



2009-2010

STUDENT HANDBOOK

CENTRAL ADMINISTRATION

Ms. Carla McKissic

Administrator

Office Hours:

Monday-Thursday 7:30-4:30pm

Friday 2:30-6:30pm

Business Office Hours:

Monday-Thursday 8:30-5:30pm

Friday 8:30-12:30pm

Closed daily for lunch 12:30-1:30pm

Hours of Operation:

Monday-Friday 6:30am-6:30pm

Contact Information:

817.375.2235-business office (answered during business hours)

817.375.2283- cordless phones/teacher line (answered during operating hours)

817.375.2282- fax number

academy@cbarlington.org-email address

www.cornerstoneacademytx.org- website

Cornerstone Academy

5415 Matlock Rd.

Arlington, TX 76018

Cornerstone Academy does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, or handicap.

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

2009-2010

Dear Parents,

On behalf of the faculty, staff, and Governing Body of Cornerstone Academy, I welcome you to the 2009-2010 school year. As in the past, the commitment of Cornerstone Academy faculty and staff will be to develop a partnership with parents that will assist you in fulfilling the Biblical mandate to “train up a child in the way he should go” (Proverbs 22:6). We continue to offer an educational program that is both academically challenging and spiritually uplifting. In order to achieve our goal of Christ-centered excellence, it is important that students who attend our school come from homes which reinforce the values and beliefs taught during the school day. In order to achieve our goal of Christ-centered excellence, it is important for you to know that while here, students will be instructed with the values and beliefs of a Biblical perspective worldview. It is our intent to reinforce the values and beliefs that are being taught in Christian homes.

This handbook has been prepared to assist in developing the necessary partnership between home and school. Our purpose is to provide you with proper and complete information that will assist you in understanding the policies and procedures of the school. We want each of you to feel that you are a valuable part of the school. In order for this to become a reality, it is necessary for both parent and student to carefully read and become familiar with the information contained in this handbook. It will answer many important questions.

Working together toward a common goal will enable us to share the joy of watching our young people develop spiritually, intellectually, emotionally, socially, and physically. I look forward to seeing our students grow into godly adults who are fully equipped to assume positions of leadership in our community and in our nation. I pray that you and your family will have a blessed and successful year.

In Him,

Ms. Carla McKissic
Administrator

DECLARATION OF VALUES

PHILOSOPHY

Cornerstone Academy is fully committed to a superior academic experience integrated with a consistent, Christian approach to learning. We also proclaim that the Bible is the inspired, inerrant Word of God and that all subjects will be presented from a Biblical perspective, with the Scripture as the measuring rod of all truth. Along with academic standards, the goals of the school are to exalt Jesus Christ as students learn to love God with all their heart, soul, mind, and strength; to love others as themselves; and to learn to serve God first, in all areas of life and in whatever vocation they are ultimately led. The staff at CA realizes their solemn responsibility before God in molding the life and character of each student in order to give a solid foundation for each student's future.

VISION STATEMENT

"To see that the Christian education provided has resulted in a relationship with Christ and steadfast service to God."

MISSION STATEMENT

Cornerstone Academy exists to win the hearts of children to a lifetime relationship with Christ through a valued educational program. It is the mission of Cornerstone Academy to equip students to thrive spiritually, academically, socially, and physically Luke 2:52.

DOCTRINAL STATEMENT

1. We believe that the Bible is the infallible, inerrant, verbally inspired Word of God and that it is, therefore, our final authority in matters of faith and practice. (*2 Timothy 3:16-17, Psalm 119:8*)
2. We believe in the eternally existing, triune God: Father, Son, and Holy Spirit. (*Genesis 1:1, John 10:30, John 14:20, John 15:26*)
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, where He now acts as mediator and advocate. (*Matthew 16:16, Luke 1:34, Hebrews 4:15, John 5:1-9, 1 Peter 2:24, Luke 24:36-43, Acts 1:9-11*)
4. We believe in the personal imminent return of our Lord Jesus Christ for His own, in His later return in power and glory with His own to reign in righteousness over the earth, and in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of the damnation. (*Acts 1:11, 1 Thessalonians 4:16-17, Hebrews 9:28*)
5. We believe that heaven is the place of eternal blessedness for the saved and that hell is the place for eternal conscious punishment for the lost. (*Revelation 20:11-21, John 5:28*)
6. We believe that regeneration is by the Holy Spirit whose indwelling enables all believers to live godly lives. (*John 16:7-8, 1 Corinthians 3:16*)

7. We believe that all believers are spiritually joined together by the Spirit of God into His Church of which Christ is the Head. (*1 Corinthians 12:12-14, 20, 27, Ephesians 5:23, Colossians 1:18*)

CORE VALUES

Christlike Character

Ephesians 5:1-2 “Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.” (NIV)

1 John 2:6 “Whoever claims to live in Him must walk as Jesus did.” (NIV)

Cornerstone Academy will:

1. Lead individual students to a decision of confessing Christ as Savior and Lord.
2. Employ and/or appoint, develop, and retain board members, administrative staff, and faculty whose actions and attitudes model Christ.
3. Train and encourage students to apply the qualities of Christ in their own lives.
 - a. Help students adopt a realistic and Biblical view of life, service, and work, while providing skills for personal relationships and future endeavors.
 - b. Teach students to treat others with love and respect, recognizing that each individual is made in God’s image.
 - c. Provide opportunities for students to serve God by serving others in our community through personal giving of their time and talents.
 - d. Impart Biblical attitudes toward material things and encourage individual responsibility of using them for God’s glory.
 - e. Promote a proper understanding of time as a God-given commodity and a personal responsibility for effective use of time.
4. Equip students to communicate their faith to others.
5. Train students in the importance of establishing a consistent daily prayer life.

Biblical Focus

2 Timothy 3:16-17 “All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” (NIV)

Colossians 3:16a “Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom.” (NIV)

Cornerstone Academy will:

1. Teach the Bible as God’s inspired Word and develop attitudes of love and respect toward it.
2. Teach the basic doctrines of the Bible.
3. Provide curriculum, instruction, and discipline that are Bibliocentric.
4. Operate by policies and procedures that are in accordance with Biblical principles.

5. Train students to apply Biblical truths to the issues of everyday life – that is, to live their lives from the perspective of a Biblical worldview.

Partnership between Christian Church and Home

Hebrews 10:25 “Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.” (NIV)

Deuteronomy 6:1-2, 6-9 “These are the commands, decrees and laws the LORD your God directed me to teach you to observe in the land that you are crossing the Jordan to possess, so that you, your children and their children after them may fear the LORD your God as long as you live by keeping all his decrees and commands that I give you, and so that you may enjoy long life.

