either their personal cell phones or the office phone. During After School Care, students may use phones for monitoring calls or text messages from parents, siblings, or carpool drivers. Any other use of a personal cell phone during this time requires the permission of the supervising adult.

Students who do not uphold the electronic devices and cell phones policy must turn the electronic device over to the care of school personnel. In some cases, a parent or guardian may be asked to come to the Academy office to retrieve the device.

Exceptions to this policy may be made when the use of a personal wireless device is necessary for the monitoring and management of a diagnosed and documented health condition or for the fulfillment of a student's Individualized Education Plan (IEP). In either scenario, approval must be granted by school administrators, and the accommodation must be documented in the student's medical management plan, 504 Plan, or IEP.

Field Trips

Field trips play an important role in enriching the educational experience. They are much more than a day away from the books. We believe that hands-on experiences provide excellent opportunities for learning. Prior to each field trip, permission slips will be sent home requiring a parent's signature giving the Academy permission to transport their student. Any student without a signed permission form will not be allowed to attend the field trip. Students are expected to participate in these experiences and may be given an assignment to complete on a related topic if they do not participate in the field experience.

While away from school, students must remember that they are representatives of Christ and of CCA and conduct themselves accordingly. Exemplary behavior and dress are expected. (Please see the **Appearance Guidelines** section of this handbook).

Parents who are attending or driving to a field trip may be responsible for any costs/fees involved (gas, parking, admission, etc.). Parents participating in field experiences with their children should expect to take on the role of a chaperone whose primary responsibility is to assist classroom teachers with student supervision. *Siblings are not permitted to attend with a parent unless the field trip is designed as a family event.*

Classroom teachers will select chaperones on a rotational basis. In order to meet the objectives of some field experiences, adult participation may be limited to the number of chaperones selected by the trip sponsor.

All drivers must have proof of current insurance on file in the school office. Vehicles transporting students must have a working seatbelt for each passenger. The law requires that all children under 8 years of age be in a car seat. It is the parents' responsibility to provide the booster-style car seat.

Food

Food, candy, and beverages may only be consumed in designated areas during approved periods and may not be carried into classrooms or common use spaces. In order to maintain order, cleanliness, and safety, **only water bottles will be allowed in classrooms**. In addition, no food or beverage items may be left on top of lockers. Food or beverages brought to school as part of a class project or for a special occasion must be pre-approved by school personnel and consumed in the reserved area only. All students must read and comply with the "Food Allergy Guidelines" as presented in Appendix 4 of this handbook.

Fundraising Policy

Cornerstone Christian Academy is committed to supporting the school and its programs through voluntary gift donations. As such, any other fundraising program that will either be promoted in the school or have CCA's name attached to it must be pre-authorized by the administration, who has the right to deny any such activity.

The following Fundraising Policy was adopted by the CCA Board of Trustees in November of 1998:

A. Cornerstone Christian Academy is committed to seeking financial partnerships through voluntary gifts donations.
    1. The Board of Trustees and the administration will be familiar with and adept at strategies and techniques for seeking voluntary gift partnerships – small and large, restricted and unrestricted, operational and capital, current and deferred.
    2. CCA will tie its reason-for-being to its reason-for-asking to be supported by those who believe in its mission.

B. Cornerstone Christian Academy is committed to avoiding the sale of products to finance the school.
        1. Fundraising by product sales diminishes the very idea of mission.
        2. Fundraising by product sales enables the Board of Trustees and administration to avoid asking anyone to give.

3. Fundraising by product sales relies on the public's desire for a tangible exchange of goods in return for money, rather than the tangible benefits of good work to the glory of God.

Locker Use & Inspection

Students who are assigned a locker will be held responsible for its contents and its cleanliness. Students are not permitted to share lockers, switch lockers, or use more than one locker. Students are also not allowed to enter anyone else's locker at any time. *Lockers may be decorated on the inside only using magnets only. There is to be no outside decoration of any kind.*

All of a student's personal items and school materials must fit in the locker and remain there at all times. *Athletic bags that are too large for the hallway locker should be kept in the locker room or other designated area*. Items of great value should be left at home, not stored in student lockers. CCA does not accept responsibility for loss of or damage to student property. Food items and beverages are not to be kept in student lockers for any purpose other than lunch. Eating or drinking is not permitted in the hallways or in the classroom. Students who desire to secure hallway lockers with a padlock should request one from the office personnel and will be charged a lock lease fee of $10.

All lockers in the locker rooms have been issued a padlock for student use. These padlocks must remain in the locker room attached to the assigned locker. Replacement cost for any padlock not returned at the end of the year is $50.

The school reserves the right to inspect the lockers at any time to maintain standards of cleanliness and for other appropriate reasons. At the end of the school year, teachers will inspect all lockers and fees may be assessed if a locker has been unduly damaged.

Logo Use

All the Cornerstone logos (the main Shield logo, the Cyclone logo, and the "Distinctive Education" logo) are proprietary. The use of these logos ***is prohibited.***

Lost & Found

Items that are found can be turned in to the school office. Those that have not been reclaimed become the property of CCA and may be disposed of every two weeks as necessary. Please mark belongings to enable quick identification.

Lunch

Lunches are to be sent from home each day, unless a family orders a school lunch as outlined below. All students must work to maintain the cleanliness and sanitation of the eating areas. "Nut-free Zones" must be carefully observed, and all students must be familiar with the school's "Food Allergy Guidelines." (See Appendix 4.)

The catered lunch program begins the week after Labor Day. Students may participate if they choose. Cost varies depending on the lunch ordered. Lunches are purchased in advance through FACTS Family Portal. ***Lunches are not available for purchase on the day of delivery. Please note that lunch orders are non-transferable and non-refundable in case of an absence. Any prepaid lunch orders that are impacted by unplanned school closure will be credited to individual student accounts.***

Parent Communication

CCA2Day

CCA2Day is the weekly newsletter that is posted on the school's website and web application newsfeed each Friday and contains information, dates, and other important announcements or reminders. Parents are encouraged to read this publication each week.

