



Student Handbook

Revised 12/1/2014

CORNERSTONE CHRISTIAN ACADEMY of Cincinnati, Inc.

MISSION of The Cornerstone Christian Academy of Cincinnati, Inc.

A school founded for God by people called of God to assist families in the God given task of educating their children under Biblical standards. (Proverbs 22:6 & Ephesians 6:4)

VISION of The Cornerstone Christian Academy of Cincinnati, Inc.

REGARDING STUDENTS:

It is our desire to provide the opportunity for a strong fundamental academic Christian education in a safe, loving environment emphasizing tools to reason, logic to problem solve and a strong spiritual foundation for children to call upon as they grow, mature and make decisions for themselves based upon God's Word and biblical standards rather than secular and cultural pressures and influences. (Ephesians 6:10-11)

We want children to live in gratitude with honor, respect and obedience to God, their parents, teachers and those in a position of authority. (Ephesians 6:1-3)

We want children to have a personal relationship with God. We want to help them acquire a heart for knowing Jesus Christ in a personal way and for sharing the salvation of Jesus Christ with others. (Matthew 28:19)

We want children to recognize that God has a unique plan for their life. We desire to help each child find and develop their own God-given strengths, talents and skills and experience the success and fulfillment of discovering and joyfully accepting God's purpose for their life. (Ephesians 2:8-10)

REGARDING STAFF:

We will employ Christian staff who share the vision of Cornerstone Christian Academy and use their time, talents, skills and heart to help achieve these goals. We expect staff to be qualified, professional and diligent in their work, gifted in teaching, competent in the subjects taught and to have a heart and respect for the welfare of the students and fellow staff members. (Ephesians 4:11-13)

REGARDING PARENTS:

Cornerstone Christian Academy is a nondenominational Christian school that looks to Christ as its cornerstone. It seeks legal, accounting and pastoral council and advice but is governed by the parents of the children in the school. The school board is elected by and answers to the parents. Therefore, communication between parents, teachers and volunteers is essential. This communication is facilitated through the Parent Teacher Team which meets on a once a month basis. Parents are expected to be an active part of this group. They are expected to respect and agree with the vision and mission of the school. Since they are such an integral part of the school, it is necessary for them to take responsibility for their own children as well as be actively involved in the mission, vision, promotion and day to day operations of the school as a whole. (Ephesians 2: 19-22)

REGARDING COMMUNITY:

Cornerstone Christian Academy is an outreach to the community. We will be honest in all of our business dealings, full of integrity and supportive of the local business community. We will seek to exemplify the body of Christ and develop greater fellowship and understanding with local churches and the community as a whole to bring glory, honor and praise to our LORD in all of our endeavors. (Hebrews 10:24-25)

Statement of Faith

We believe in:

1. The Bible (The Word of God) is the inspired, the only fallible, authoritative, inerrant Word of God, inspired by God; (II Timothy 3:16)
2. The one God, eternally existent in three persons Father, Son and Holy Spirit; (Genesis 1:1; John 10:30; John 4:24)
3. We believe in the Deity of our Lord Jesus Christ (John 10:33); in His Virgin Birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); in His sinless life (Heb. 4:15, 7:25); in His miracles (John 2:11); in His vicarious and atoning death through His shed of blood (Eph. 1:7, Colossians 1:14); in His bodily resurrection (John 11:25); in His ascension to the right hand of the Father (Acts 1:11); and in His personal return in power and glory;
4. We believe that lost and sinful man is saved by the grace of God, justified by faith in the shed blood of Christ, and regenerated by the Holy Spirit. (Romans 3:19; Acts 13:38-39)
5. We believe in the resurrection of the saved and the lost; they who are saved unto eternal life, and they who are lost until eternal damnation. (Matthew 25:46)
6. We believe in the unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:14-16)
8. We believe in the eternal security of the believer; (John 10:23-29)
9. The creation of man by the direct act of God as recorded in the book of Genesis; (Genesis 1-2; Exodus 20:11)
10. The sanctity of life (all life, living and unborn) (Exodus 20:13; Exodus 21:22; Psalm 139:14-16; Jeremiah 1:5)
11. The sanctity of marriage (man and woman) (Genesis 2:18-24; Matthew 19:5-6)
12. Family as taught in the Scriptures; (Genesis 1:28; 9:1; Ephesians 6:1-4)
13. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works as based on Scripture, separated from the world, avoiding even the appearance of evil and witnessing of His saving grace through the ministry of the Holy Spirit. (Romans 12:1-2; II Cor. 6:14-17; II Tim 3:1-5; I John 2:15-17)