These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.” (NIV)

Cornerstone Academy will:

1. Impart an understanding of each Christian’s place in the church and its worldwide task of witnessing, evangelism, and discipleship, and stimulate the student’s involvement in those tasks.
2. Partner with local churches to reach the evangelistic goals of the school and meet the spiritual growth needs of its students through inclusion of church pastors as guest speakers in chapel, spiritual life conferences, career day events, etc.
3. Develop lines of communication with university student ministries to assist our alumni in connecting with area churches and ministries.
4. Work with local churches and ministries to provide outlets for Christian service.
5. Be good stewards of our facilities and make them available to local congregations and Christian ministries when at all possible.
6. Partner with parents in all areas of the student’s development, including assistance in:
 - a. Identifying families within the school who uphold common moral standards in their homes
 - b. Providing up-to-date information on our changing culture and its effect on the home and implications for our children
 - c. Encouraging families in Christian growth and strengthening of Christ-centered homes

Education for Kingdom Purposes

Ephesians 4:11-12 “It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up . . .” (NIV)

Proverbs 22:6 “Train a child in the way he should go, and when he is old he will not turn from it.” (NIV)

Cornerstone Academy will:

1. Promote high academic standards and help each student gain a comprehensive command of the fundamental processes used in communicating and dealing with others, an understanding of current affairs in all fields, and an appreciation of the fine arts.
2. Encourage students to understand and effectively apply their individual God-given abilities for His glory.
3. Teach and motivate students to develop good study habits, pursue independent study, and commit to lifelong learning and intellectual growth.
4. Establish a lifestyle that includes good health habits and wise use of the body as the temple of God.
5. Help each student develop creative and critical thinking skills and proper use of Biblical criteria for evaluation and decision-making.
6. Encourage students to embrace and articulate a Biblical view in all areas of their lives, including marriage and the home.
7. Encourage students to embrace work and study ethics that are honest, ambitious, and have integrity.
8. Promote good citizenship by developing an understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity, and acceptance of authority.

STATEMENT OF CURRICULUM

Our curriculum goal is to apply the Core Values of CA by encouraging each student to achieve his/her fullest potential spiritually, academically, socially, physically, and emotionally.

Spiritual Development will be encouraged by providing:

- instruction from the Bible concerning the meaning of the Christian Gospel;
- opportunities for students to hear, understand, and believe the Gospel of Jesus Christ and trust in Jesus as personal Savior;
- opportunities for students to observe and practice the teachings of Jesus Christ throughout the school day and to adopt Christian attitudes and values.

Academic Excellence will be encouraged by providing:

- instruction from a curriculum that stresses the basic skills of reading, writing, computing, listening, and communicating;
- opportunities for logical thinking processes (analysis, evaluation, synthesis, and problem solving);
- opportunities for creative thinking processes involving original combinations of ideas, as well as the development of new ideas and solutions;
- opportunities to understand, appreciate, and participate in musical, dramatic, and other artistic expressions of cultural experiences.

Social Participation will be encouraged by providing:

- instruction concerning civic and social responsibilities;
- opportunities to develop and demonstrate respect for people and property, and for the rights of all other members of society;
- opportunities to form satisfying and responsible relationships with persons of various backgrounds.

Physical Development will be encouraged by providing:

- instruction and activities that promote physical fitness and coordination;
- opportunities to develop a wholesome spirit of competition, cooperation, and sportsmanship in athletic activities;
- opportunities to understand and practice principles of physical health, nutritional habits, and personal hygiene.

Emotional Development will be encouraged by providing:

- an atmosphere of respect and reassurance for each individual;
- instruction concerning habits and attitudes that promote both personal and interpersonal health and well-being;
- opportunities for each student to develop a positive understanding of his/her personal worth, abilities, potential, and limitation.

The Ten Biblical Principles of Kingdom Education

In order to raise future generations of Christians who are able to think and act from a Biblical worldview, the following principles will direct the education of our children and youth.

1. The education of children and youth is the primary responsibility of parents. *Deuteronomy 6:4-9, 11:18-21; Psalm 78:1-7; Psalm 127:3; Proverbs 22:6, Malachi 2:13-16; Ephesians 6:4*
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week that continues from birth until maturity. *Deuteronomy 6:7, 11:19; Proverbs 22:6*
3. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. *Psalm 78:6-7; Matthew 28:19-20*
4. The education of children and youth must be based on God's Word as absolute truth. *Matthew 24:35; Psalm 119*
5. The education of children and youth must hold Christ as preeminent in all of life. *Colossians 2:3, 6-10*
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. *Matthew 18:6, 19:13-14; Mark 10:13-16; Luke 18:15-17*
7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. *Exodus 18:21; 1 Samuel 1:27-28, 3:1-10*
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. *Luke 6:40*
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a Biblical worldview frame of reference. *Romans 1:20; Psalm 19:1;*

Proverbs 4:5,7, 3:19, 9:10; Psalm 104:24, 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; 1 Corinthians 8:1, 13:8; Romans 1:28

10. The education of children and youth must have a view of the future that includes the eternal perspective. *Colossians 3:1-2; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24*

© LifeWay Christian School Resources

Faculty and Staff

The school is staffed by well-qualified Christian teachers and administrators. All members of the pre kindergarten and elementary, faculty and administration hold at least a Bachelor level degree, with many having earned a Master's degree or higher. All teachers meet the Texas Department of Family and Protective Services minimum requirements and are continuously working towards maintaining state or national certification in child development. Faculty members continually attend specialized trainings to ensure a mastery level of competency of their subject matter.

GOVERNING BODY

Cornerstone Academy operates as an independent Texas non-profit corporation and as a ministry of Cornerstone Baptist Church. CA is governed by a Body of Trustees comprised of church members. The Body has regularly scheduled meetings to deliberate on school issues. All inquiries concerning the Body may be directed to the school administration, who will relay them to the Body president.

Generally, the Body limits its review to matters of policy and not the administration of policy.

A parent wishing to communicate with the Governing Body must first settle the grievance or present the issue to the school administrator. The meeting date and times will be documented by both parties. The administrator will present the information to the Body president or other Body members.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

Cornerstone Academy views academic integrity as a key principle at the heart of the nature of CA. Academic dishonesty is displayed when a student submits the work of another person for evaluation as if it were his/her own work (plagiarism). It is also displayed when a student is found cheating (in any form or fashion) on any activity that is to be evaluated. It is the responsibility of the teachers and staff members to establish whether academic dishonesty or cheating has taken place.

GRADING PROCEDURES

A grade is a numerical indicator of mastery of the curriculum and overall performance within a designated time. Written communication of the student's achievements will be reported to the parents on a six week basis. The student's actual numerical grades will be recorded in the grade book and/or electronically and on his/her report card.

Progress reports for all students are distributed in the middle of each grading period.

Grades will not be given to students in the two and three year old program.

PROGRESS REPORTS

Elementary students will receive progress reports at the mid-point of each six-week grading period.

REPORT CARDS

Report cards are issued every six weeks. The report card is issued to students for delivery to the parent/guardian a few days after the close of each grading period (see school calendar for dates). Parents should be alerted to these dates and expect report cards. ***If the parent is behind in tuition payments, the report card will not be issued. In addition, no academic information will be forwarded to any other school or agency for a family whose financial records are in arrears.***

GRADING SCALE

Elementary	A (Clearly Outstanding Work)	90-100
	B (Above Average Work)	80- 89
	C (Average Work)	75- 79
	D (Below Average Work)	70- 74
	F (Failure to Meet Minimum Requirements)	0- 69

CONDUCT GRADES

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Behavior Checks are given for the following offenses (non-inclusive list):

1. chewing gum
2. excessive talking
3. tardy to class
4. failure to bring required materials/assigned work to class
5. failure to take school communications home
6. refusal to participate in classroom activities
7. refusal to sit in assigned seat
8. rudeness
9. throwing or projecting objects
10. dress or grooming code violations
11. failure to obey classroom rules
12. sent out of room
13. doing work for another class without permission
14. classroom disruption

PROMOTION AND RETENTION

RETENTION

Any student being retained or having grades that show doubt of mastery of the requirements for the grade may be required to attend summer school or private tutoring.

