



CORNERSTONE
CHRISTIAN ACADEMY

Family Handbook
2024-2025

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Hello Parents and Students,

We are so grateful that you have entrusted us with the education of your children at Cornerstone Christian Academy. We look forward to seeing how the Lord will use our school to glorify Himself and bring honor to His name. In short, this is the purpose of CCA- to glorify the Lord and be used to further His Kingdom.

Please use this handbook as your reference throughout the year and make sure you review it prior to the first day of school. We value your prayers and support of the school. If you have any questions or concerns, please do not hesitate to reach out.

Blessings to you and your family,

Regina Schaefer
School Director

School Overview

History

Cornerstone Christian Academy was born out of the growing need for Biblically based education for children in the South Jersey area. The Lord placed the calling on the hearts of a few at Calvary Chapel Gloucester County, and He brought those people together to explore the possibility of opening a school. The team quickly realized through prayer and research that the Lord was guiding us to begin Cornerstone Christian Academy, and He has been leading the way since. The Lord has been sought in every step of the planning and preparation. He has guided, provided, and blessed the team with peace and solidarity along the way.

CCA exists as an extended ministry of Calvary Chapel Gloucester County. This school could not have existed without the prayerful support of the church and its leadership. We are grateful for this relationship and seek guidance and wisdom from Pastor Gary Clark and the elders, as well as CCA's Board of Trustees.

Mission Statement

Our mission is to share in the ministry of Calvary Chapel Gloucester County by offering Christian education from a Biblical worldview, recognizing that the fear of the Lord is the beginning of all wisdom and knowledge (Proverbs 1:7, Proverbs 9:10), and in Christ Himself are hidden all the treasures of wisdom and knowledge (Colossians 2:3). We are fully committed to partnering with parents who have the God-given responsibility to educate their children. The foundation of our school/ministry is to raise up disciples of Christ, who will then become transforming influences in this world for Christ.

Statement of Faith

God: We believe in one God, Who is without beginning and without end. The fullness of God is in the Triune Godhead, three separate coequal persons: The Father, The Son, and the Holy Spirit. (John 14)

Jesus: Jesus is fully God, has always existed, and created all things (John 1). Jesus entered His creation, was born of a virgin, and lived a perfect, sinless life. He was crucified, died and was buried. On the third day, He miraculously rose from the dead. He is now seated at the right hand of The Father, interceding for the Church.

Holy Spirit: The Holy spirit is fully God, the third member of the triune Godhead (Acts 5:4). The Holy Spirit's ministry on the Earth is to come alongside all people, convict of sin, and point them to Jesus. In the life of the believer, The Holy Spirit indwells, convicts, gives understanding of Scripture, and reforms the believer's heart (John 16:5-11). We hold that the gifts of the Holy Spirit are continued today, exercised within the guidelines of Scripture.

Creation:We believe God created His creation in six literal days, and apart from God, nothing has been made (Genesis 1, John 1). On the 6th day, God created humans, male and female, in His image (Genesis 1). All human life is scared and begins at conception (Psalm 139).

Marriage and Family: In the beginning of creation, God created humans, male and female, and ordained marriage and the family. Marriage is clearly defined as between one man and one woman (Mark 10, Genesis 1). Biblical marriage is God's design for the family, for the husband and wife to have children and raise them to know Jesus and His Word (Proverbs 22:6).

Sin: In the Garden of Eden, man sinned and the result of sin was death and the curse of the creation (Genesis 3). All people inherit the sin nature of our ancestors, all have sinned and fall short of the glory of God, and are hopeless apart from redemption in Jesus (Romans 3:23, 3:10).

The Good News: God demonstrated His love to all people by sending His Son, Jesus, into the world to save sinners (John 3:16). The sinless Son of God, Jesus, became the sacrifice for our sins on the cross, the just for the unjust. Jesus was crucified, died, and was buried. On the third day, He miraculously and bodily rose from the dead. The word of God teaches that if you confess with your mouth Jesus as Lord and believe in your heart that God raised Him from the dead, you will be saved (Romans 10:9). Eternal life is a free gift from God for all who would repent and trust in Jesus (Ephesians 2:8-9).

Exclusivity of Jesus: Jesus is the only way to salvation. We are saved by grace through faith in Jesus alone, apart from works (Ephesians 2:8-9). Jesus is the way, the truth,

and the life. No one comes to The Father except through Him (John 14:6). Apart from Jesus, there is no salvation (John 3:18).

Authority of Scripture: The Bible, which consists of the 66 books from Genesis to Revelation, is the inspired, infallible Word of God. The Bible is inspired by God and is beneficial for teaching, rebuking, correction and training in righteousness. We base our worldview on the Bible alone (2 Timothy 3:16).

The Church: The Church is the universal body of believers in Jesus, made up of all who truly repent and believe in Jesus for salvation, resulting in the indwelling of the Holy Spirit. These Jesus followers are known by their love for one another (John 13:35). Believers in a functional church will hold to the Apostles' teaching, to fellowship, to the breaking of bread, and to prayer (Acts 2:42). Born again believers in Jesus in the church acknowledge that Jesus is the chief cornerstone (Ephesians 2:20) and the head of the Body of Christ (Colossians 1:18).

The Return of Jesus: Jesus will return for His Church in an event called The Rapture, followed by a seven year tribulation period (Revelation 3:10). This 7 year tribulation period will be the worst period of all human civilization (Mark 13:19). At the end of this tribulation, Jesus will return to earth physically to judge the nations and set up his Kingdom in Jerusalem for 1,000 years followed by the new heavens and the new Earth for eternity (Revelation 20:6).