Students participate reverently in the recitation of the following pledges:

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path I will hide its words in my heart that I might not sin against God.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation UNDER GOD, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

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

SCHOOL COLORS

Red, Black and White

SCHOOL VERSE

And whatsoever ye do, do it heartily, as to the Lord, and not unto men. Colossians 3:23

SCHOOL EMBLEM

Eagle

GOALS / OBJECTIVES

1. **Spiritual Development** -Every student will have the love and grace of Jesus Christ shared with them on a daily basis.
2. **Character Development** -The students will develop an ethic of enduring Christian values.
3. **Excellence in Education** -Every student will gain a firm academic foundation and be proficient in all areas of study.
4. **Critical Thinking Skills** -The students will actively participate in a variety of learning styles, resulting in effective higher order of learning.
5. **Social Skills** -The students will develop proper social skills.
6. **Community Relations** -The staff will effectively serve our constituency.
7. **Conflict Resolution** -The staff and students will develop positive approaches to avoiding discipline problems and resolving them should they occur.
8. **Developing Unity of Purpose** - The staff, parents and students will work together to create synergy and community.
9. **Trusting Relationships** -The administration, staff, parents and students will have open disclosure and positive communication.
10. **Children First** -As a Christ-centered school, we will help meet the needs of students.
11. **Safe Learning Environment** -The school will cultivate a safe learning environment that will not tolerate physical violence, intimidation, or harassment.

ACADEMIC INFORMATION

Academic Guidelines:

Teaching Staff

All lead teachers at Cornerstone Christian Academy are certified. We will employ Christian staff who share the vision of Cornerstone Christian Academy and use their time, talents, skills and heart to help achieve these goals. We expect staff to be qualified, professional and diligent in their work, gifted in teaching, competent in the subjects taught and to have a heart and respect for the welfare of the students and fellow staff members.

Curriculum

Cornerstone Christian Academy uses a combination of quality curriculum from a variety of publishers including ABEKA, Accelerated Christian Education, Answers in Genesis, Saxon Math, Teacher Created Resources, etc. In addition, materials from a wide variety of sources will be used as needed to supplement the basic curriculum. Because we emphasize the needs of the individual student, we will seek to use supplemental materials from any source that will meet the educational needs of that student.

Achievement Testing

Standardized testing will be given annually in April for grades K - 2. Ohio State testing will be used for students in grades 3 - 12. This is in addition to entrance tests for placement, and quarterly assessments done with STAR MATH AND READING PROGRAMS.

Regarding Promotion/Retention of Students

A student not able to complete the work required by CCA for a certain year, may be asked to attend tutoring in the summer or may be placed in a tutorial program in the next school year until adequate progress has been made.

Cornerstone Christian Academy

High School Diploma requirements

Graduation Ceremonies

Graduation ceremonies will be held for students who complete Kindergarten, those who complete all requirements for High School. Each graduation will be planned with the individual class in mind.

Elementary Grading Key

94 -100 = A

87 - 93 = B

77 - 86 = C

70 - 76 = D

Note: Our policy is to strongly encourage no grade below 80%. If a student scores below 80%, remediation is required before moving ahead in the curriculum.

Honor Roll

There shall be three honor rolls - Straight A, A and B. To be eligible for the Straight A Honor students must have all A's on their report cards for that grading period (4.00). For the "A Average" Honor, students must have at least a 3.60 average for the period. For the "B Average" Honor, the grade average must be at least 2.70.