We believe that in certain cases retention is a necessary and appropriate educational strategy used for the development of students. In rare cases, retention is necessary because of academic failure. The general policy regarding retention is that a student may not be retained more than one time while enrolled at CA.

Elementary: Promotion from pre-kindergarten to kindergarten, and from kindergarten to first grade will be determined by the teacher and principal on the basis of a child's maturity and academic ability. To be promoted from one grade level to the next in grades 1-2, a student shall be required to earn:

1. a yearly average of 70 or above in Mathematics and Language Arts (Reading, Phonics, Spelling)
2. no more than two (2) U's (Unsatisfactory) in Bible
3. an overall average of 70 or above, this average is derived by averaging the final numerical grades in all academic subjects

Grades for Health, Fine Arts, and Physical Education will be determined using indications of excellent (E), good (G), satisfactory (S), needs improvement (N), or unsatisfactory (U), and shall not be used to determine promotion or retention.

BIBLE CLASSES

Each student is taught rich Bible truths through a variety of Bible lessons. Students are required to periodically memorize Bible verses and are graded on such. The study guides for Bible are non-denominational studies that clearly teach Biblical truths through topics focused on character building.

PROBATION

(General Guidelines)

CA enforces three types of probation – **New Student Probation**, **Academic Probation**, and **Disciplinary Probation**. Specific guidelines for New Student Probation and Academic Probation are outlined below. Disciplinary Probation guidelines are found in the Student Management Plan.

NEW STUDENT PROBATION

(All Grade Levels)

All students new to CA are placed on probation for one full semester. This is to insure a smooth transition into the CA school environment. Both academic performance and disciplinary performance are reviewed informally during the course of the probationary period by the campus administrator. Some students may have more specific guidelines held as conditions for continued enrollment, as specifically outlined in the student's letter of acceptance. A copy of that letter is held in the student's records. Formal notification at the end of the New Student Probation will only be made if a decision is made by administration to either discontinue enrollment at CA, or place the student on Academic or Disciplinary Probation for an additional semester.

ACADEMIC PROBATION

An Elementary student may be placed on Academic Probation according to the following guidelines:

1. The student receives two (2) or more failing six-week grades within a semester or two consecutive grading periods.
2. The student receives one (1) failing grade and two (2) D's (six-week grades) within a semester or two consecutive grading periods.
3. The student receives four (4) D's (six-week grades) within a semester or two consecutive grading periods.
4. The student fails to meet the attendance requirements per semester (see attendance and credit policy).

DISMISSAL

Students who violate the policies of Cornerstone Academy will be subject to dismissal. Reasons for such action include, but are not limited to: failure to maintain passing grades, violations of the student code of conduct, contributing to the spiritual or moral decline of other students, falsifying information during the application process, failure to maintain financial commitment, or as deemed necessary for the good of the school.

WITHDRAWAL FROM SCHOOL

If a student withdraws in the middle of the school year, the parents should contact the Registrar one (1) week prior to the withdrawal date. Each teacher will provide a current grade. No record will be sent to the new school until all fees and fines are paid.

STUDENT RECORDS

The school shall keep records of the registration and attendance of students, and shall maintain an up-to-date, permanent cumulative record of a student's personal data and progress through school, including academic achievement, health information and test results. Parents may request to review, but not remove, their student's cumulative records during regular school hours.

When inspecting these records, the parent may question the content of the records. If it is agreed to, the questioned material will be removed, or the parent may place a rebuttal with the material in question.

If, after review, it is felt that any information contained in the record is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, the parent will be given an opportunity to file a written request with the administrator for removal or correction of the objectionable information and, if necessary, a conference will be scheduled to consider the record, a statement of the parent's objections to information in the records, or to any record of disciplinary action taken by the school.

A log will be attached to each student's records on which will be recorded the name, date, and reason for any person, other than school officials and employees, who inspect any part of that student's records. School officials or employees shall be limited to certified teaching and administrative persons, school nurses, and the secretary responsible for placing information into student files.

Other provisions of federal and state laws protect parent's rights by restricting the release of information under the law and such persons reviewing the record must sign a statement indicating the purpose of the review and restricting any further release of information. Other persons may

be permitted to review the records with the written consent of the parents or the student who is 18 years of age or older.

By law, both parents, whether married, separated, or divorced, have access to the records of their child who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters CA until the student withdraws or graduates.

HOMWORK

CA believes that homework is an integral part of the school program. The teacher is at liberty to give homework as necessary to complement the classroom learning activities. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

- a. For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
- b. For practice: Following classroom explanation, illustrating, and review of new work, homework is given so that the material will be mastered.
- c. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- d. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently given for homework.

At the Elementary level, points will be deducted when assignments are not turned in on time. Point deductions will be determined as appropriate for each grade level.

MODIFICATIONS FOR STUDENTS WITH LEARNING DISABILITIES

While CA is not equipped to offer special programs for students with learning disabilities (including ADHD), it sometimes becomes necessary to modify the existing program to meet the educational needs of our students. In such instances, the following procedures will be observed:

1. Parents must furnish the school with documentation of professional testing from a certified school psychologist or educational diagnostician that reveals a need for educational modification. Such documentation must not be more than three years old, and must include a comprehensive evaluation consisting of a description of problem(s), tests administered, results of tests, diagnosis, and educational recommendations.
2. A conference will be held between the parents, student, and administrator (elementary) to discuss the possibility of providing the modifications within the CA environment. This conference must be documented, and such documentation must be placed in the student's permanent file. A formal meeting must be held every year, with documentation as above.
3. School administration will have final say in determining whether the requested modification will be allowed. This decision will be determined by the probability of success of the modifications, the impact on the education of other CA students, the student's commitment to work, and the degree of educational support to be provided by the home.

Teachers are NOT allowed to modify curriculum for learning disabilities and/or ADD unless this process has been followed.

GENERAL POLICIES AND INFORMATION

RE-REGISTRATION FOR RETURNING STUDENTS

Returning students are students currently enrolled in CA who are applying for admission for the next year. In order to register for the following year, returning students must meet the following requirements:

1. All re-registration forms and fees must be completed and turned in on time.
2. An update of all immunizations is required.
3. Re-registering students must be in compliance with academic, discipline, and school policies (including financial responsibilities).
4. If a student is readmitted with a record of disciplinary problems, he/she will be on probation and subject to reevaluation at the end of each grading period.

CLASS PLACEMENT POLICY

(Elementary Only)

It is the express responsibility of the Administrator to assign students to class/teacher rosters for all elementary classes. The process of assignment is one that strives to strike a balance of students within the class by prayerfully considering many factors. These factors include academic ability, special needs, birth order, girl/boy ratio, teacher recommendations, etc. The usage of these factors provides for an equitable balance of needs, abilities, and relationships in the class and does not imply special privilege for any group. Parents are asked to support the Principal in this process by making class assignments a matter of prayer, asking God to guide the Principal in placing each child in the class where he/she can function and develop most effectively. Please do not request special placement for your child.

PRAYER IN SCHOOL

Prayer is a vital ingredient in our program of Christian training. Students at CA are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others.