Educational Philosophy

In order to know and understand the creation, one must first know the Creator. God must be at the center of all the principles, facts, and truths we teach; therefore, CCA will build its entire educational philosophy upon the foundation of a Biblical worldview. Jesus must be at the core of every believer; His Word must be at the core of our educational process.

With a strong Biblical worldview developed out of a literal interpretation of the Bible, our students will:

- be able to think critically and independently
- be able to defend their faith
- become lovers of truth

An intentional piece of the educational process will be to educate the whole student *socially, mentally, emotionally, physically, and spiritually*, preparing each student to be a valuable citizen for God's glory.

Non-Discrimination Policy

CCA does not and shall not discriminate on the basis of race, color, gender, or ethnic background. This policy of non-discrimination is exercised during student admission, hiring of faculty and staff, and all school-administered programs.

Statement on Marriage and Diversity

CCA recognizes that all humans are equal before God. CCA's standard for diversity is from the Bible and indicates a genuine love for all people. Nonetheless, individual differences in lifestyle that deny, reject, or ignore Biblical standards represent rebellion to God's standards and may preclude a family from attending CCA.

Cornerstone Christian Academy believes that an individual's first responsibility is to the God of the Bible and that a person's whole life should reflect His framework in a context of peace and selfless love. CCA asserts that a genuine love for and interaction with diverse peoples is a Biblical mandate. Moreover, Cornerstone Christian Academy recognizes that we are all one in the body of Christ. Our standard for diversity is found in the Bible. Individual differences in lifestyle that deny, ignore, or reject Biblical standards represent diversity in rebellion to God's standards and hence, are unacceptable for the families of CCA. CCA holds to the beliefs as stated in the King James Version of the Bible and asserts that marriage is the union between one man and one woman, and that from the beginning of the creation God made humans in two distinct sexes, male and female.

Governance

Cornerstone Christian Academy is overseen by a Board of Trustees. The current Board consists entirely of members who served on the development committee and are legally named as trustees for Cornerstone Christian Academy. In the future, the board will expand as needed to include other appointed members. The Board of Trustees' primary duties include:

- Preserving and supporting the school's mission, founding principles, and statement of faith
- Establishing and evaluating the Board, school governance, and management policies (i.e. handbook, general institutional policies)
- Strategically planning for the school's future development
- Hiring, equipping, evaluating and supporting the director in carrying out the mission of CCA
- Managing the business, budgetary, and legal obligations
- Assessing all teacher and curriculum decisions made by the director

Admissions

Admission Process

Admission to Cornerstone Christian Academy is granted to families who complete the application and enrollment processes.

Procedure

1. Attend a tour and/or information session
2. Review the handbook to ensure that you are in comfortable agreement with our statutes and values
3. Interview with CCA director and possibly someone on CCGC's pastoral staff
4. Complete enrollment and agreements form, and pay application fee and materials fee.

Enrollment Acceptance

Families are offered enrollment if CCA is a good fit for their family. Families who are not enrolled may not be provided with details regarding why the admissions team did not think CCA was a good fit for their family.

Re-Enrollment

Current CCA families do not need to interview at CCA. Families/students may be denied re-enrollment for any of the reasons described below. Probationary determinations will be made at the end of the school year so the entire year may be considered. Any of the concerns below might be cause for a denial of re-enrollment or probationary re-enrollment. The list below is not exhaustive as CCA will make decisions at their discretion. The list applies to students and parents.

→ Causes for probationary re-enrollment and/or denial of re-enrollment from CCA:

- ◆ Special educational needs that require accommodations CCA cannot offer
- ◆ Failure/inability to successfully follow a Family Action Plan
- ◆ Inability to hold to the signed financial agreement and pay tuition
- ◆ Obvious and consistent disrespect for any staff member
- ◆ Differing educational philosophies (i.e., extremely strong curriculum preferences that do not align with CCA's choices)
- ◆ Differing beliefs regarding the mission, vision, or policies of the school voiced through chronic complaining, gossip, and/or divisive speech with fellow parents and/or teachers
- ◆ A lack of accountability for child's social, behavioral or academic struggles

- ◆ Failure to consistently follow school policies/willingly accept school policies
- ◆ A lack of discipline and respect for parental authority in the home
- ◆ Medical conditions in parent or student that take away from the ability to complete assignments and requirements necessary to be successful
- ◆ Unmotivated learner (upper grades)
- ◆ Causing dissension within the CCA community
- ◆ Public controversies that create media coverage or scrutiny
- ◆ Failure to comply with “conditional enrollment” requirements

Agreement of Terms

As enrolled families of CCA, it is expected that you adhere to the terms listed in the enrollment agreement and financial agreement and sign off on these forms, either electronically or on paper. This is a requirement for admission to CCA.

Termination of Services

As enrolled families of CCA, it is expected that you adhere to the terms listed in the enrollment agreement and financial agreement. It is up to the discretion of CCA to terminate services at will.

Financials

Tuition, Fees and Payments

Cornerstone Christian Academy is a ministry of Calvary Chapel Gloucester County. The only sources of income for the furtherance of the school program are tuition and gifts. **CCA accepts NO government funds.** Tuition and fees are established to provide the student with the finest Christian education at the lowest possible cost. Rates and procedures are subject to adjustment as deemed necessary by the Board of Trustees.

Once the enrollment agreement is signed, parents are responsible for the tuition and fees in their entirety. Budgets and staffing assignments are established on an annual basis and based upon enrollment at the beginning of the school year. Payment plans are offered as a convenience to families. Parents are responsible to pay the entire tuition and fees regardless of attendance.