Cornerstone Courier

The Courier is the quarterly school newsletter that provides parents and other school constituents with updates on CCA's growth and direction.

FACTS Family Portal

Parents are encouraged to log on to FACTS Family Portal at least weekly to check on student progress and grades. To communicate directly with a teacher, please email the teacher or call the school office at 662-9900. The teacher will be notified of the call and will return the call, generally within 24 hours.

Parking

Visitor parking is available in the northeast area of the front parking lot. Handicapped spaces are reserved for our guests who have legal authorization to park in them. Unattended vehicles are not allowed in the circle drop off area.

High school students who drive personal vehicles to school must register vehicle information with the school office and obtain a parking permit. There will be no charge for the first parking permit tag. If additional tags are needed (first tag is misplaced, family requests a second tag for a second vehicle, car is parked in the lot without being registered), a $15 charge will be applied to the student's FACTS invoice. It is the responsibility of the student driver to ensure that current vehicle information is on file with the school office and that the parking permit tag is properly displayed in the vehicle to which it is assigned.

Student drivers who arrive between 8:00 AM and 8:15 AM will park in the back parking lot and enter the high school using the south airlock doors. Those arriving at any other time during the day should park in the designated staff parking spaces in the north lot and enter through the main (north airlock) entrance.

In case of snow, students may be required to park in the main lot in the far west rows. Students should not plan to return to their vehicles until the end of the school day. Cars may not be left in the parking lot overnight. If reckless driving is reported to the office, students may lose the privilege of driving to school.

Please note: The south parking lot is not to be used as a drop-off or pick-up point for students.

Personally Identifiable Information

Personally Identifiable Information (students' names, addresses, phone numbers, and dates of birth) from education records is protected by the Family Educational Rights and Privacy Act from unauthorized disclosure to third party vendors for the purpose of advertisements and solicitation. Parents and "eligible students" (those who have reached the age of 18) acknowledge that sharing of directory information is needed to establish student and parent accounts with the school's approved digital platform providers (FACTS, Naviance, Microsoft, School Info App, Moodle, etc.). The school commits to

the protection of this information and agrees not to sell or share PII with any company or organization beyond the sharing of data necessary for the establishment of accounts utilized in the instructional process.

It is important to note that the utilization of digital platforms such as Microsoft Teams, Moodle, FACTS, Zoom, etc., will result in the sharing of student names and images during synchronous, on-line instruction. CCA faculty and staff have been trained in the utilization of advanced security settings that protect student identity and maintain "closed" digital sessions. Parents, students, and faculty must mutually commit to preserving the safety of the on-line environment by adhering to the following guidelines:

1. All synchronous instruction (livestream, Zoom, and Moodle forum spaces, Teams meetings, etc.) will be recorded.
2. The sharing of video, screenshots, or pictures outside the in-person or remote classroom environment is prohibited. Specifically, segments of digital instruction must not be posted to social media or shared via personal electronic devices for purposes beyond those expressly stated by CCA personnel.
3. Students and parents should understand that synchronous instruction delivered via a digital platform may be temporarily disrupted in order to maintain privacy while addressing individual students' academic, social-emotional, or behavioral needs.

Photography Policy

Cornerstone staff or their representatives will take digital photos during the school year for use in slide shows, graduation posters, and other marketing options. Such photographs remain the property of the school.

Pledge of Allegiance

Students will recite the *Pledge of Allegiance* as mandated by law each day during homeroom class time.

Prayer Circle

Prayer Circle consists of parents who come to the school for weekly prayer. Prayer Circle meets in the Conference Room every Wednesday beginning at 8:15 AM. Parents who wish to attend must sign in at the school office.

Promotion of Outside Organizations

Cornerstone does not permit handing out flyers or other promotional materials from outside organizations, unless the school is directly involved in the event or activity being promoted.

Recess

All Lower School classes will go outside for recess, unless the wind chill is below 20 degrees. Students should dress accordingly. For liability reasons, participation in recess is limited to enrolled students and CCA personnel.

School & Office Hours

Early Ed – See schedule within Early Ed Appendix 3
Lower School (K-5) – 8:20 AM – 3:10 PM
Upper School (6-12) – 8:10 AM – 3:15 PM

The office is open from 7:45 AM to 3:45 PM Monday through Friday. Parents or other visitors to CCA are required to obtain a visitor's badge in the school office upon arrival.

Search & Seizure

All school-owned equipment is subject to random or individualized searches at any time. If the Administration of Cornerstone Christian Academy has reasonable suspicion that any student is in possession of a weapon, drugs or drug paraphernalia, alcohol, tobacco, e-cigarettes or vaping devices, or any device or substance that may present a clear and present danger or is in direct violation of the school's handbook guidelines, search and seizure may be necessary as part of the required investigation process. The school reserves the right to request that a student empty his/her pockets, socks, etc., and may search personal belongings (including, but not limited to: purses, bags, backpacks, coats and/or outerwear stored in lockers, etc.). It may also be necessary to search a student's vehicle parked on school property. Recovery of any of the aforementioned items will be reported to parents and authorities in accordance with local and state laws.

Security

Parents will be provided with a pickup sign for their car window which identifies them. Additional signs can be provided for daycare providers, grandparents, or others picking up students. Students will not be released unless the car sign is present. If no car sign is present, the driver must report to the school office.

During school hours, the doors are locked and visitors must be admitted into the building.

Social Networking Policy

In order to maintain privacy, confidentiality, and safety of all CCA staff and students, electronic communication between staff, students, and parents shall be limited to such interfacing as enabled by the school and/or teacher email accounts and web pages established by the FACTS system used school wide. Furthermore:

1. The use of Cornerstone Christian Academy's systems to engage in social media is not acceptable at any time.

2. CCA staff, students, and family members agree not to engage in any social media activities that may harm or tarnish the image, reputation, and/or goodwill of Cornerstone Christian Academy and/or any of its employees. CCA staff, students, and family members are also prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when participating in any social media activities.