BUSINESS HOURS

SCHOOL HOURS: 8:30am-3:30pm Monday-Friday. *A late fee of \$1.00 per minute per child will be fined to all parents picking up after 6:30 p.m. according to the Childcare Manager System.*

HOURS OF OPERATION: 6:30AM-6:30PM.

BUSINESS OFFICE HOURS: 8:30:00-5:30pm. Monday-Friday. All business matters must be handled at this time. Phones will be answered from 6:30am-6:30 pm.

In the case of inclement weather Cornerstone Academy will follow the ruling of the Arlington Independent School District in most cases. However, Cornerstone Academy will post information on the website www.cornerstoneacademytx.org and will update the voicemail at 817.375.2235 as soon as a decision has been made.

BUILDING ACCESS

All families will be issued an access key which will allow them to enter the building during hours of operation. The key will work from 6:30am-6:30pm. Anyone entering the building after 6:30pm must ring the doorbell and wait for a staff member to open the door. Parents will be billed \$1.00 for every minute they are late picking up their child. This billing amount will be determined by the child's clock out time through the Child Care Manager Software system. CA will automatically bill the account for late charges.

Only two access keys will be given to each family if need be. A fee will be charged for all additional lost or stolen keys. If access keys are not returned upon withdrawal/dismissal the amount of the key will be added to the final bill.

All keys have a unique identification number on them in which CA will be able to track. Every time a parent comes to pick up or drop off their child, they must scan their key across the access pad. Even if another parent holds the door open, each parent must scan their own key.

Pick up Drop Off Procedures

Children will only be released to the adults designated by the parents on the office information sheet. This policy is for the protection of our children, and exceptions will not be made!

Release of children

Cornerstone Baptist Church and the staff at Cornerstone Academy realize that your children are your most prized possession. We consider the safety of your children as our highest priority and our most important responsibility. In order to ensure the safety of our children we ask all parents to follow the guidelines below when dropping-off and picking-up children.

According to the City of Arlington, CA will adhere to the following as it pertains to picking up children from the academy.

An enrollment agreement required upon admission of any child to the child care center shall include a statement that the child will be released only to a parent or person named by the parent, and a statement that persons bringing the child or picking up the child will ensure that a staff member is aware of the child's arrival or departure. The child care center shall maintain a record of parents and other persons to whom the child is authorized for release. **Each parent shall provide the child care center with the final four (4) digits of their social security number for purposes of security in emergency conditions.** In the case of a divorce after a child has been enrolled, it shall be the responsibility of the one who is granted custody of the child (being the one with whom the child lives) to provide the child care center with a copy of the custody decree or agreement, and request that the authorization records for release of the child be changed.

When emergency conditions require that a child be released to a person not identified in the release authorization records, the child care center shall require the parent's prior approval, which may be submitted by telephone. The parent, identified for security by the four (4) digit social security number, shall designate the person to whom the child is to be released. The person to whom the child is to be released must in turn provide the parent's four (4) digit number as identification, and shall be photographed by the child care center and provide a signature and date on the photograph, which shall be retained by the child care center for at least three (3) months.

Cornerstone Academy also reserves the right to copy the driver's license of anyone picking up a child.

ATTENDANCE

Every child at CA must be signed in and out daily. This will be done using the Child Care Manger System. Located near the south door where students will enter and exit, is a time clock. Each family will be issued a pin number upon admission to the academy and will use that number to sign in and out. Parents must sign in and out for accurate attendance tracking. CA requests that all students who will not be attending for the day call the office no later than 10:00 am.

Requirements: Absenteeism can have a detrimental effect upon a student's academic performance; therefore, satisfactory attendance must be maintained in order to be considered for promotion to the next grade. The school cooperates with authorities by enforcing the compulsory attendance statutes of Texas.

Compulsory School Attendance: "Every child in the state who is as much as six years of age, or who is less than six years of age and has previously been enrolled in first grade, and who has not completed the academic year in which his 17th birthday occurred shall be required to attend the public schools in the district of his residence or in some other district to which he may be transferred as provided or authorized by law a minimum of 90% of the days each semester of the regular school term of the district in which the child resides or to which he has been transferred." Texas Education Code 25.085

Attendance and Credit: In order to receive credit for a class a student cannot be absent more than 10% of the total days per semester. (Texas Education Code 25.092) If absences exceed this number, the case will be handled by the high school assistant principal. Parents may appeal any decision by the assistant principal to an Attendance Review Committee. Parents are responsible for seeing that their student attends classes regularly. Parents will be contacted about repeated or extended absences. **If a student is absent more than 5 consecutive days, a written doctor's excuse is required.** Parents of students with chronic and/or recurring medical problems that do not require medical attention each time should inform the school at the beginning of the school year regarding the medical problem.

ATTENDANCE POLICIES SPECIFIC TO ELEMENTARY SCHOOL:

Attendance Policy

Total days of instruction= 177

Answer: Texas school districts are required to provide at least 180 days of instruction ([Section 25.081](#), Texas Education Code). However, some districts have a waiver from the Commissioner of Education allowing them to substitute a few of those days for teacher professional development days.

To receive credit for a class, a student is required to attend school for at least 90 percent of the days the class is offered ([Section 25.092](#), Texas Education Code).

Cornerstone Academy is a private institution yet abides by the public district of Arlington in some cases. Students must attend at least 159 days of instruction in order to promote to the next grade level at Cornerstone Academy. However, excessive tardies can negatively affect grades, therefore students are encouraged to attend when possible.

School hours are 8:30-3:30pm Monday-Friday. Students clocking in after 8:35am are considered

tardy. Three tardies equals one absence. Students arriving after 10am will be considered absent for the day. Please refer to your student handbook for more details.

This attendance policy is strictly enforced for all elementary students, however Learning Center students are encouraged to arrive by 8:30am as their class begins at that time as well.

1. Half-Day Policy: A student arriving after 10:30 a.m. will be counted absent for ½ day. A student leaving before 12:30 p.m. will be counted absent for ½ day.

2. Perfect Attendance: End-of-year certificates will be presented to those students who HAVE BEEN PRESENT EVERY DAY. A half-day absence will disqualify a student from receiving this award.

3. Tardies to School: It is very important for students to arrive to class on time and ready for the day. The student who is tardy must check in through the office in order to be admitted to class. A student is tardy after 8:30 am.

Excused Absences: Excused absences may be granted for the following reasons:

1. personal illness
2. serious illness or death in the student's immediate family
3. extenuating circumstances, which must receive administrative approval
4. doctor and/or dentist appointments - students must bring a note from the parent/guardian to the school stating the time of the appointment. Parents must check the student out through the office. The absence will be excused for the time determined to be reasonably necessary for the appointment (i.e. a student with an 8:45 a.m. dental appointment for a general check-up or cleaning should not miss a full day of school).
5. prearranged absences (see section on Prearranged Absences)

Absence Documentation: The student **MUST** bring a note containing the following information on the day of his/her return to school:

1. name of student (including last name) and homeroom teacher
2. date of absence
3. reason for absence
4. signature of parent or guardian

Excuse notes not containing all of this information are unexcused (i.e. "Please excuse Joe Jones" is not acceptable). Students are not to sign their parent's signature under any circumstances. Elementary students will hand notes to their teacher.

Unexcused Absences: Absences for any other reason than those described above are considered unexcused. Final authority for judging the legitimacy of an absence rests with the school administration.