Tuition is due according to the guidelines below. Families are responsible for paying on time according to their payment plan. Payments will be made through the school's

online school management system via electronic bank transfer or credit card. Fees will apply for credit card payments. Cash and checks are accepted at the school office.

Payment Option	Terms	Due Date(s)
Payment in full	Tuition less \$175 discount	August 20
Trimester payments	Amount varies by class selection	August 20 November 20 February 20
10 monthly payments	Amount varies by class selection	20th of each month beginning in August

Fee	Amount	Due Date(s)
Application Fee	\$150 per child (max. fee is \$375 per family)	Due at application
Materials Fee	Cost of books, materials	Due at enrollment with enrollment paperwork
Re-enrollment Fee	\$50 per child (max fee is \$150 per family)	Due at re-enrollment with enrollment paperwork
Late Fee	\$50	To be paid with tuition after a 3 day grace period
Late pick up fee	\$25 per child	Amount charged if child is not picked up within 15 minutes of dismissal
After Care Usage	\$20 per day, \$15 for each additional child in family; charged monthly	Due at the end of the month

Delinquent Accounts

As partners with CCA, parents are expected to be on time with tuition payments. In the event that payments are late or an account has an outstanding balance, the following will occur:

- Students may not attend classes on the tenth of the month if payment is not up to date or an alternate plan put in place
- The late fee will be added for every month the account or alternate payment is past due
- Student(s) will not be permitted to return/register for the following academic year
- Collection efforts may be used including using a third party collection agency in order to collect the unpaid balance

Refunds

Parents/families are responsible for the full year tuition regardless of enrollment status. Therefore, no refunds will be given unless there is a billing error or account issue. Exceptions to this may be brought to the attention of the Board of Trustees.

Helping Hands Scholarship Program

The Helping Hand Scholarship Program exists to offer scholarships and financial assistance to the families of students of Cornerstone Christian Academy who are financially in need, in order to assist them in the pursuit of Christian education at CCA. It is funded primarily by the generosity and benevolence of donors, a fundraising golf tournament in the fall, and a fundraising gala in spring.

Applications for re-enrolling families for the upcoming school year open on April 1 with a deadline of May 1 for submission. Applications are redacted and reviewed anonymously by the committee members. Award amounts are communicated the first school day of June. Awards are given directly to Cornerstone Christian Academy and applied to the families accounts overtime to reduce their monthly payments.

Any questions about the scholarship program should be directed to the HHSP coordinator by email at helpinghandscholarshipprogram@gmail.com

General Procedural Information

General Information

School Calendar: See the website and the school's online management system for a copy of the school calendar. Paper copies are available in the office.

School Hours: See the annual calendar for more information on scheduled days off and early dismissal days.

- Arrival Time: 8:15am - 8:30am for preschool through fourth grade
- Arrival Time: 8:10-8:20 for fifth grade and up
- School Hours: 8:30am - 3:00pm
- Dismissal Time: 3:00pm - 3:15pm
- Extended Care Hours: 7am-8:15am and 3:00pm - 6:00pm on school days
- Preschool Program (half day): 8:30am - 12:30pm
- Preschool Program (full day): 8:30am - 3:00pm
- Early Dismissal: CCA does not schedule early dismissal days.

Administrator's Office Hours: Office Hours are Monday through Friday, 9:00am - 3:00pm during school days

Drop off and Pick Up Procedures

Families dropping off and picking up should park in the lot across from the former Darts of War. At drop off, an adult must walk their student(s) to the front door. Families are welcome to enter the building and stay for morning worship. At pick up time, adults authorized to pick up any student(s) must go in the door and pick up in their classroom for children in preschool through fourth grades, and large group room for children in fifth grade and up.

General Communication

Ongoing, consistent communication between the school and parents is a critical component to a child's education. Broad communication from the director will be channeled through the newsletter on a weekly basis. This is a parent's primary means of receiving information from CCA. Families and teachers can also communicate through the school's online school management system, email, phone calls, conferences, during drop off and pick up. Please see "Protecting Instructional Time" and "Parent Teacher Conferences" for more information.

Releasing of Children

Children may only be released to adults 18 and over, who have been expressly authorized by parents on the enrollment forms. Updates to the authorized pick up list can be done through the school's online management system, and by emailing the director. Individuals who are unfamiliar with the school should carry a photo ID for verification.

If there are any custody/visitation agreements, please present them to the school during enrollment and update such paperwork when applicable. This is the parents' responsibility to maintain up to date custody records with the school.

Conflict Resolution

At times, disagreements or offenses may turn into conflicts. At CCA, we want to employ Biblical wisdom to deal with conflicts. Matthew 18:15-17 should be our guide in the conflict resolution process.

Many relational conflicts may develop within the school community, including teacher-student, teacher-teacher, teacher –parent, principal –teacher, pastor – principal –teacher, and staff – families. Despite the variety of potential conflicts, the basic process for resolving these conflicts remains constant.

Consider the following suggestions for dealing with people in conflict:

- Start from a place of humility and empathy (Philippians 2:3-4).
- Do not allow potential conflict to linger and remain unsolved (Ephesians 4:26-27).
- Act in truth and facts rather than emotion.
- Ideally, people should work to resolve their own differences directly (seek help from a person in authority to get the process started if needed).
- Use others in authority for assistance. Teachers can request help from CCA administration and then the CCA Board.