3. Students may not "friend", "follow", "link", etc. with any current CCA employee.

4. In the event that inappropriate electronic communication (use of email, text messaging, or social media platforms to harass or disparage an individual or the school) is reported to a member of the CCA faculty, staff, or administration, the administrative team may conduct an investigation and/or require a student or group of students to cooperate in an investigation. Students and/or staff may be required to share electronic content (text messages, social media posts, email exchanges, etc.) in the course of such an investigation. In accordance with state law, the school cannot require that a device or account passcode be provided to gain access to an individual's device, account, or profile.

Student Records
The school shall keep records which will provide for the registration and attendance of pupils and shall maintain an up-to-date permanent cumulative record of individual pupils showing personal data and progress through school, including academic achievement, health information and test results.

Parents or legal guardians of students who wish to review any of their student's records should make an appointment through the school secretary. Parents wanting a copy of items in their child's records may request such through the principal.

All contents of a student's permanent cumulative record will be made available to parents and legal guardians upon request. Health and academic records of currently-enrolled students will not be released directly to individual students, regardless of the student's age, without the consent of parents or legal guardians. Graduates who are eighteen years of age or older may request to review or receive copies of records without prior parental consent.

Destruction of Records
This notice contains the schedule for destruction of school records as required by rule of the Illinois State Board of Education, Section 375.40(c). This schedule applies as a student is permanently withdrawing, transferring, or graduating from Cornerstone Christian Academy and complies with the Illinois School Student Records Act, 105 ILCS 10/4(e) and (f), requirements that (1) temporary records be retained for at least 5 years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. The parent(s)/guardian(s), or the student if he or she has graduated and is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction listed below.

- Class prior to 2016- Temporary records will be destroyed no earlier than: July 1, 2021
  Permanent records will be destroyed no earlier than: 2076
- Class of 2017- Temporary records will be destroyed no earlier than: July 1, 2022
  Permanent records will be destroyed no earlier than: 2077
- Class of 2018- Temporary records will be destroyed no earlier than: July 1, 2023
  Permanent records will be destroyed no earlier than: 2078
- Class of 2019- Temporary records will be destroyed no earlier than: July 1, 2024
  Permanent records will be destroyed no earlier than: 2079
- Class of 2020- Temporary records will be destroyed no earlier than: July 1, 2025
  Permanent records will be destroyed no earlier than: 2080
- Class of 2021- Temporary records will be destroyed no earlier than: July 1, 2026
  Permanent records will be destroyed no earlier than: 2081
- Class of 2022- Temporary records will be destroyed no earlier than: July 1, 2027
  Permanent records will be destroyed no earlier than: 2082
- Class of 2023- Temporary records will be destroyed no earlier than: July 1, 2028
  Permanent records will be destroyed no earlier than: 2083
- Class of 2024- Temporary records will be destroyed no earlier than: July 1, 2029
  Permanent records will be destroyed no earlier than: 2084

- Class of 2025- Temporary records will be destroyed no earlier than: July 1, 2030
  Permanent records will be destroyed no earlier than: 2085
- Class of 2026- Temporary records will be destroyed no earlier than: July 1, 2031
  Permanent records will be destroyed no earlier than: 2086

Transportation

Parents must make arrangements to transport students to and from school. When transporting other students to school-sponsored activities such as field trips or athletic events, parent drivers must ensure that all passengers are wearing seatbelts and using the provided child safety seats. Parent drivers must have proof of insurance on file in the school office. Students are not allowed to transport other students to or from school-sponsored events unless parental permission has been secured prior to departure from campus.

Students being transported by CCA's student activity bus must remain seated in their assigned seats and must wear a safety belt at all times that the bus is in motion. Students and their accompanying teachers/coaches share responsibility for the cleanliness and general upkeep of the bus.

Use of Visual Media

On occasion, visual media such as videos and DVDs may be used to enhance the curriculum. Any such media rated PG or above requires advanced administrative approval and parental permission. In keeping with this policy, movies should not be viewed while transporting students to school-sponsored trips or extracurricular activities, either in the school activity bus or in parent vehicles.

Visitors & Guests

Classroom visits are limited to prospective students and their families, parents of currently enrolled students, and other special guest presenters arranged by the classroom teacher. Other guests are not permitted on campus during the school day unless pre-approved by an administrator. Visitation requests should be made to the school office at least one full day in advance of the visit. Visitors must report to the school office to obtain a visitor's badge and must be escorted to the classroom by school personnel.

Visits will not be allowed during the first two weeks of school, standardized testing days, semester exams, the last week of each semester, or the week prior to Christmas break. Siblings or other children are not allowed to observe classes or attend field trips.

For safety reasons, no pets will be allowed in the school building, unless prior authorization has been obtained by an administrator.

Guests who accompany Cornerstone high school students to school dances must submit the Special Event Guest Sign-up form *no less than 24 hours prior to the event*. This form is available in the school office.

Volunteer Opportunities

We encourage parents to be involved in the life of the school and provide several ways to do so:

- Field Trip Chaperones
- Concession Volunteers

- Lunch Volunteers
- Library Volunteers
- Tutoring Volunteers
- Jerusalem Project Drivers
- End-of-Year Activities

RELATIONSHIPS

Philosophy

Relationships are an important part of life and are highly valued at Cornerstone Christian Academy. It is important to understand that the biblical concepts of friendship will be addressed with the student body. Students should not be exclusive in their friendships. Acts of intimidation will not be tolerated. Students must read and agree to adhere to the Academy's "Student Anti-Harassment Policy" found in Appendix 5 of this handbook.

Behaviors that surround dating relationships are not appropriate for school. CCA will not allow any displays of affection including hand holding, kissing, etc. There is to be no "pairing off" or other "boyfriend/girlfriend" activity during any school-sponsored activity.

Confrontation

Any time two or more people are together, the possibility of conflict exists. Disagreements are inevitable and a natural part of each student's life. Matthew 18 teaches that when problems arise between people, they must meet together in the spirit of reconciliation. Most problems will be resolved in this way.