Prearranged Absences: Prior approval for family trips, church activities, etc., must be obtained from the school principal using the *Prearranged Absence* form. The teacher will use his or her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in the day the student returns; otherwise, no credit will be given for the assigned work. In most cases, tests and projects will be taken or turned in beforehand or immediately upon returning to school. Additional time may be given for test make-ups, if arrangements are made prior to the absence. Further, if it is decided that no homework be given prior, then all work must be completed within one week after the student returns to school. It must be recognized that missing school for any reason is detrimental to a

student's progress in school. **Family trips and church activities WILL be counted toward the total days absent in the school semester and year.**

MAKE UP WORK

ALL STUDENTS with excused absences will be allowed to make up missed work. For a single day of illness, a student will have two days to make up his work. **It is not necessary to call for assignments if the student is absent only one day.** For a two-day absence the student will receive four days to make up work. For each additional day of absence only one additional day to make up work will be given; e.g., 3 days absence = 5 days to complete make up work. A special plan will be individually designed for a student who has an extended absence.

Health and Safety

The parent or guardian will be notified if the student is unable to remain in school. *It will be the parent's responsibility to get medical attention unless an emergency is so great that the student must be taken immediately from school to a doctor.* In case of such an emergency, the parent will be notified as soon as possible, and school personnel will remain with the student until the parent arrives at school or the treatment site. Emergency first aid will be administered to cuts, scratches, and minor accidents. For the protection of all, **students will not be able to remain in school and parents will be notified if the student complains of:**

1. fever of 100 degrees or more
2. suspected contagious disease
3. vomiting
4. diarrhea, and/or
5. feeling too ill to remain in school

Students should be kept at home if they show **ANY** indication of the above mentioned symptoms of illness. **Students who are ill will be sent home.** First aid supplies are kept on hand for minor injuries only. Please notify the school office if your student has any contagious infection or illness so exposure notices may be sent to the parents/guardians of other students in your child's class. Students with contagious illnesses or infection (including head lice, ring worms and pink eye) must get permission from the doctor before returning to school. If a student is hospitalized for any reason, there must be a doctor's release before returning to school. **These rules are for the protection of all CA students.**

MEDICATION

Only designated employees can administer medication to students. Medicine should only be given by administration. A student who must take medicine during the school day must sign a medication request with all information listed. The medicine must be in its original, properly labeled container. Medicine may not remain on campus overnight. Teachers should check each child's bag everyday for possible medications. All daily asthma and allergy medications must be given to the teacher as well. A student may not take medicine on their own. It must be given in the presence of administration.

Procedure for taking medicine during school hours: Any student who must take medicine during school hours must comply with the following procedures:

1. All medicine must be furnished by the parent.
2. All medicine must be locked in the administrator's cabinet unless refrigeration is needed.
3. **All medicine, prescription and non-prescription, to be administered at school, must be accompanied by a written request signed and dated by the parent or legal guardian and physician.**

All prescription medication must be in the original pharmacy container and labeled by the pharmacist. The label must include:

1. the student's name
2. the physician's name
3. the name of the medication
4. the amount of medication to be given and the frequency of administration, and
5. the date the prescription was filled

All non-prescription medications must be in the original container. The written request must contain the following information:

1. the name of the student
2. the name of the medication
3. the amount of medication to be given
4. when the medication is to be given
5. the reason the medication is to be given
6. the date, and
7. the signature of the parent or guardian

There shall be no more than one (1) medication per properly labeled container. If injectable medication is provided for any acute reaction, such as is given for asthma, insect bites or stings, hemophilia, etc., a physician's written authorization as well as the parent's written request is required. **Regular allergy injections will not** be given at school.

Vision and Hearing Screening: Each year students in Pre-K, K, 1st, 3rd, 5th and 7th grades, and all new students are required by state law to have vision and hearing, height and weight screening on campus. Parents will receive prior notice of such screenings and will be notified of any apparent deficiencies. Cornerstone Academy will periodically bring someone on campus to conduct the screenings. It is the responsibility of the parent to have all screening information to the school no later than November 1, 2008 or within two weeks after enrollment.

EXEMPTIONS FROM PHYSICAL EDUCATION

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption from P.E. covering one to three days at a time are given careful consideration, and the instructor will determine if it is advisable for the student to be excused from the activity. A physician's statement must be presented if more than three consecutive days are involved.

CONTAGIOUS OR INFECTIOUS DISEASE

It is the school's policy that no student shall be enrolled or remain in school who is known to have a contagious or infectious disease. Observe the following rules carefully. Please do not send students to school unless the following conditions have been met:

- CHICKEN POX - have doctor's permit to re-enter school or wait until all vesicles have scabbed over.
- DIPHTHERIA - have doctor's permit to re-enter school
- HEPATITIS - have doctor's permit to re-enter school, parents of classroom contacts will be notified on recommendation of attending physician
- IMPETIGO - have doctor's permit to re-enter school or wait until all sores are healed
- MEASLES - have doctor's permit to re-enter school or wait until rash is gone, must be reported since measles may be mistaken for other illnesses
- MONONUCLEOSIS - have doctor's permit to re-enter school

- MUMPS - have doctor's permit to re-enter school or wait until all swelling is gone, must be reported since mumps may be mistaken for other illnesses
- PEDICULOSIS - exclude until the student has been treated and/or doctor's permit to return to school.
- PINK EYE - have doctor's permit to re-enter school or until eyes are clear
- RINGWORM OF SKIN - may attend school with doctor's permit following prescribed treatment. The area must be covered
- RINGWORM OF SCALP – may attend school with doctor's permit following prescribed treatment
- SCABIES - have doctor's permit to re-enter school
- STREPTOCOCCAL INFECTIONS (STREP THROAT & SCARLET FEVER) - have doctor's permit to re-enter school and has been fever free for 24 hours without the aid of any fever-reducing medications.
- TUBERCULOSIS - have doctor's permit to re-enter school
- WHOOPING COUGH - have doctor's permit to re-enter school or exclude until free of cough, usually three to five weeks
- *FIFTH DISEASE - readmit when student has been fever-free for 24 hours without the aid of any fever-reducing medications.
- GASTROENTERITIS - readmit when diarrhea subsides
- *INFLUENZA - readmit when student has been fever-free for 24 hours without the aid of any fever-reducing medications.
- MENINGITIS - have doctor's permit to re-enter school

*** May return when the student has been fever free (below 100) without the use of fever reducing medication (i.e. Tylenol, Advil) for 24 hours.**

DRESS AND HAIR CODE

The purpose of the school's dress code is to prevent distraction from learning and to protect the students' health and safety. The school has a responsibility toward the conscience of the Christian community as a whole and it has an educational responsibility toward students in the matter of dress standards. Therefore, the following guidelines are set forth for dress and appearance during school hours: **All students (beginning in the two year old classroom) are required to wear school uniforms.** The dress code provides that the student must wear the prescribed clothing during the school day and must maintain a neat appearance at all times. Uniform shirts must be purchased through the Academy. Blouses and shirts must be tucked in at all times during the school day.

ACCESSORIES:

Students, purses, nail polish, makeup, and jewelry are strongly discouraged. Students may not bring nail polish or make up to school. These items will be confiscated and returned only to a parent.