Homework

Believing homework is an integral part of the school program, each teacher is at liberty to give homework to help students advance in their studies. Students are required to complete all their daily work in the classroom. If the work is not completed during school hours the students are required to complete their work at home. In addition other meaningful homework may be assigned. Parents should require the student to finish that work by checking the daily goal chart or homework slip and signing when the work is finished. Elementary classes will inform the parents of homework procedures.

Honors

"Honor to whom honor is due...:Romans 13:7. During the last week of school each year a time will be set aside to recognize those students who have excelled in many areas through the year including academics, arts, social activities, community services, and others.

Report Cards & Conferences

There are four grading periods in the school year. Progress reports will be sent home after the fourth week of each grading period to any student having difficulty. Report Cards will be sent home quarterly. Final report cards are mailed home when all fees have been paid. We welcome and encourage good communication among parents and teachers. Please feel free to make an appointment to consult with the school Director or your child's teacher regarding any problems or questions that concern your child. Parent/teacher conferences will be scheduled twice yearly. It is our goal to meet with each family in the fall and again early in the spring if there is any concern. A parent may request a conference any time, as well.

POLICIES

Admission and Re-admission

As a private institution, Cornerstone Christian Academy reserves the right to set and maintain its own standards for entrance including academics, student conduct, and dress code.

A new student will be tested and placed according to test results.

An application fee, enrollment fee and testing fee are also required. The fees are non-refundable. A diagnostic test will be scheduled after fees have been paid.

Steps to registering:

1. Submit Application
2. Interview with parent and student
3. Fees paid and test date set
4. Test and Placement
5. Letter of acceptance

Chapel

Chapel will be conducted weekly. Various speakers and special assemblies may also be held on occasion. Music will be provided by the students of CCA. Parents are always welcome to attend these chapels.

Library

CCA is blessed with a good library. Books may be checked out and used as needed. Library policies will be posted in the Library.

In addition, we will make occasional trips to the Norwood Public Library. Students who have Hamilton County Library Cards may check out books. These books will be kept at the school and returned to the library.

Classroom Code of Behavior

The classroom code is in effect in all classes and with all teachers. Each child should memorize this code, and parents should remind their child often that they expect them to uphold this code daily.

1. I will remember that I am responsible for my own behavior first of all to God, then my parents and to my school.
2. I will adjust my behavior to the situation I am in at all times.
3. I will obey directions the first time they are given.
4. I will behave in a way that will not disrupt the attention or activities of the teacher, class or student.
5. I will help to maintain a quiet and peaceful classroom environment.
6. I will stay in my seat unless given permission to get up.
7. I will talk only when I have permission to talk.
8. I will always be respectful to teachers and students.

We ask our parents to cooperate by taking the time to talk with their children concerning proper behavior at school. If, at any time, a student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Cornerstone, whether or not there is any definite breach of conduct, the student may be requested to transfer.

Discipline Procedures

Warning -It is our policy to issue a warning and pray with a student first when there is a policy infraction by any student whenever possible. If the problem persists after this, the following discipline policy will be used.

We use both a merit and demerit system based on the expectations of the Behavioral Code. This is always age-appropriate. Each class PK - 5 will follow a plan designed for their class but based on the same code.

In Grades 6 - 12, teachers may establish their own merit system but the following demerit system is to be used.

Rules 2,4,5,6,7 - Disruption in any class will be dealt with the same - across the board.

1. A verbal warning stating “ _____, I need you to stop _____ (talking, making noise, calling out, getting out of your seat, etc.) NOW. This is your warning - do you understand?” Wait for a response
2. Repetition of the same behavior within a 5 - 10 minute period will be considered disobedience and dealt with as such. If the child does what he should for at least 5 - 10 minutes the first week then you can give another verbal warning and start the process over. (you can increase your expectations as they have opportunity to practice the right behaviors)

Failure to stop, or repeating the behavior right away results in a demerit.

Rule #1 has to do with arguing or blaming someone else.