The faculty and staff at Cornerstone Christian Academy believe that God has set up the principles described in Matthew 18 in order to handle the problems that will arise between people. The Academy also believes that when these verses are followed appropriately, most problems will come to resolution. When someone says or does something that is hurtful, we are responsible to:

1. Go and talk with the other person involved, sharing how we feel about what he/she said or did. This should not be done in a way that accuses the individual of being wrong. The goal of this meeting is reconciliation. In most cases this will take care of the problem. If it doesn't, the next step is to:
2. Talk with an adult (faculty or staff) at CCA about the problem and ask for help to resolve the conflict. If this does not succeed in solving the problem:
3. Talk with the principal. He or she will then help deal with the situation appropriately.

This can be a very difficult process to go through. It requires courage and integrity. Every student will be required to act out Matthew 18 while at CCA. The "5 A's" will help each student to remember the Academy's expectations:

1. ADMIT what you did wrong
2. APOLOGIZE for how your choice affected someone.
3. ASK for forgiveness.
4. ACCEPT the consequences.
5. ADJUST your choice next time.

Forgiveness

Forgiveness is a choice. God gives us the ability to make our own choices just as the Bible tells us in the stories of the prodigal son and Jesus on the cross. We know that we cannot be forgiven unless we forgive. When we choose to forgive someone, we are really making three promises:

1. I won't remind you about what you did wrong.
2. I won't remind others about what you did wrong.
3. I won't remind myself about what you did wrong.

APPENDIX 1 – ATHLETIC CODE

CORNERSTONE CHRISTIAN ACADEMY ATHLETIC CODE

Philosophy

The purpose of Cornerstone Christian Academy Athletics is to provide a Christian environment for athletes to develop their talents so that they might glorify God on the field/court by using the gifts He has given to them. Through our athletic program, our goal is to instill in the players an attitude of respect and sportsmanship towards other players, coaches, officials, and fans that is consistent with biblical standards. Student-athletes will have the opportunity to provide a Christ-like witness as they learn to win with grace and humility, and to accept defeat with poise and dignity.

Eligibility Requirements

Academics

Cornerstone Christian Academy submits to the authority of the Association of Christian Schools International, Illinois Elementary School Association, Illinois High School Association, and East Central Illinois Conference by-laws when making determinations regarding eligibility for participation in all athletic and extra-curricular programs governed by these entities.

When participation on one of CCA's athletic or extra-curricular teams requires a try-out, the student must meet academic, attendance, and eligibility standards at the time of the try-out in order to participate.

Eligibility to participate in extra-curricular activities will be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. Any student-athlete whose average grade falls below 70% in any class will be placed on a "watch list" and will be encouraged to seek assistance from the appropriate teacher or tutor. If a student-athlete's average grade falls below a 60%, he/she will be considered "ineligible" for competition for a period of one week, until the first day of the subsequent school week. If the student-athlete becomes ineligible, he/she may be allowed to practice with the coach's discretion but may not attend games.

Students who are on academic probation will not be considered eligible for participation in athletics.

Attendance

Student-athletes are expected to be at all scheduled practices and contests. Absences must be pre-arranged with the coach. Acceptable reasons for missing practices or games will be at the coach's discretion. The student-athlete's standing/position may be affected by absenteeism. Continued unjustified, unexcused absenteeism may result in suspension from the team. If a student-athlete misses school due to illness or unexcused absences, he/she will not be eligible to participate in that day's sports activities. In the case of illness, if a student's condition improves enough that he/she to arrive at school by 12:00 noon and attends the remainder of the day, he/she will be able to participate in that evening's extra-curricular activities. Exceptions to this policy include funerals, doctor appointments, early dismissal, and absences with advance approval of the Athletic Director. Students who are on attendance probation will not be considered eligible for participation in athletics.

Disciplinary

While on the playing field, student-athletes are expected to display competitive, godly attitudes. They must maintain an attitude of encouragement towards each other and their opponents. At any time that a student-athlete is ejected from a contest, he/she is required to miss the next game (IESA & IHSA rule). If a student-athlete is ejected from a game or receives a technical foul for unsportsmanlike behavior, he/she will be required to attend a coaches' meeting to discuss his/her actions. At this time, coaches will instruct the athlete in the area of self-control and personal and team testimony. In cases of repeated offenses, suspension from the team may result.

General training rules

Student-athletes should ensure their best physical and mental condition to participate in sports and to represent the school. See the Cornerstone Parent/Student Handbook for penalties involving the use of alcohol, tobacco, or illegal drugs.

Electronic Devices

The use of cell phones and other electronic devices should be limited to those circumstances when athletes need to communicate with parents/guardians. Student-athletes are expected to follow school policies related to electronic device use as stated in the Parent/Student Handbook.

Equipment Policy

Student-athletes agree to care for and be responsible for uniforms and school equipment issued and used. All uniforms are required to be washed and returned at the end of the season. Missing or damaged uniforms/equipment must be replaced at student-athlete cost.

Physicals

Student-athletes must have a valid physical examination on file in the school office dated not more than one year preceding any try-out, practice, or game in any athletic activity. Students may not practice for and/or participate in a contest unless and until record of the physical examination is on file.

Athletic Fee

All students must pay $175 per I.E.S.A. or I.H.S.A. activity that they choose to participate in. Students may not practice for and/or participate in a contest unless and until record of the activity fee payment is on file.

Consent Forms

Parents will be asked to sign the Athletic Permission/Record and along with the student sign the Student Athletic Commitment Contract. Students will also be required to sign the IHSA Performance-Enhancing Substance Testing Policy form.

Dress Code

Coaches will instruct athletes regarding required attire for game days.

Parental Support

Parents of CCA athletes will agree to support the program by helping with concessions, ticket sales, bookkeeping, scoring, time clock, etc. as needed. Contact the Athletic Director for more information.