All CA Students are ONLY permitted to wear solid color (forest green, light blue, navy, red, yellow, white, black, or gray) jackets, pullovers, sweater vests and sweaters in the school buildings during the school day. A uniform shirt must be worn under the appropriate colored sweater. The jacket/sweater may not have logos that exceed three square inches. Students are not to wear an outer shirt of any kind (i.e. loose flannel or denim shirts).

General Requirements for ALL STUDENTS:

1. Shirts and blouses must be tucked into pants, skirts, and shorts, enough that the belt is visible at ALL TIMES during the school day.
2. ALL students in grades must wear belts with pants and shorts designed to have belt loops, and ALL pants must be worn at the waist--not lower.
3. All skirts must not be more than six (6) inches above the knee (when kneeling on the floor).
4. Only white, navy, or black undershirts are permissible.
5. No tight-fitting clothing is permitted.
6. Sandals may not be worn with the uniform.
7. Solid color white, navy, black or brown Dress, Boots or Tennis shoes must be worn at the Learning Center and Elementary School. The primary color of the shoe must encompass these colors. If you have a question about the shoe, ask the administration.

Students will receive disciplinary action for dress code violations. Parents will be called regarding any student who does not meet uniform guidelines. A student enrolled mid-year will have five (14) days to meet the uniform requirements.

PROCEDURES FOR VIOLATING UNIFORM POLICY

1. Parent will be given a verbal warning that must be signed by the parent.
2. A written warning will be issued and signed by the parent.
3. The child will not be admitted to school on the day of the third infraction.
4. The Academy will provide a uniform for the child at the cost to the parent of \$5 per day. This fine will be added to the account and will be due at the time of the next pay period for that child's account.

GUIDELINES FOR HAIR FOR ALL STUDENTS

1. No extreme haircuts or hair colors are permissible (e.g. head shaving, mohawks, or any other extreme haircuts; pink, purple, or blue hair color, etc.).
2. Hair must be neat, clean and well-groomed, and kept in moderation.
3. Boys' hair must be cut above the eyebrows, ears, and collar.
4. Boys are not permitted to wear their hair in a pony tail, corn rows, braids, dreadlocks or hair clip.

HAIR CODE VIOLATIONS:

The homeroom/classroom teachers are to report any apparent violations to the administrator. If, in the judgment of the administrator, the code is violated, the student will be warned to correct the problem. If the student fails to comply with the warning, a Discipline Report will be issued and sent home to the parent to be signed and returned the next day. The student will be given three (3) days, excluding Sunday, to comply with the hair code. If, after the three (3) days have expired, the student fails to comply with the hair code, the student will not be allowed back in to class and will receive unexcused absences until the violation is corrected. **The administration will serve as final authority in matters related to Hair/Grooming Code.**

PROHIBITED DRESS CODE ITEMS FOR ALL STUDENTS

1. Because CA does not celebrate Halloween, students may not wear clothing or accessories portraying witches, ghosts, devils, jack-o-lanterns, etc.

2. Designs, symbols, or words referring to secular music groups, alcoholic beverages, drugs, smoking, violence, death, gangs, Satanism, racism, profanity, nudity, or obscenity are NOT allowed.
3. Tight-fitting, cut-off clothes and torn, cut or slashed clothes are not acceptable.
4. Halter and tube tops are not permitted for girls of any age. Including during the summer months.
5. Hats, caps, or bandanas must not be worn inside the buildings.
6. Earrings for boys are not permitted.
7. No athletic sandals, flip flops, shower, or jelly shoes are allowed at any time.
8. Tattoos or body writings, including temporary ones, are not permitted.
9. Body piercing is prohibited, with the exception of girls' earrings (maximum 2 per ear).
10. Earrings may only be worn in the ear lobe.

FIRE AND TORNADO DRILLS

Fire and tornado drills, as well as other emergency procedures, in accordance with the city, county, and state regulations will be practiced and reviewed on a periodic basis.

FIELD TRIP PERMISSION SLIPS

A permission slip is required for each individual field trip. These permission forms will be sent home with advanced notification of the trip. Students who fail to return the signed permission form will NOT be permitted to travel on the field trip. We encourage parents to attend as needed.

BUILDING POLICIES

Students are required to have a pass from a teacher before leaving class to use the restroom, water fountain or come to the office. Students will also be asked to take a partner with them when leaving the classroom without a teacher. Appropriate bathroom and water breaks will be given by teachers. Students are asked to keep our school beautiful by disposing of waste paper and scraps. Students are also asked to help keep the restrooms neat and clean at all times. Food items are NOT to be consumed outside the cafeteria and only during designated lunch and snack times.

PROHIBITED ITEMS

Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. Such items include, but are not limited to: fireworks, matches, lighters, inappropriate reading material, laser pointer, toys, and items illegal to possess or consume. PDA's are permitted on campus, but students must take care that using a PDA does not disrupt any classes. Beaming to another device is not allowed on campus. Game boy-type portable devices are not to be used. At no time are students allowed to create a network and involve other Game boy users in a game while on campus. Students are not allowed to use personal music devices (Ipod, MP3 players, CD players, etc.)

PARENT/GUEST VISITATION

Parents and friends are welcome to visit the school. All guests are required to sign in at the receptionist's desk and wear a Visitor's Identification Badge while on campus. In the case of divorced parents, visitation is naturally extended to both parents and stepparents of a child unless legal documentation is provided to the school by the custodial parent indicating otherwise.

Any student wishing to have a friend who is not a student at CA come to visit on campus must obtain approval **the day before** the visit. **All visitors must register in the office.** The

administrator may refuse visitation to any student who is deemed inappropriate in dress or behavior.

PUBLICATIONS AND CAMPUS CORRESPONDENCE

CA produces several school publications designed to keep parents and students informed of school events. With administrator approval, student/parent groups may post information in school publications (contact the campus secretary for specific guidelines). Distribution of written materials is restricted; student/parent groups must have administrator approval to distribute any written materials on campus. Parents and guests may visit the school's website at www.cbcarlington.org for more information and periodic changes. Near the check in system, parents should check the wall for special notices, flyers and other information. Signs may also be posted in the hallways or on the doors informing parents of important information and last minute changes.

ELEMENTARY CLASS PARTIES

Class parties may be held at Christmas, Valentine's Day, and at the end of the school year. The parties should be sponsored by the room mothers and coordinated well in advance with the classroom teacher. All parties will last no more than one hour. Please do not bring siblings to class parties. Cornerstone Academy may provide special treats to celebrate holidays and birthday parties. If a parent wishes to celebrate their child's birthday, prior notice must be given to the teacher and that party must be held during lunch time.

If a child is having a party off campus, in order for invitations to be passed out at school the entire class must be invited. Exceptions will be made for same gender parties.

CONFERENCES

Parents are urged to have conferences with their child's teacher whenever the need arises. Parents who desire such a conference may make an appointment by sending a note to the teacher. If a conference is needed with several teachers, call the office. Conferences may be scheduled after school or during a special conference period. Please do not attempt to confer with the teacher in the morning before class or at any other time when the teacher's attention is needed for the supervision of the class. Students are not to attend Parent/Teacher Conferences unless requested by the teacher and/or administrator.

Conferences concerning student progress or performance should be held first with the student's teacher. If a problem continues, a conference may be held with the parents, teacher, and school administrator.