1. A verbal warning stating “ _____, I need you to stop arguing (or blaming) NOW. This is your warning - do you understand?” Wait for a response

Failure to stop immediately after the warning, will be a demerit.

Rule #8 Respectful to teachers and students.

- 1. A verbal warning stating “ _____, I need you to apologize immediately and (move into your own area, etc.) NOW. This is your warning - do you understand?” Wait for a response**

Failure to do so immediately will result in a demerit.

***5 demerits in day or 15 demerits in a week results in 1/2 day in school suspension.
The second time it is an out of school suspension and the third time possible expulsion.***

This same procedure is used for bullying or any kind of physical abuse. The first offense is 1/2 day in school suspension, the second is full day out of school suspension and conference with parents, and the third could result in expulsion.

Suspension or expulsion will be issued if any of the following occur. Parents will be called immediately to pick up the student. The school board will be called on to make the decision regarding the punishment in this situation and parents will be notified in writing.

Offenses that lead to automatic suspensions and possible expulsion

Immorality and or indiscretion in dating on or off campus
Use of tobacco products
Stealing
Public display of affection
Drugs or alcohol on or off campus
Possession of or engaging in pornography
Vandalism
Possession of weapons
Endangering another student

Dress Code

Cornerstone Christian Academy believes that appropriate attire encourages good student conduct and is fundamental to the development of wholesome attitudes and behavior. Students are expected to wear clothes that are neat and clean. The school's intent is to maintain standards of godliness and excellence and not to be legalistic and rigid.

DRESS CODE FOR GRADES K - 12 (PK IS ENCOURAGED TO DRESS IN CODE BUT IT IS NOT MANDATORY)

It is important to teach our children to dress appropriately for the occasion. School is our work environment and it is important that they wear the uniform for our work environment. Please help your child learn this important lesson by having them abide by the dress code.

To purchase uniform shirts please go to the following website:

<http://cornerstonechristian.qbstores.com/OC/SF3412>

Uniform is as follows:

Girls Khaki or black skirts, skorts or jumpers (knee length) or dress pants)

Not leggings or tight stretch pants as pants)

Red collared polos (short or long sleeves) with logo* from the online CCA store.

Athletic Shoes for comfort and support with solid red, black, khaki or white socks - short or knee length or pantyhose

Boys - Khaki or black dress pants (knee length shorts if the temperature is expected to be above 85 degrees.

Red collared polos (short or long sleeves) with logo* from the online CCA store.

Athletic Shoes for comfort and support

School Logo sweatshirts may be worn during very cold weather over the uniform. Leggings can also be worn under skirts (solid school colors only)

On WEDNESDAYS ONLY - Since this is chapel day, students may dress up if they choose (not jeans but nice dress clothes) or wear uniforms. This is a choice.

ON FRIDAYS ONLY

Red School Logo Tees sweatshirts from the online store with loose fitting jeans or other appropriate pants for gym activities. Athletic shoes are required.

Outerwear must be in solid school colors and may be purchased from the CCA online store in red or black as well.

Dress Code Enforcement

Learning to follow a dress code is a part of learning obedience. Please help us teach your child to show respect by helping them stay in dress code. Repeated offenses without any communication may result in your child not being allowed to return to CCA next year as it is a reflection of disrespect toward our school policy. Your help is greatly appreciated in this matter.

Attendance / Absences / Tardiness

Students are expected to be in attendance regularly. If your child will be absent or tardy please contact the school (a call to the school is appreciated) and he/she must bring a note from home. The note does not excuse the student's absence or tardiness. The note will explain the reason for absence or tardiness. The Director will then make its decision concerning the excuse. Students who miss more than 18 unexcused days can't by state law pass a grade.

Early Dismissals -No student will be permitted to leave early without written approval from parent and consent of administration. Persons picking up the student must report to the school office and the student MUST SIGN OUT before he/she is released. Students will NOT be released to anyone other than parent/guardian unless WRITTEN AUTHORIZATION is on file listing names, address, phone number, driver's license of individuals authorized to pick up students.