Return to Play (RTP) Policy (IHSA Policy)

The National Federation of State High School Associations (NFHS) has established a national playing rule regarding potential head injuries. The rule states "any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional." In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

Transportation

In order to make all of the athletic season successful, we will need coach and parent/guardian help with driving to away games and practices. Parents are required to sign the Athletic Permission/Record form, which is kept on file in the office in order to transport athletes. In the event that a parent would like their student athlete to ride home with another adult after an away contest, arrangements are to be made in advance and communicated to the supervising coach. With the exception of unique circumstances and prior written parental consent, students may not drive themselves to away contests. Under no circumstances may a student driver transport other unrelated students to or from athletic contests.

APPENDIX 2 – ATHLETIC FORMS

STUDENT/PARENT ATHLETIC COMMITMENT CONTRACT

We, the undersigned, realize the commitment needed to participate in athletics at CCA, so we commit ourselves to the athletic program and to the individual team.

As a student-athlete, I will perform the following duties in order to fulfill the contract and show my commitment to the team and to the school.

A. As a student-athlete, I am a leader. I will use this leadership role to honor God and to represent my school in an excellent manner.
B. I will be at every practice on time. I will give the coach ample notification if I will be absent. I will purpose to be ready mentally for every practice and every game.
C. I will show respect to all coaches, referees, and fans with whom I come in contact.
D. I realize that my curricular efforts come before those that are extra-curricular. I accept the policy that my academic progress will be checked weekly to govern eligibility for the following Monday through Saturday. If my average grade falls below 70% in any class, I will be placed on a "watch list" and be encouraged to seek assistance from the appropriate teacher or tutor. If my average grade falls below 60%, I will be considered "ineligible" for competition for a period of one week, until the first day of the subsequent school week. I will be ineligible for participation in extra-curricular games but will be able to participate in practices at the coaches' discretion.

If this contract is broken, I understand that the coach and the Athletic Director will meet and decide the appropriate action to be taken. Possible consequences include:

1. Suspension from team participation.
2. Suspension from participation in one or more athletic contests.
3. Suspension from portions of an athletic contest.
4. Public apologies to team and coaches.
5. Any other action the coach and/or Athletic Director deem necessary.

_____

Signature of Student Date

As a parent of a student-athlete, I agree to model the behaviors expected of my student as outlined in Paragraph C above. I understand that to do otherwise may be a source of embarrassment to my student, may damage the reputation of Cornerstone Christian Academy, and most importantly, bring dishonor to the Lord we seek to glorify in all things.

Therefore, I understand and agree that if I fail to live up to my agreement, I jeopardize my attendance at future athletic events.

_____

Signature of Parent Date

CORNERSTONE CHRISTIAN ACADEMY

ATHLETIC PERMISSION/RECORD

Student Information

Grade: 5 6 7 8 9 10 11 12

Student Name_____

Address_____

City _____ Zip_____

Email _____

Birth Date_____

Parent/Guardian Name_____

_____

Phone #_____

Cell # _____

Emergency
Contact_____

Relationship _____Phone# _____

Family Doctor_____

Phone #_____

Hospital Choice_____

Any current or recurring medical conditions?
Please explain. _____

Any medication being taken?
_____

Any allergies_____

Name of Insurance _____

This box is for office use only.

Fall sport _____

Winter sport _____

Spring sport _____

Physical Date_____

Sports Offered:

Circle sport involvement:

Fall/Winter

JH Boys' & Girls' Basketball
JH & HS Cross Country
HS Girls' Volleyball
JH Baseball
HS & JH Golf
HS Boys' Soccer
JH Co-ed Soccer
HS Boys' & Girls' Basketball
JH Girls' Volleyball
JH & HS Cheerleading
JH Girls' Softball
HS Girls' Swimming
HS Girls' Tennis
HS Boys' Bowling

Spring

JH & HS Boys' & Girls' Track
HS Baseball
HS Tennis
HS Bass Fishing
HS Girls' Soccer

Transportation

My child has permission to travel with the Cornerstone Christian Academy team coaches or parents to or from practices and away contests during the school year. This includes transportation on the school activity bus.

As the parent/legal guardian of the above-named student, I give permission for him/her to practice and compete in any of the IESA/IHSA interscholastic sports or activities offered. I grant permission for my child to receive treatment from physician, nurse, or other professional medical personnel who may be needed in my absence due to injuries sustained while participating in athletics for Cornerstone Christian Academy.

Signature of parent_____

Date _____

LIABILITY RELEASE AGREEMENT

The undersigned (herein the "Individual") wishes to participate in the following:

2025 - 2026 Team Activity

(Herein the "Activity") sponsored by Cornerstone Christian Academy of McLean County, Inc, a 501(c)3 corporation (herein the "School")

The School and the undersigned agree that this activity poses a risk which includes, but is not limited to, the following specific risks: school activity bus transportation, parent volunteer driver transportation, student self-transportation, injury sustained during practice or play, exposure to illness through direct and indirect physical contact, as well as similar and dissimilar risks (herein the "Risks").

For and in consideration of the school allowing the individual to participate in the activity, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the undersigned (herein the "Releasers"), release, waive, discharge, and covenant to not hold liable the school and its officers, employees and agents (herein the "Releasees"), from all liability to the Releasers, on account of injury to the Individual, death to the Individual, or injury to the property of the Individual while the Individual is participating in the activity.

The undersigned is fully aware of the risks and other hazards inherently in the activity and is voluntarily participating in the activity, and voluntarily assumes the risks and all other risks of loss, damage or injury that may be sustained by the Individual while participating in the activity.

The undersigned warrants that he or she (and parents or guardians) has fully read and understands this Liability Release Agreement and voluntarily signs the same, and that no oral representations, statements, or inducements apart from the foregoing written agreement have been made to the undersigned.

Signature of Participant: _____
Print Participant's Name: _____
Signature of Parent or Guardian: _____
Print Name of Parent or Guardian: _____

Date: _____

APPENDIX 3 – EARLY EDUCATION

Philosophy

Early education of young children begins the journey of discovering who God has created them to be in Christ. Teachers strive to offer a secure and nurturing community where children are taught foundational truths encompassing spiritual, physical, social, emotional, moral, and intellectual development.