Those in authority should do the following:

- Focus disagreeing parties on the importance of the school's ministry.
- Encourage individuals to remain calm, present their cases in a non-confrontational manner, listen to one another, compromise, and practice Christian love.
- Help individuals who cannot agree on an issue to “agree to disagree” and to continue to treat each other with respect and consideration.
- Remain emotionally detached when working through conflict resolution. A calm, concerned, professional approach can defuse a potentially volatile situation. Keep personal anger in check. Remain positive and enthusiastic about

the school's ministry, keeping members of the community focused on the blessings God has given rather than on the negative situation.

- School/Church discipline procedure will be enforced when one party refuses to resolve a conflict and uses the conflict to undermine the school's ministry.

Family Address Book

CCA will create an electronic address book for families to communicate with each other. Parents give CCA permission to participate in this during the enrollment process. This is completely optional.

Attendance and Punctuality

Regular attendance in all classes is one of the greatest contributing factors to success in school. Promptness and readiness are character traits that students must learn in order to become productive and responsible adults. Therefore, CCA students are to attend all classes regularly, on time and prepared. Absences are to be avoided as much as possible, as students will miss out on important class discussion and instruction. Arriving late to class, even by only a few minutes, costs the student valuable learning time and disrupts the learning of the other students.

Students may not be late more than three times per marking period. Unexcused absences may not be absent more than five times per marking period and no more than 15 per year. After three instances of either, a meeting with the director may be required. Latenesses and absences are excused with proper documentation. Excessive tardiness and absenteeism will be addressed on a case by case basis, considering factors such as the reason for the student missing class, the student's dedication to making up the work missed in a timely fashion, and frequency of absenteeism/lateness throughout the year.

If a child is late or absent, an email must be sent to the director by 8:30AM.

Children in preschool through fourth grade are considered late if they arrive after 8:30AM. Children in fifth grade and up are considered late if they arrive after 8:20AM.

Health / Wellness

CCA takes no position on vaccination status of children or staff. The Department of Health requires CCA to collect proof of vaccinations or religious exemption requests for every child enrolled. CCA requires children to be free of communicable bacterial or viral diseases. Students must also be able to function in a typical classroom setting with little to no additional support. Any issues that a parent is aware of at the time of

enrollment must be brought to the attention of the administration. These factors will be considered during the admissions process.

Medication Administration

According to the National Association of School Nurses, only qualified medical professionals should administer medication in a school setting. CCA does not have a nurse on staff. Therefore, CCA will not dispense medication on an ongoing basis. Should a child need medication during school hours, a parent/parent designee may come in to administer medication. If this is not feasible, CCA may offer a list of volunteer nurses to administer medication on the parent's behalf.

Emergency medication will be administered, however, in the event of a perceived life threatening medical situation. If a child has a medical issue, parents are asked to provide necessary documentation at the beginning of the school year or when an issue is discovered.

Students are not permitted to self administer medication, whether it is prescribed or over the counter. This includes but is not limited to cough drops, acetaminophen, vitamins, etc. Inhalers are excluded from this provided there is an action plan.

Illness

CCA is not responsible for diagnosing and treating illnesses or diseases. The following is a list of guidelines to be used in determining if a child should be kept home or sent home from school:

- ◆ Fever
- ◆ Chills
- ◆ Running or inflamed eyes
- ◆ Abdominal pain
- ◆ Vomiting
- ◆ Diarrhea
- ◆ Sore, reddened throat
- ◆ Severe headache
- ◆ Lethargy
- ◆ Unexplained behavioral changes
- ◆ Contagious disease (*i.e.:* Chickenpox, Whooping cough, impetigo, ringworm, etc., which must be seen by your doctor.)

→ When children have been ill, they should remain home 24 hours after the temperature has returned to normal-WITHOUT the use of medications such as Acetaminophen or Ibuprofen.

- Children must also remain out of school for at least a 24-hour period with no vomiting, diarrhea or other symptoms before returning.
- If your child is being treated with an antibiotic, he/she should remain out of school until the antibiotic has been given for 24 hours. There are infections which may require a longer time on the medication before re-entry into school. Ask your physician for advice regarding when to return.
- If your child has been diagnosed with what your doctor states is a “reportable communicable disease”, please notify the school’s office with that information.
- If your child has a case of head lice, notify the school’s office for instructions. Please do not keep this information hidden. Remember, this is not an issue of hygiene.
- If these problems necessitate restriction or exclusion from any class or activity, a note should be acquired from the physician.

Thank you for your cooperation in these areas. Please remember these policies are for the safety and well being of your child and the other children in the school that may or may not be vaccinated against various communicable diseases.

Allergy/Serious Illness Response Plan

If your child suffers with a life threatening illness or allergy, please let the administration know at the time of enrollment. Parents are required to submit a response plan for teachers/staff to follow in the event of a medical emergency occurring in school pertaining to such allergy/illness. Emergency medication along with proper documentation must be kept at the school and accessible to teachers/staff and all teachers/staff will receive training on the submitted plan.

Medical Emergencies

In the unlikely event of a medical emergency, the following procedure will be followed:

MINOR (cuts, scrapes, minor falls, etc.)

- Notify the administration.
- School director or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Notify parents, if necessary.

- Staff witnessing the accident and/or providing first aid care complete an accident report.

MAJOR (any injury deemed by school staff to need immediate physician care, EMS or transport to a healthcare facility)

- Notify the administration.
- Either the first school staff person attending to the student or another school staff person calls 911 immediately.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- If CPR or rescue breathing is required, school staff must also retrieve or send other staff to the Automated External Defibrillator (AED).
- School director or designee calls parent or guardian immediately.
- Staff witnessing the accident and/or providing first aid care complete an accident report.