GIFTS TO TEACHERS

It is very meaningful for teachers and other staff members to be remembered by students and their families at Christmas, birthday, etc. Homemade items, cards, notes and baked goods are special reminders that CA families appreciate the staff member's dedication and hard work. However, we want to be very careful not to ever place pressure on families such that they feel obligated to give to the teacher or staff member. For this reason, it is the school policy that collections for group gifts must follow these guidelines:

1. Donations must be voluntary and anonymous. If the class decides to present a gift from the group, there must be no indication of which students participated. No parent or student should be made to feel that a contribution is expected, and
2. The person in charge may not purchase or select the gift until all contributions have been received.

3. Any individual gifts given must not be given in exchange for grades or behavior points. Gifts should be given with nothing expected in return.

School Supplies and Books:

Learning Center and Elementary: All school supplies are provided for students. All program and curriculum fees are included in the fee schedule. Parents are responsible for purchasing uniforms and spirit t-shirts. (see uniform policy)

A supply fee is charged in infant rooms as teachers provide materials that enhance their motor skills and brain development.

Lost or Damaged Textbooks: Any lost, damaged or stolen textbook must be purchased by the parent. CA will purchase the initial set for the students from the supply fee. Children are required to have all textbooks in order to participate in class. If the replacement books are not purchased, the amount of the books will be added to the account for that student or if necessary the student will be withdrawn from the Academy.

SENDING MONEY TO SCHOOL

Money should always be sent in a sealed envelope with the following information on the outside:

1. student's name
2. homeroom teacher's name
3. purpose

CHAPEL

The school's chapel service provides a time to celebrate Christian faith and grow spiritually. Chapel provides an opportunity to share songs, devotionals, scriptures, dramatizations of Christian living, etc. The format of chapel is geared to the specific interests and tastes of elementary and preschool students. All students and teachers participate in weekly chapel services on Thursday mornings for elementary school. Parents are welcome. Students must wear their light blue button down shirt and khaki bottoms.

GENERAL BEHAVIOR AND RESPECT

BEHAVIORAL PHILOSOPHY

The behavior of the student is to be consistent with the level of his/her expected maturity. Respect must be shown at all times for all school personnel, as well as all parents and visitors. Teachers and administrators will have complete authority at all times during the school day, in or out of the classroom, on the campus and at school functions. Students who do not cooperate with any teacher in carrying out instructions, or who fail to display respect for those in authority, will be subject to disciplinary action. Disrespectful and/or otherwise inappropriate actions displayed in any way, physically or verbally, will be dealt with in accordance with the Student Management Plan.

A student's behavior will be considered in determining special recognition recipients at the end of the school year. The use of profane, vulgar, abusive, or disrespectful language will not be tolerated at CA or any school-related events. When the student deviates in these areas, it is the responsibility of the home and school to help by both correction and guidance.

It is also understood that when students are admitted to Cornerstone Academy, they become identified with the school, and the school is judged by the students' conduct. As CA seeks to

produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on the school at all times, on and off campus. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of Cornerstone Academy.

DISCIPLINE POLICY

The staff at Cornerstone Academy is focused on ministering and teaching spiritual truths to all children. The staff is expected to ensure there is always a Christ-centered environment that promotes safety and instruction of all children. The staff at CA is expected to only use positive methods of discipline that reflect the love of Christ. Discipline should encourage the child to take responsibility for their actions and encourage self-esteem and self-control. Discipline is viewed as a learning opportunity and not just punishment. The goal of discipline at CA is to redirect, correct, and lessen the frequency of unacceptable or incorrect behavior and as a result increase appropriate/ acceptable behavior. Parents may receive phone calls from CA staff that allow open communication between child, parent, and staff. Ultimately, discipline is viewed as a parental responsibility. It is the expectation of CA that any/all discipline issues that arise will be addressed at home by parents / guardian. Any camper that has continual discipline issues can be removed from the CA program at the discretion of the Director and Governing Body. CA will adhere to the Discipline and Guidance guidelines set forth by the Texas Department of Protective and Regulatory Services.

FOOD ON CAMPUS

A monthly menu is available for review and is posted in most classrooms. A complimentary lunch and two snacks will be offered daily. If a parent chooses not to allow their child to eat what is served on the menu, the school will not provide an alternative lunch or snacks.

Cornerstone Academy does not meet the individual dietary needs of all students. Parents must provide a written statement from the doctor indicating the child's restrictions. If the business office has not received that documentation before the first day of school or upon enrollment, the child will not be able to attend classes. If a dietary restriction is a parent's preference, that request must be made in writing and signed by the parent and doctor. This must also be received before the first day of school or upon enrollment.

Cornerstone Academy is not a peanut free campus; however peanut products are not regularly served on the menu. Students are allowed to bring their own food to school. Food brought to the campus must be ready to eat without the use of refrigeration or a microwave.

THEFT/DAMAGES

Students are encouraged to take a great deal of care in the responsibility for their possessions, and are not to bring valuable items or large amounts of money to school. The school will not be responsible for items lost due to theft or damages. This includes items stolen/damaged by or from peers, students, parents, teachers, or staff. **Parents are asked to label all their student's personal belongings.**

CHILD PROTECTION POLICY

When a school employee knows of, or suspects, abuse or neglect of a CA student, he/she is obligated to report it. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

Reporting Child Abuse:

The state of Texas has a toll-free number that is answered 24 hours a day and 7 days a week at 800.252.5400.

Texas Standards:

A copy of the minimum standards is available for review when needed. By State law, you may also request a copy of these legal standards from your local Child Care Licensing Office. A list of these offices can be found on the Texas Department of Protective and Regulatory Services web site at www.tdprs.state.tx.us or by calling the State Child Care Information Line at 800.862.5252

PARENT AND STUDENT COMPLAINTS

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Body has adopted orderly processes for handling complaints on different issues. Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the administrator. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the Body. In order to keep complaints to a minimum, teachers should schedule and request parent conferences during their conference/planning time to notify parents of issues before they are out of hand. If a parent request a conference a teacher must notify the Administrator as soon as possible and grant the parent the request. The Administrator may sit in on the meeting. When taking a complaint to the Governing Body the following procedures must be followed:

1. Parent must meet with administrator. Both parties will sign documentation of meeting.
2. If a solution is still not found the parent must submit a letter to the Governing Body. The school administrator will read the letter, write the receipt date and sign, the parent will write the given date and sign. A copy of the letter with both signatures will be given to the parent. This should be done in no more than two days. The letter will then be given to the Governing Body whom will make a decision.

CORNERSTONE ACADEMY FEE POLICY

2009-2010 Cornerstone Academy Fee Policy- Parent Copy

Fees: All fees and tuition are **Non-Refundable**. Fees may be placed on a payment plan with permission from administration. If a student is dismissed or withdraws before all installments are paid in full, records will not be completed which will hinder progress reports, report cards and all other information from being released.

Tuition: Must be paid by one of three payment plans. Please indicate payment method on debit/credit authorization form.