Fundamental teachings are acquired through the instruction of biblical truths, language, math, and science concepts, pre-writing and pre-reading experiences, motor skills development, social interactions, art and music expressions, and technology.

Core values are set in place to teach, train, and to instill a love of learning while developing a desire to serve God and influence the world for His glory.

Early Ed Class Hours

3/4-year-olds

- **2AM-3** 2 half days (Tuesday and Friday - 8:30 AM to 11:00 AM)
- **2FD-3** 2 full days (Tuesday and Friday - 8:30 AM to 3:00 PM)
- **5FD-3** 5 full days (Monday through Friday – 8:30 AM to 3:00 PM)

4/5-year-olds

- **3AM-4** 3 half days (Monday, Wednesday, and Thursday - 8:30 AM to 11:00 AM)
- **5AM-4** 5 half days (Monday through Friday – 8:30 AM to 11:00 AM)
- **3FD-4** 3 full days (Monday, Wednesday, and Thursday- 8:30 AM to 3:00 PM)
- **5FD-4** 5 full days (Monday through Friday - 8:30 AM to 3:00 PM)

5-year-olds

- **5FD-5 (Developmental Kindergarten)** 5 full days (Monday through Friday- 8:30 to 3:00 PM)

Admissions

All students must be at least three years old to attend. Early Ed students with a fall birthday may be accepted into the program before they turn three but will not be permitted to attend until their third birthday. Students must be able to toilet themselves and will not be allowed to wear disposable pull-up-type diapers. Class size is limited to 12 to 18 students depending on age. Once classes are filled, a waiting list will be established. In order for a student to be placed on the waiting list, all paperwork must be completed, and the proper enrollment fee paid. Enrollment paperwork will remain on file until an opening becomes available. When an opening becomes available, parents will be notified in the order in which enrollment forms were received. A parent has 24 hours to inform the school of their decision before the next person on the waiting list is notified.

Birthdays
Every Early Ed student will be assigned a snack day closest to his/her birthday. If the student has a summer birthday, then a "half birthday" will be celebrated during one of the student's snack days. All birthday snacks must follow the Food Allergy Guidelines as presented in Appendix 4 of this handbook.

Please do not bring birthday party invitations to class unless there is an invitation for every student.

Communication
Information will be communicated weekly through the electronic all-school newsletter – CCA2Day. The most current edition is available for viewing on Fridays. Another form of Early Ed communication is *Early Ed Edition* which includes information from the classroom teacher about curriculum, upcoming events, and classroom connections. This communication will be sent out weekly by email. The Early Education Coordinator and classroom teachers may send out important information occasionally via email as well.

Curriculum
In order to begin laying essential building blocks of the Christian faith, all Early Ed classes will use *The Jesus Storybook Bible* as the basis for curriculum. In addition, a wide variety of age-appropriate activities such as academic readiness projects, social interaction, art media, crafts, games, technology, and music will be used in order to accomplish the Academy's objectives. Phonics along with phonemic awareness curriculums are used in all 4- and 5-year-old classes, fostering an awareness of the connection between letters and their phonemes (sounds). All Early Ed classes will be focusing on concepts such as numbers, the five senses, the alphabet, farm animals, seasons, transportation, community helpers, etc.

Discipline
Early Ed teachers intentionally train students in appropriate school behavior and boundaries. When the boundaries or guidelines are tested students, it may become necessary to remove students from situations in order to assist them in choosing more appropriate behavior. Teachers will handle any disciplinary concerns in a consistently loving but firm manner. Discipline will be directly related to the student behavior and handled without bias or prolonged delay.

License Exempt
The Early Ed division is license exempt and self-monitors all programming as a way of maintaining a high-level of excellence ensuring a quality educational program.

Loading and Unloading Procedures
Early Ed classes begin the unloading process at 8:00 AM and conclude at 8:30 AM. A CCA staff member or trained student volunteer will escort students to their classroom. Students arriving after 8:30 AM must be escorted into school by their parents. At no time are Early Ed students to be dropped off without a staff member present.

Students arriving before 8:00 AM should be escorted to the Early Ed Before School Care classroom where they will be greeted by a CCA staff member and signed in, recording the time of arrival.

Loading morning students begins at 11:00 AM and continues until 11:10 AM. Parents of students who do not pick up on time need to park and pick up the student in the school office. This will result in a late pick-up fee.

Parents will be provided with a pick-up sign for their car window that identifies the child to be picked up. Additional signs can be requested for daycare providers, grandparents, or others who will be picking up students. Early Ed staff members will bring students to the front of the building at the conclusion of class. Please place the pick-up card in the window or on the dashboard of the car where it can be read easily by an Early Ed staff member. The children will be escorted to their vehicles by a staff member. At that time, the driver is required to get out and fasten the child into the car seat.

Loading afternoon students begins at 3:00 PM and continues until 3:30 PM. If students are carpooling with Lower School or Upper School students, they may be dismissed with the older students. Students not picked up by 3:30 will be signed into the After School Care program, and parents will need to come into the building to sign out the student. School pick-up cards are required to be shown at the time of pick-up.

Parent/Teacher Conferences

Conferences for Early Ed students will be held twice a year. Teachers at Cornerstone Christian Academy are always willing to answer questions and to work in a positive manner for the welfare of their students. These conferences are a great opportunity for the teacher and parent to discuss the spiritual, physical, emotional, and academic development of the student. If a conference is desired at any other time, please contact the individual teacher to set up a conference time.

Personal Belongings

All coats, sweaters, boots, hats, etc., should be permanently marked with the student's name. Students should not bring other personal belongings or toys to school. The Academy cannot be responsible for any loss of these items. If items are lost, please check in the Lost & Found area or with the classroom teacher.

School Readiness

Children in all Early Ed classes are expected to be completely and independently toilet trained. Disposable pull-up-type diapers are not allowed. We define successful independent toileting as having the ability to lower underpants, completing the act of evacuating into the toilet, wiping, flushing, re-dressing, and washing hands.