General Safety Measures

CCA is committed to safety for all students, staff, and visitors. Therefore, we have put the following safety measures in place:

- Fire Drills and Safety Drills as required by law.
- Intercom systems are located in each classroom that give teachers, staff, and students direct access to the office and vice versa.
- Cameras that monitor halls, classrooms, and outside areas that are displayed on TVs in the Main Office and in the Church Administrator's Office.
- Various Background Checks are conducted on all staff and consistent volunteers.
- Specific bathrooms are assigned for Adult Use Only.
- All exit doors are locked at all times while students are in the building. Public access to the building is granted to the school through the front door only after ringing for permission to enter and after being interviewed to determine the appropriateness of granting entry.
- Visitor safety measures in place. See "Visitors" section.
- All adults must sign students in and out when taking/returning them to school or taking them home early and ID is checked if the adult is not familiar to the staff.
- All special events have a sign-out procedure to ensure that we are able to track the location of children and with whom they have been released; parents must give prior permission for release of their children to any one besides them.
- Adult ID's are checked to ensure they have permission to pick up a child; if they do not have permission and are not on the list, children will not be released until permission is established with the parent.

- All staff have completed CPR, AED, First Aid, and Emergency Preparedness training.
- All staff have completed Child Abuse and Neglect training.
- Staff who bring students outside for class or for recess will carry their cell phones with them to communicate with the office in the event of an emergency.
- We have frequent contact with the Washington Township Police Department.
- Privacy film has been installed on all outside glass.

Emergency/Weather School Closing

Should CCA need to close due to weather, illness or any other type of unforeseen emergency, you will be notified through an email and social media sources. In the event of a school closing during the school day, you will be notified by email and if necessary followed up by phone. Please be sure to always provide the school with your current email and phone numbers by updating their online parent account.

Children with Special Needs

Although CCA's heart is to provide every child with a Christ-centered education, CCA does not have the capability to address all special needs in children. If your child has a special need, this must be brought to the attention of school administration during the enrollment process. Admittance is based on a case by case basis and only if modifications can be made with the resources the school currently has available.

If a child is suspected of having special needs while enrolled at CCA, parents are required to seek professional assistance to diagnose and provide guidance on any modifications to support the child. Then the parent and administration will determine if CCA is still the right fit for the child. CCA recommends parents/guardians communicate with their family physician or the county's special services department for assistance.

Code of Conduct

Love God and love others. Love your neighbor.

The following guidelines are to be followed while on campus at Cornerstone Christian Academy or while attending any CCA functions. The environment of CCA is to be Christ-like. As such, the school will not tolerate individuals who influence the environment negatively. CCA Students are expected to be respectful of authority and classmates (Romans 13:2), follow the instructions, and uphold high standards of integrity aligned with Biblical principles of how one ought to live. Students are to refrain from touching other students inappropriately.

Conduct/School Rules

The following guidelines are to be followed while on campus at Cornerstone Christian Academy or while attending any CCA functions.

- The environment of CCA is to be Christ-like. As such, the school will not tolerate individuals who influence the environment negatively or those who regularly advocates for values that go against CC-GC's Biblical worldview as stated in our statement of faith.
- CCA Students are expected to be respectful of authority and classmates, follow the instructions, and uphold high standards of integrity aligned with Biblical principles of how one ought to live.
- Students are to refrain from harsh, sexual, and/or racial language as well as books and music with harsh language or questionable content.
- Students are to refrain from touching other students inappropriately. This includes physical violence as well as inappropriate bodily touching. Students who physically harm another student (other than accidentally), will be sent home.
- Books, music and other items with inappropriate language or content will not be permitted.

Bullying

"Therefore, whatever you want men to do to you, do also to them, for this is the Law and the Prophets." (Matthew 7:12)

- Bullying will not be tolerated. Bullying includes, but is not limited to, any or all of the following:

- ◆ VERBAL BULLYING – derogatory or inappropriate comments or jokes; threatening words spoken to another person; persistent unwanted questioning, commenting, verbal interruption.
- ◆ PHYSICAL BULLYING – unwanted physical touching, contact, or assault; deliberate impeding, blocking, or any intimidating interference with normal movement or work; following or ‘stalking.’
- ◆ VISUAL BULLYING – derogatory or inflammatory printed material, drawings, written words, or texting; threatening or slanderous or persistent unwanted internet communication; threatening or inappropriate gestures or body positioning.

All students who attend CCA will do so without fear or consistent cruelties against them.

Dress Code

Parents, as the primary educators of their children (Deuteronomy 6), play a key role in the area of dress code. It is incumbent upon parents to guide and supervise young people in the selection of appropriate and modest clothing. Parents are asked to be proactive in monitoring what their children wear. While CCA does not require uniforms, the following is a set of guidelines:

Items not considered appropriate are:

- Clothing that is revealing or immodest
- Bare midriffs, tube tops, see through blouses, or sheer garments
- Open back shirts
- Clothing which displays messages with a sexual connotation, profanity or which promotes or advertises drugs, alcohol or violence
- Pajamas/slippers
- Clothing advertising secular music, alcoholic beverages, tobacco, or any inappropriate designs

Items considered appropriate are:

- Tops that meet waistband of pants/skirts
- Tops with straps over both shoulders with most of the shoulder covered
- Shorts/skirts at the appropriate length (at the discretion of the administration)
- Shoes must be safe for running and playing
- Weather appropriate clothing should be worn as we will attempt to go outdoors all year long

Ultimately, CCA has the final authority on what is deemed appropriate and inappropriate. A student who is dressed inappropriately will be given a chance to

consider their outfit and why it is inappropriate. If this is an infrequent occurrence or a first occurrence, a verbal conversation will occur outside of the classroom/in private. If the outfit is distracting, the parent will be called to bring a replacement outfit or a sweater/cover up may be provided.