Family Trips -Student absences may be excused to attend "immediate family" trip, provided the request for absence is submitted in writing to director at least two weeks in advance. Students must obtain ALL assignments from the teacher in advance. CCA suggests that all family trips be planned during non-school days.

Excessive Absences- Any student whose absences exceed 10% (18 days) may not be promoted or receive credit for a course or class.

Excessive Tardiness -Unexcused tardies will result in a parent conference. Consistent tardiness to school will be considered truancy.

Illness -Please consider keeping your child home if they wake up with a fever 100+; throwing up etc.

PERFECT attendance and one day absent awards will be given at the annual school awards ceremony

Books & Materials

Students are responsible for maintaining their books in a reasonable fashion. Students will be charged for the replacement of any books lost during the school year. The student's name should be written in all books and on all school supplies. It is important for each child to have their supplies ready and labeled for the first day of school.

Building Care & Property

Cornerstone Christian Academy, Inc. belongs to God. The way the property is maintained and cared for is important. Students are asked to take care of God's property. Willful damage, defacing or destruction of school property will not be tolerated. Anyone found in the act of deliberately defacing the school property will have a conference scheduled with the parent and administration. All damage must be paid for, whether willful or accidental. Parents will be charged for any misuse of books or other school equipment.

Lunchroom

Our cafe is a fun place to eat and fellowship. Rules are simple. Respect is the key to making lunchtime pleasant for everyone. Cleanliness in the lunchroom is everybody's business. Students are expected to leave their places neat by throwing away trash from the table and floor. No food items are to be removed from the lunchroom without permission.

Every child should bring a balanced lunch in a labeled sack or lunch box. Be sure to include plastic forks or spoons as needed. No gum is allowed, even if these items are included in Lunchables.

There may be times where we'll have a Fun Day lunch and/or Pizza Friday's.

Finances & Tuition

1. Payments may be made by Cash, Check or Money Order.
2. Checks or money orders may be mailed to:
Cornerstone Christian Academy
P.O. BOX 12824 Norwood,
OH 45212
3. Please put your child's first and last name on any check or money order.
4. There is a \$40 fee on all returned checks.
5. Please pay exact amount for Field Trips, Hot Lunch, and any other Non-tuition payments and place money in a labeled and sealed envelope. Turn money in to your child's teacher.
6. Besides the tuition, General Fees for extra supplies (in such courses as Art, Biology, Chemistry and Computers etc.) may be charged to the student's account in September or whenever the student enrolls in the course.
7. If for any reason you drop your child from enrollment, you must notify the school in writing in order for your child to be officially dropped. Failure to do so will result in you being responsible for any and all incurred charges.
8. If you leave Cornerstone with an unpaid balance, your child's report card and official school records will be held until your child's balance is paid in full. Report cards and achievement test results will not be mailed if accounts are not paid in full.
9. There is a \$25 application fee charged to cover the processing of new applications. This fee is non-refundable. Upon acceptance to the school, this fee will be applied towards the Enrollment Fee.
10. New Student Testing Fee of \$25 for all new students and is non-refundable.
11. Enrollment Fee of \$100 for any First Time Students and \$50 for all returning students.
12. Tuition rates flexible based on the best structure for your family but will be set at the time of enrollment.
13. If your account is over 40 days overdue, your student (s) will not be permitted to attend until payment is current.

Open Door Policy

The administration of Cornerstone has an open door policy. Should you at any time have a concern that needs our prompt attention, we will be happy to meet with you.

Nondiscriminatory Policy

"The Cornerstone Christian Academy of Cincinnati, Inc. recruits and admits students of any race, color, national and ethnic origin, and to all the rights, privileges, programs and activities generally accorded or made available to students at the school. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarships, loans, fee waivers, educational programs and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation."

"The Cornerstone Christian Academy of Cincinnati, Inc. will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

EXTRACURRICULAR ACTIVITIES & OPPORTUNITES

Community Service Opportunities

Students will be encouraged to be involved in community service at least twice each year. These activities will include such things as baskets for senior citizens, gift wrapping for community outreach, etc.