If a child enrolled in our program has frequent accidents, a probationary period will be instituted. If the accidents continue during the probationary period, the child will be required to stay home until securely toilet trained.

Snack Information

Parents will be asked to provide a snack on a rotating basis. The student who brings the snack is the leader for the day. Snack schedules are provided in advance monthly. Specific snacks are assigned on the schedule. Snacks must be in sealed, store-bought containers. Drinks will be limited to milk or water. The Academy will provide napkins and cups. Please refer to the "Food Allergy Guidelines" as presented in Appendix 4 of this handbook.

APPENDIX 4 – OTHER GUIDELINES & AGREEMENTS

FOOD ALLERGY GUIDELINES (EARLY ED – 5TH GRADE)

Due to the increased number of children who have peanut or tree nut allergies and subsequent anaphylaxis (a life-threatening response to allergens), state law requires schools to develop and uphold food safety and allergy guidelines. Allergic reactions can appear any time after ingestion or exposure to the allergen and students at the highest risk for a severe reaction are those that have peanut or tree nut allergy. The guidelines below are intended for all Early Ed – 5th grade students.

1. All food is to be eaten in the lunchroom (Upper Tier Seating Area for K- 5th grade students; Forum Room for Upper School students) or outdoors. No lunches and/or food and drink are to be eaten in the classroom unless otherwise instructed by the administration.
2. "Nut-Free Zone" signs are posted in Lower School classrooms, library, computer lab, UTSA, a section of bleachers in the gym, music and art rooms, and the northwest bathroom. Special care must be given to maintaining these zones as nut-free by thoroughly sanitizing each zone on a regular basis.
3. Parents and guardians of Early Ed – 5th grade students are asked to refrain from sending lunches to school that contain peanuts, tree nuts, or any nut by-product.
4. Treats brought to school intended to be shared with classmates **MUST** be packaged and nut-free and brought to the office to be approved by the school nurse.
5. Only store-bought items will be permitted to be shared with classmates. Bakery items or homemade items will not be allowed for class parties or special celebrations.
6. Treats to be shared with classmates must include ingredient labels.

Please refer to the list of suggested nut-free lunch and snack items available on our website.

TECHNOLOGY RESOURCES AGREEMENT

The purpose of all our technology resources is to support the school's educational mission. Therefore, student use of these resources must be for matters directly related to one's academic studies at Cornerstone Christian Academy (CCA). It is our hope that this policy will provide clear guidelines for use and reasonable consequences for misuse.

Please note that, while the school will take responsible steps to prevent access to inappropriate material and does not condone access to objectionable material, it is not possible to absolutely prevent such access. It will be the responsibility of students to follow the rules for appropriate use.

The following policy is designed to facilitate a Bring Your Own Device (BYOD) initiative. BYOD enables students to bring personal devices to class and use the school's updated network infrastructure to support his or her academic endeavors. This policy will also be applicable to all devices owned by CCA in use by students.

Requirements

Students desiring to bring their own device must first meet with school personnel to establish clear expectations for using a personal device in a classroom learning environment. Students will be asked to

share the computer's MAC address and will be given access to the school's Wi-Fi. Students and parents must sign the Partnership Agreement annually before using any devices in a classroom learning environment.

Technology Use Policy

1. In order to initiate and maintain permission to use personal devices at school, all users must agree to uphold the terms of the school's "Technology Resources Agreement" and meet with the Technology Coordinator. Non-adherence may result in loss of access and/or appropriate disciplinary action.
2. Classroom teachers have the right to deny the use of devices at any time unless there has been an accommodation arranged beforehand with the Academic Support Office.
3. CCA reserves the right to monitor and review the use of all our technology resources.
4. Breaches of the policy are deemed as violations of school behavioral expectations and usage of these devices on campus may be denied, whether they belong to the student or the school.

Internet Use

1. Wireless internet access is available throughout CCA's campus for educational, research, communication, and administrative purposes only.
2. Students may only access the internet while under the supervision of CCA faculty or staff member.
3. Downloading of any kind (music, videos, games, software) will not be permitted while using the school's WiFi unless specifically instructed to do so by the classroom teacher.
4. Social networking of any kind (Facebook, Twitter, Instagram, etc.) will not be permitted at any time.
5. Internet-based or LAN line games will not be permitted at any time. (This excludes teachers who use internet-based games to teach school-related skills.)
6. Visiting sites that are not school-related and/or are inappropriate in nature is not permitted.
7. Video conferencing, chatting, or messaging of any kind will not be permitted.
8. Sending or receiving email should be limited to the use of school accounts.
9. Attempting to bypass the school's firewall is not permitted.

Cornerstone Computers

1. Altering a school-owned computer in any way (desktop, screensaver, taskbar, etc.) is not permitted.
2. Accessing school-owned computers from your own (remote access) is not permitted.
3. The computers are to be used for schoolwork only, as directed by the classroom teacher.
4. Should any of the above policies be violated, disciplinary measures will be taken by the Administration, which could include suspension or expulsion from CCA.
5. Any damage, modification, or vandalism to school-owned computers will result in loss of computer privileges and the student will be charged for any material and labor costs necessary for repairs.

ARTIFICIAL INTELLIGENCE (AI) POLICY

"Artificial intelligence" or "AI" is technology produced by a computer to mimic human intelligence to complete tasks, solve problems and generate content in response to queries. Examples of AI technology include ChatGPT, Grammarly and other AI Writing Tools and Assistants, and digital assistants, among many others.

Academic integrity is essential in education, ensuring that the work submitted by students is a true reflection of their knowledge and abilities. AI generated content cannot replace work that requires student thought. Students cannot claim AI generated content as their own. The use of AI as a replacement for student thought and work without direct teacher permission is cheating and credit will not be given for work submitted with AI use per the handbook. Methods such as AI content detectors and plagiarism software may be used to uphold academic standards.