Electronic Devices/Cell Phone Use

Electronics are to be stored away during class time. Any student found using a phone or other non-school related electronic devices will have the device taken by a staff member. The device will be returned at the end of the school day. Students may not use headphones or earbuds at school in class or out of class. Personal computers and tablets may be used in the classroom only with permission from the teacher. No inappropriate language or images can be viewed or shared at any time.

General Discipline

“And you have forgotten the exhortation which speaks to you as to sons: “My son, do not despise the chastening of the LORD, Nor be discouraged when you are rebuked by Him”” (Hebrews 12:5).

Cornerstone Christian Academy generally follows a system of ‘progressive discipline’ before taking more serious measures. However, the School Administration may, at its discretion, utilize whatever form of discipline is deemed appropriate considering the circumstances or severity of any offenses. Repeated offenses may incur more severe consequences. Although some infractions may appear to be minor, repeated offenses demonstrate a lack of cooperation that cannot be tolerated.

When we are deciding upon the proper discipline for a student, we consider all of the following: past history, attitude, honesty, repentance, the child’s understanding of his/her wrong, profession of faith, parental cooperation, the problematic acts themselves, the scope of the issue, etc.

“But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control. Against such there is no law” (Galatians 5:22-23).

The following are general practices that CCA will use to guide the process in addressing disciplinary issues:

1. Teacher/ Classroom based correction
 - ◆ Teachers will pray and devise in class solutions to minimize recurring behaviors

- ◆ Teachers will speak with and pray with parents as necessary to find solutions to classroom concerns
 - ◆ Teachers will consider ways to help students through a recurring issue that are supportive of the child, use discretion to prevent embarrassment, and utilize logical consequences for the child's actions
2. Administrative correction (director's office)
 - ◆ Students will be asked to consider the behavior
 - ◆ A learning plan for correction will be put into place
 - ◆ Corrective actions (examples include but are not limited to: writing letters of apology, researching Biblical context that guide the situation, etc.)
 - ◆ For incidents that places children or staff in harm's way, a student may be asked to get picked up early for the day, and potentially removed from school for a predetermined period of time
 - ◆ Administration may consult the Board of Trustees on recurring or severe behavior issues
 3. Family Action Plan for correction
 - ◆ After repeated misconduct, parents will meet with staff in order to create an action plan for correction. If parental action does not bring change or stop the inappropriate behavior, the family may be asked to withdraw.
 4. Suspension/Expulsion: CCA reserves the right to suspend or expel any student at any time if it is deemed necessary. This decision would always be considered in prayer, and with the support of the church.

Corporal punishment is never an option at Cornerstone Christian Academy. Positive reinforcement, when used effectively, will help students to see the relationship between their behavior and consequences so that they can learn to make good choices and to develop self-control. However, when a student's behavior is not appropriate (kicking, biting, taking something from another student, hitting, inappropriate language, etc), our staff is trained to handle those situations in such a way that a negative pattern does not continue to develop. Some examples of discipline that are used include: explaining clear and consistent rules to the children, redirecting behavior, talking with the child and explaining how their behavior is affecting the other children in the class, "taking a break" from the normal classroom routine, and working with the parents so that they can help to be a part of the discipline process.

As with the older grades, CCA will send a younger child home for the day when unsafe behavior continues after appropriate corrective procedures have been taken.

Specifically, unsafe or negative behavior that will warrant such action are as follows:

- Biting, kicking, or hitting another child, staff member, or volunteer
- Running away from teacher or out of the classroom
- Using foul language or swearing
- Any other behavior that places themselves or others in harm's way

Preschool/Kindergarten Discipline

CCA recognizes the need for unique discipline measures for our youngest students. Consistency, routine, age appropriate environment and activities are essential components to encourage positive behaviors. Therefore, teachers and administration will look at the environment, routine, and home life situations especially when addressing unwanted behavior. We view discipline as a means of helping students learn appropriate behavior according to their emotional, intellectual, and physical development. The values established at this age will provide the foundation for the future decisions that your child will make. CCA strives to change undesirable behavior and mold character. Discipline is not a punishment, rather it is a tool that can be used to learn accountability and to shape desired behavior.

Final Thoughts on Discipline

- We have a responsibility to protect each and every student under our care. Parents work hard and pay tuition expecting a Biblical standard to be upheld and honored at CCA each and every day. We are committed to keeping CCA a safe, loving, and Christ-honoring environment.
- CCA is more than a safe environment; it is a Christian ministry of Calvary Chapel Gloucester County. We are here to do more than educate children. CCA exists to make disciples of Christ. We are assuming that every student desires to grow in grace and in the knowledge of Him and that is why they are enrolled.
- The purpose of Biblical repentance is to be cleansed of sin in heart and conscience, and thereby, enjoy open fellowship with God. True repentance does not look for a lack of consequences, but for a renewed personal experience of Christ's love and life. Christians repent to stay close to Jesus, not to stay enrolled at CCA.
- CCA is only an addendum to the home and the church. Christian school is not God's answer to developing a relationship with the Lord. The home and the church are the two God-ordained institutions that children need to be a part of for spiritual growth. CCA can simply reinforce the heart of what is happening in those two places. God has designed two wonderful environments that we all

need to help us work through our sin issues: our personal families and our church families.

- Expulsion is a final resort if a student is not able to conduct oneself in a manner that is honorable to the Lord. If a student is expelled from CCA, there is a process of re-admittance that runs through the church. We are more than willing to bring back any youth that displays genuine repentance over sin and begins to demonstrate Christ-like character in the home and the church.