Field Trips / Activity Days

School or class educational field trips will be taken during the school year. A permission slip will be sent home and the needed money should be returned by the deadline. Refunds will not be given if a child is absent, suspended, or expelled on the day of the field trip. There will be no refund for chaperones if they cancel.

In addition to field trips that will be scheduled as part of the curriculum, there may be special days and events throughout the year to add other dimensions to the training of the students. There will be a nominal charge for transportation and/or admission. Any student who is not permitted to participate in these activities will be counted absent for the day.

Recess

All students are expected to go outside for recess when the weather permits. Please dress accordingly.

Parents should send a note if they feel the child's physical condition is such that he/she should not go outside for recess.

If a child should be kept in at recess for prolonged periods of time, it will be necessary for the school to have a signed statement from a physician.

Student Pictures

Student pictures will be taken annually. Parents will have the opportunity to place an order and pay for the pictures upfront.

Fundraisers

Fundraising is a necessary means of support for our school. Various fund raisers are planned throughout the year. We ask that each family participate in these fund raisers as much as possible. Please help your child collect money and fill out forms, as well as pay attention to deadlines and pick up dates. If you are unable to participate, your donation is always welcome.

Ongoing Fund raisers are:

- Campbell's Labels
- General Mills Big G Box Top for Education
- Krogers rewards

Parent Teacher Team

There are monthly meetings of the Parent Teacher Team that coincide with regularly scheduled events of CCA.

GENERAL OPERATIONS GUIDELINES

School Day

The school day is from 8a.m. to 3p.m. for every grade. The school is not responsible for students before 7:45 A.M. or after 3:20 P.M. except when arrangements have been made with Director.

School Office

The school office is open Monday through Friday from 7:30a.m. until 3:30p.m. for routine business. Our school phone number is 351-7900.

First Aid / Medication

The school is equipped with first-aid equipment for use in case of emergencies. If a student becomes ill or injured the parents will be contacted to make arrangements to pick up the child. Students must report to the office first in case of an emergency. It is required that an emergency card be filled out every school year by the parent and returned to the office.

By State law, the school is NOT permitted to give out medication (including aspirin). Students on prescribed medication must bring the medication to the office with a note of instruction and then take the medication in the office when it is time

Tornado / Fire Drills

Regular Tornado and Fire drills will be conducted. At the sound of the Tornado alarm, all students should leave their rooms, move to their designated areas and sit. Their heads are to be placed on the knees with their hands covering their head. Silence must be maintained throughout the drill.

At the sounding of the fire alarm, each student should leave his/her room and march, not run, single file, to the designated area. All doors and windows should be closed. Silence must prevail during the entire procedure. Students are to remain in their group in their assigned area with the

School Closings / Weather Conditions

In case of inclement weather, announcements of school closing will be first posted on our website home page, emailed and face booked, then broadcasted over TV Channels 9 - 12 and 19. Parents who drive long distances from the school may want to keep their children home if the roads in their area are icy even though CCA remains open. They must contact the school office whenever such an occasion occurs.

Visitors

In compliance with State laws, all visitors must secure a Visitor's Pass from the office immediately upon entering the building. During school hours, parents are to stop at the office before going to the classroom. Parents wishing to visit classes need to call the school in order to set a visitation date. Students are welcome to bring visitors, but must receive approval from the director at least two days in advance. Visitors must have written consent from their parents and present it to the office before a Visitor's Pass will be issued. The pass may be revoked if the student has not properly informed the visitor of our standards.

Policies in this handbook are subject to revision or change at the discretion of the School Board.

Cornerstone Christian Academy of Cincinnati, Inc.
Handbook Signature Form

We acknowledge that we have received and read the entire copy of the Cornerstone Christian Academy of Cincinnati, Inc. school handbook, and we agree to follow the guidelines and policies set forth in the handbook.

Date_____

Student(s) Name

Parent / Legal Guardian Signature

Please sign and return this page to your child's teacher by first day of school year.

Revised on 12/1/2014