When permitted by a teacher, AI can serve as an aid to enhance understanding and support the educational process. Students must seek and receive approval from their teacher before using AI in any schoolwork.

AI uses many different resources as the sources of its content. Each AI generator may present information that is biased, incomplete, or not true. It is the responsibility of the individual to verify the information and content gained from AI generators as true and complete.

Unacceptable Uses of AI:

- Using AI to complete assignments.
- Using AI to create multimedia projects.
- Using AI to write papers.
- Using AI to answer test or quiz questions.
- Using AI to create inappropriate content.

Acceptable Uses of AI:

- Asking for information to be presented in a new way for learning and understanding.
- Asking AI to clarify something that is not clear or understood.
- Asking AI to provide ideas, topics or themes for projects and assignments.
- Using AI with direct teacher permission.

The student and parent Technology Resources Agreement will be active from the time of signing through the student's enrollment in the current academic school year.

Any violations to the Technology Resources Agreement may result in the loss of student user accounts and in disciplinary and/or legal action. Parents and students agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

Parents and students agree to fully disclose to teachers/administrators all Internet publishing activities on school network systems and web servers. It is understood that files, documents, projects, and information stored on student network storage locations will be deleted at end of enrollment, and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work. It is understood parents and students are responsible for any damage, modification, or vandalism to school-owned computers including financial responsibility for any material and labor costs necessary for repairs and/or computer replacement.

Misuse may include, but is not limited to: any messages, information, or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks document.

APPENDIX 5 – ANTI-HARASSMENT POLICY

The policy of Cornerstone Christian Academy is to provide an academic environment that is free from harassment—whether based on biological sex, race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students or staff, nor does it tolerate reprisals against any student or staff member who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or termination from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including termination. Additionally, Illinois state law requires the chief school administrator to immediately report to the Illinois State Police and to the Illinois State Board of Education all incidents of battery against students or staff members.

I. Definitions and Prohibited Acts

1. Sexual harassment. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
    - Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
    - Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
    - The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
    - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

2. Unwelcome and Offensive. Under the law, harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others, whether they object or not.

3. Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on biological sex, race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning biological sex, race, national or ethnic origin,

color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises, during school and extra-curricular activities.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's biological sex, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, publications, posters, offensive cartoons, and other words or pictures of a suggestive nature.

4. Physical Harassment. Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

   General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the employee's biological sex, race, color, national or ethnic origin, age, or disability are prohibited.

5. Sexual Harasser. Defined as any person initiating harassment that is sexually based or based on the biological sex of the student.

6. Race, Color, National or Ethnic Origin, Age, Biological Sex, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, biological sex, or disability is prohibited.

   Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, biological sex, or disability is prohibited.

7. Electronic Harassment. Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, social media platforms, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

8. Definition of Bullying or Intimidation. "Bullying or intimidation" means any written, oral, or physical act or gesture that, under the circumstances, a reasonable person should know will have the effect of harming a student, damaging his or her property, or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has

the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as biological sex, race, color, national or ethnic origin, age, or disability.

9. Examples of Harassment, Bullying, or Intimidation. Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or aggressive nature. Among the types of conduct that would violate this policy are the following:

    - Unwanted sexual advances or propositions.
    - Offering academic benefits in exchange for sexual favors.
    - Making or threatening reprisals after a negative response to sexual advances or aggressive acts.
    - Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or images.
    - Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's biological sex, race, color, national or ethnic origin, age, or disability.
    - Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, biological sex, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
    - Physical conduct such as touching, assaulting, impeding, or blocking movements.
    - Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

II. Application of Anti-Harassment Policy

The school's anti-harassment policy applies to school hours, to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus, while on school property or at school-leased facilities, or at any other time when the event or activity has any school affiliation. Additionally, as a Christian school, the school has the right to expect and does expect that students and employees of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

III. Prohibited Actions

1. Employee-Student Harassment, Bullying, or Intimidation. Employee-Student harassment, bullying, or intimidation of any type is prohibited.
2. Student-Employee Harassment, Bullying, or Intimidation. Student-Employee harassment, bullying, or intimidation of any type is prohibited.
3. Student-Student Harassment, Bullying, or Intimidation. Student-Student harassment, bullying, or intimidation of any type is prohibited.
4. Parent-Employee Harassment, Bullying, or Intimidation. Parent-Employee harassment, bullying, or intimidation of any type is prohibited.

IV. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation
Students or staff members who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature, as well as those who have been witness to such, are encouraged to promptly report the matter to one of the school officials designated below. All complaints will be promptly investigated.

V. Where to Report Harassment, Bullying, or Intimidation
The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1.	Beth Sondgeroth	Head of School
2.	Hannah Artman	Lower School Principal
3.	Nic Rassi	Upper School Principal
4.	Megan Martin	Early Ed Coordinator
5.	Davis Dossett	Athletic Director

VI. Confidentiality
Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

VII. Protection Against Reprisal
It is against the school's policy to discriminate or retaliate against any person, including any student or staff member, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, making false complaints or complaints not made in good faith can jeopardize someone's reputation. If in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action.

VIII. Procedure for Investigation of a Complaint and Taking Corrective Action
When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Head of School. The principal and/or Head of School will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction. Observed, documented patterns of such behavior will inform decisions related to disciplinary action.

HARASSMENT REPORT FORM

Complainant _____

Home address _____

_____

Home Phone (_____) _____ Alternate Phone (_____) _____

Date of alleged incident(s) _____

Did the incident(s) involve ____ sexual harassment ____ racial harassment ____ national or ethnic origin harassment ____ disability harassment and/or ____ age harassment?

Give the name of the person who you believe harassed or was violent toward you or another person:
_____

If the alleged harassment or violence was toward another person, identify that person:
_____

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)
_____
_____
_____
_____
_____
_____
_____

Where and when did the incident(s) occur?
_____
_____

List any witnesses who were present:
_____

This complaint is filed on the basis of my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's anti-harassment policy and understand the procedures the school will follow.
_____

Complainant signature _____ Date _____

Complaint received by (name) _____Date _____

Revised 10/5/2026