Academic Conduct

Students are to complete assignments to the best of their ability and bring them to class on time. Students are to be honest, and therefore, only hand in or claim work as their own, if it is in fact their own work. This includes parents completing assignments on the child's behalf.

Online Conduct

Code of conduct rules apply for all students' social media and internet facing content.

Family Expectations

At CCA, we only have one expectation of our families; to listen to the leading of the Holy Spirit. The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.

As Romans 8:14 teaches us, all who are lead of the Holy Spirit are children of God. As children of God, we are aware of Satan's schemes. He would love to see CCA fail. To that end, we ask our families to support CCA in the following ways:

- Pray for CCA (*Ephesians 6:18*)
- Be timely with all tuition payments (*Romans 13:7*)
- Support CCA from home (*Ephesians 6:4*)
 - ◆ Ensure your children complete their assignments
 - ◆ Ensure your children are prepared for their school day
 - ◆ Ensure your children arrive to school on time
 - ◆ Ensure your children are in attendance for the entire day
- Recognize that CCA's employees are employed here because they are in a ministry; be respectful of their time (*Ephesians 4:32*)
- Encourage our faculty and staff (*I Thessalonians 5:11*)
- Refrain from gossiping (*Proverbs 26:20*)
- Communicate problems and concerns to the director and or the school board members (*Proverbs 27:5*)

- Refrain from posting disputes regarding CCA and our staff on Social Media (*Matthew 18*)
- Pray for discernment (*James 1:5*)

Parent Involvement

School and Parent Partnership

At CCA, we exist to partner with families in training up their children. Symbiotically, CCA thrives when families support us. Therefore, we welcome families to be involved. Below are some great ways to volunteer and be involved in what the Lord is doing.

Cornerstone Association of Parents (The CAPs)

CCA wants to empower families to shape their children's learning environment and has created an association as a vehicle for family input and involvement. The CAPs is a volunteer association of families dedicated to serving CCA. There is no formal board, but a faculty/administration liaison will be assigned each year. The CAPs will meet various times throughout the year to plan events and connect with other parents. The association's purpose is to raise community spirit, fundraise for various events,* (see below), teacher appreciation and support the special events throughout the year.

All events planned by the CAPs are to be...

- on a limited basis, as to not overwhelm our families
- properly communicated well in advance and do not disrupt classroom learning
- approved by the CCA School board and the Director, preferably before the start of the school year

Parent Teacher Conferences

A strong line of communication must be consistently maintained between the classroom teacher and the parents to create a successful student. Therefore, we welcome ongoing parent-teacher communication through a variety of methods. Parents are welcome to contact the teacher through email or call the school to arrange a phone meeting. Structured parent-teacher conferences will be held for all families in the fall, and as needed in the spring. We also offer ongoing opportunities where parents can observe or volunteer in class at a time arranged between the parent and the teacher. Teachers will be happy to meet with you before school, after school, or during his/her planning period. Drop off and pick up are great times for quick discussions, but any private, in-depth conversation should be held outside of these times.

Fundraising

In Genesis 22, we encounter the beautiful name, Jehovah Jireh, ascribed to God by Abraham when he provided the ram in the thicket as a substitute for Isaac. At CCA, we firmly stand on the principle that God provides. As Jesus says in Luke 14:28-30, we count the costs of educating your children and will not require more of you through additional fees and fundraisers. As such, fundraising efforts are subject to the following guidelines:

Fundraisers are to...

- be on a limited basis, never run concurrently
- always presented as an opportunity to give
- never required of families to participate
- serve a dual purpose of raising community spirit first, along with fundraising
- be for a specific cause / project that benefits CCA
- not involve games of chance
- properly communicated well in advance
- approved by the CCA School board and the Director, preferably before the start of the school year.

Volunteers / Guests

From time to time, involved parents and family members will be on campus to serve. To maintain a safe and peaceful learning environment, we ask that you follow these guidelines:

- Sign in at reception upon entering the building and sign out when you leave the property. Guests may be asked to wear a visitors badge/sticker.
- Silence your cell phones
- Refrain from having conversations in the hallway outside of classrooms where children are learning
- Do not prop open doors to the outside, ever.
- Schedule time to talk with teachers regarding your child outside of class time.
- Please use the faculty / staff bathrooms and not the ones used by students.
- If you are a regular volunteer on campus, we reserve the right to ask you to submit to a criminal background check at our expense.

Celebrations / Birthdays

On occasion, birthdays and holiday celebrations will be held during the day. We encourage families to volunteer to help out during these special moments when able. For birthdays, families can bring in a special snack to share with the class. We encourage healthy snacks when possible. For holiday celebrations, the room parent

will organize a sign up list for the class. If a child has a food restriction, parents are welcome to leave a snack at school for your child to have on hand.

Instructional Information

Educational Approach

CCA acknowledges the importance of a robust education to allow children the opportunity to have a well-rounded knowledge base, provide them with the ability to think critically and independently, to grow in Godly wisdom and to become lovers of the truth. CCA is more than educating children in academics but molding them into disciples of Christ, who can think independently and contribute to their communities in whatever ways the Lord has planned for them.

Cornerstone takes a blended approach to curriculum implementation, valuing the wisdom found in traditional classroom learning, as well as classical Christian and Charlotte Mason educational philosophies. CCA seeks to create a warm, nurturing environment where children can feel safe, loved and secure. This environment consists of not just the four walls of the classroom, but the wise, caring teachers, diversified instructional and assessment methods, predictable daily schedule, and support of our church. CCA acknowledges that a child's previous educational experiences, strengths/weaknesses, learning styles, and home life are important parts of a child's educational future. Therefore, CCA allows for flexibility in curriculum implementation to allow room for these components.

Curriculum Selection

CCA is influenced by multiple methodologies in its approach to education. CCA will select specific curriculum materials deemed best for implementing the mission and educational philosophy. All curriculum selections will align with Christian values.

For the 24-25 School Year, the following curriculum are being used:

Mathematics: Math-U-See

Literature: multiple age appropriate books and literary resources

Language Arts:

- Kindergarten-1st: Phonics Museum
- 2nd-6th: Christian Light Education
- 7th-10th: Easy Grammar, I.E.W., Classical Roots Vocabulary, variety of sources for penmanship

Science:

- Kindergarten: Adventures in the World Around Me by Let's Talk Science
- 1st-2nd: Adventures in the Physical World by Let's Talk Science
- 3rd-6th: Physical World by God's Design
- 7th-8th: Physical Science by Apologia
- 9th-10th: Earth Science by Berean Builders

History:

- Kindergarten/First: Bede's History of Me/US
- 2nd-8th: Veritas Press History
- 9th-10th: Exploring America by Notgrass

Geography:

- 1st: Beginning Geography
- Legends and Leagues

Penmanship: Variety of supplements

Music: variety of sources

Memory: variety of sources

Art: variety of sources

Latin:

- 2nd-6th: Song School Latin
- 7th-10th: Latin Primer 1

Bible: New City Catechisms

Pre-K: Memoria Press Jr. Kindergarten

Logic:

- 7th-8th: The Art of the Argument
- 9th-10th: Introductory Logic

Nutrition (9th-10th only): Exploring Creation with Health and Science

Founding Documents (7th-8th only): The Original Document by Glenn Beck

Grading

Parents are able to monitor their children's grades online at QuickSchools.

Kindergarten, first, and second grade students do not receive numerical or letter grades. The marking key is:

O - Outstanding (Consistently exceeds grade level standards and objectives)

S - Satisfactory (Consistently meets grade level standards and objectives)

P - Progressing (Inconsistently performance on grade level standards and objective)

N - Needs Improvement (Experiences difficulty meeting grade level standards and objectives)

U - Unsatisfactory (Does not meet grade level standards and objectives)

X -Not evaluated at this time

Third grade students and older receive letter grades:

Grade	Numerical Correlation	Implications
A	90-100	Outstanding progress, superior work
B	80-89	Good, better than average accomplishments
C	72-79	Average, adequate progress & accomplishments
D	65-71	Poor, but passing
F	<64	Failing, unsatisfactory

Additional codes may include:

I - Incomplete

S - Satisfactory

U – Unsatisfactory

Homework

Homework is an integral part of the total learning process as it reinforces learning from the day. That being said, CCA recognizes the importance of family time, and will take efforts to ensure homework is not assigned in excess. Grade level expectations are communicated to the students and parents during the first week of school. Homework serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth and responsibility. Additionally, study halls will be provided throughout the week for children to work on homework and seek additional help in areas in which they may be struggling.

Lunch/Recess

Lunch and recess are crucial to every child's development. Outside air, physical activity and unstructured time provide children with necessary break needed to focus in the afternoon. Therefore, children will be expected to go outside every day throughout the year, as long as there is no precipitation, and even eat lunch outside when the weather permits. Please ensure that your child is dressed appropriately and can add and take off layers of clothing to ensure their comfort both inside and outside.

Field Trips

Field Trips are a fundamental part of the educational process here at CCA. The process for a field trip will be as follows:

→ Field trips will be announced with as much notice as possible.

- Permission Slips will be provided electronically and available in the office.
- Any fees for the trip (entrance fees, transportation fees, etc...) will be communicated ASAP.
 - ◆ Both must be completed by the assigned due date or you may risk your child's exclusion from the trip.
- Spending money may be sent in with your child on the day of the trip if a parent or guardian cannot attend. For younger grades, an envelope with the child's name can be sent in to the teacher the morning of. CCA will not be held liable or responsible for money that is lost, stolen or used improperly. We also do not guarantee that there will be time for making purchases.
- If CCA is not providing transportation and you cannot transport your child(ren), you may make arrangements on your own with other families. CCA takes no responsibility for these arrangements.
- If your child is not participating in a field trip, you may bring your child into school that day and work will be assigned under the supervision of another teacher. If you elect to keep your child home, it will not be counted as an absence.
- Cell phones may be brought on field trips for the purpose of taking photos and allowing parents to track them. Students using cell phones for any other reason will have them confiscated.

Protecting Instructional Time

Between the hours of 8:30 AM and 3:00 PM classes may not be interrupted, except with permission from the office or having arranged a time to observe/volunteer. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school late and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement.

Promotion to the Next Grade Level

At enrollment, children are placed in an appropriate grade level based on age and academic assessment, along with parent and director input. Parents and teachers take a collaborative approach to supporting children in their coursework throughout the year. If for some reason, it is best for a child to repeat a grade or subject, parents, teacher, and director will discuss this in the spring prior to the next year in concert with other options, such as summer reinforcement or tutoring outside of school.

Children in grades K-6 are expected to progress in reading, language arts, mathematics, science, and social studies at their present grade level. Variations of

progress differ from child to child, but it is essential that a child is placed in an appropriate grade to ensure they can keep up with the progress of the class.

Academic Records

Academic Records will be maintained electronically through the school's online management system.

Progress report and Report Card Schedule

There are four marking periods per year. Progress reports will be available to families midway through the marking period. Report cards will be available within a week after the end of the first through third marking periods and on the last day of the school year for the final marking period. Please see the annual school calendar for specific dates.