Payment plan one: Tuition is paid in full on or before August 3, 2009. If payment is not received by August 3, your child's 2009-2010 registration will be nullified and the space will be released. **10% discount will apply.**

Payment plan two: Tuition is paid in two installments – 50% due August 3, 2009 and 50% due December 1, 2009. If payment is not received by August 3rd for the first installment and December 1st for the second installment, your child's registration will be nullified and the space will be released for the upcoming semester. **5% discount will apply**

Payment plan three: Elementary monthly tuition will be automatically drafted from your bank account or charged to your credit card on the first or the fifteenth of every month as selected by the parent. The first payment will be on August 3, 2009 or August 17, 2009 and will continue on the designated date for the months of September through May. Learning Center accounts may be divided on the first and the fifteenth of every month. **The automatic draft is mandatory for Payment Plan Three** and the Debit/Credit Authorization form must be completed and returned with the enrollment packet.

Learning Center summer payment plan: Tuition in the summer months (June beginning the last week of school, month of July and weeks in August before the first day of school) will be handled on a weekly basis. Tuition however must still be set up on automatic payment. Parents are not liable for the entire month as they are during the school months. Parents are required to give the business office a two-week notice of a student not attending. This should be made in writing using the Vacation Request form. If the business office has not received and approved this form prior to a student's leave, the account will be charged for the full amount. If a student attends any day that week, the account will be billed for a full week of tuition.

Camp Stone Summer Day camp payments: Payment is due every Thursday by 6:30pm. A parent must clock in and out everyday indicating the child's attendance for that week. If payment is not received by any method the parent chooses by the Friday deadline, the credit/debit card on file will be charged. Accounts that are not settled by the close of business on Friday will not be permitted to camp the following week. Any special offers or discounts given will be assessed at the end of the summer and credited on the account. If a student will not be returning the next year for summer or fall, the money will not be refunded to the parent. All discounts are to be used for the use of Cornerstone Academy. Money will not be given to the parent for any reason.

If your child attends the Academy one full day a month, you are responsible for the entire month's tuition. Refunds will not be given. Elementary tuition is collected for 10 full months.

Most school supplies are provided for students with the supply fee. Special trips and some fellowship activities **may not** be included in the fee schedule.

Lunch is provided for students in the Learning Center and those elementary students who choose that option; however only the lunch items on the menu will be served. If a student chooses not to eat the lunch provided, there will not be a break in tuition costs.

Delinquent Accounts, Late Fees and Insufficient Funds: A charge of \$25.00 will be assessed for late payment and/or insufficient funds. An account is considered late if payment is not made within 72 hours of the due date. If an account is not paid in full by the end of the month, the student will be withdrawn from school until all fees are collected. Final records and report cards cannot be released until all accounts are paid in full. If a family is experiencing financial difficulty which may prevent the timely payment of tuition, it is the parent's responsibility to schedule an appointment with the administrator. Re-enrollment for the following school year will not be accepted unless the student account is current.

Vacation tuition is 50% of the weekly cost. This offer is available to students who have attended the school for at least 6 months. Two vacation weeks are allotted per year August 31, 2009- August 27, 2010. A completed Vacation Request form must be signed by the administrator before the discount is given. **(Not available to Elementary Students)**

Classroom placement is based on availability, age and application requirements. Students must be accepted into the Academy and acceptance should not be assumed based on the completion of an application. Beginning in the two year old classroom, a student must be the appropriate age by October 1st in order to

enter that class. If a student in the toddler class has a two year birthday before the end of the school year, that student may begin paying the two year old tuition on their second birthday. All students in the three year old classroom and higher must be potty trained.

Children in the Jr. Pre-K through pre kindergarten classes may join that class June 2, 2010 for the summer program if their birthday comes after the October cutoff date. If a student in the toddler class has a two year birthday before the end of the school year, that student may begin paying the two year old tuition on their second birthday.

All students in the three year old classroom must be potty trained.

Contract Release Policy: CA has financial and contractual obligations to faculty, staff, and others. Therefore, it is necessary for families to make a firm commitment.

1. Tuition is non-refundable and must be paid by all who **register** for the school year.
2. In the months of May, June or July your written notification to the CA Business Office prior to the month end will release you from the following month's tuition and further financial obligation, beginning with the July payment.
3. **A student attending any part of the month is financially obligated for the entire month.**
4. Under no circumstances shall any application and supply fees or registration fees be refunded.
5. No previously paid tuition shall be refunded for a student who either is dismissed or withdraws from school for disciplinary or academic reasons.
6. Each student's place on the enrollment roster stands independently. Tuition cannot be transferred from one student to another.

School Supplies and Books:

Learning Center and Elementary: Most school supplies are provided for students. All program and curriculum fees are included in the fee schedule. Parents are responsible for purchasing uniforms and spirit t-shirts. (see uniform policy).

A supply fee is charged in infant rooms as teachers provide materials that enhance their motor skills and brain development.

Lost or Damaged Textbooks: Any lost, damaged or stolen textbook must be purchased by the parent. CA will purchase the initial set for the students from the supply fee. Children are required to have all textbooks in order to participate in class. If the replacement books are not purchased, the amount of the books will be added to the account for that student or if necessary the student will be withdrawn from the Academy.

CAMP STONE- SUMMER DAYCAMP PROGRAM

Cornerstone provides parents with the opportunity to leave their child enrolled the entire year. Established in 2004, Camp Stone is a safe, fun, Christian environment open to the community. Children in the Camp Stone program attend field trips and other learning experiences off campus. Students also participate in weekly Chapel services, arts n' crafts, cooking demonstrations, jewelry making, scrap booking and much more.

DRESS CODE

1. Camp t shirts **MUST BE WORN** on field trip days. By law, all children must have identifying material on them that shares the location and information of their child care center. All of this information is on your child's t shirt and therefore must be worn.

2. Girls may not wear any halter tops, tube tops or clothing that reveals their stomachs.
3. No sagging or baggy shorts will be allowed.
4. Sneakers are required for outdoor play and are encouraged to be worn daily.

PERSONAL BELONGINGS

1. Children must bring a water bottle daily
2. All children are encouraged to bring a Bible daily.
3. Children may bring mats, pillows and blankets for napping. All items must go home on Fridays. If items are not claimed three weeks after the last day of camp. They will become property of Cornerstone Academy.
4. Children are not permitted to bring any electronic devices. Camp Stone is not responsible for any lost or stolen or damaged items.
5. Cell phone use is permitted at Camp Stone, however students will not be able to answer during lesson times.

Please Sign and
Return Dietary
Restriction Form if
Needed. Your child
will not be admitted
to school without it.

**CORNERSTONE ACADEMY
DIETARY RESTRICION FORM
(MUST BE SIGNED BY A PHYSICIAN BEFORE ADMITTANCE TO
CORNERSTONE ACADEMY WILL BE ACCEPTED FOR CHILDREN WITH
SPECIAL DIETARY NEEDS ONLY)**

Child's Name: _____

Age: _____

Restriction Dates/ Duration: _____

Restricted food items/and or special dietary needs: _____

____ I am requesting that as a personal preference, my child must follow a special diet. My signature and the physician's signature below indicate this is not a medical need, but a personal preference of mine. I understand that Cornerstone Academy will not provide an alternate meal or substitutions for foods on their menu that my child cannot eat. I also understand that my child will not be admitted to class until this notice is received by the administrative staff.

____ The afore mentioned child is required to follow special dietary needs from a medical physician or dietician. I understand that Cornerstone Academy will not provide an alternate meal or substitutions for foods on their menu that my child cannot eat. I also understand that my child will not be admitted to class until this notice is received by the administrative staff.

Parent's name: _____

Parent's signature: _____

Date: _____

Physician's name: _____

Physician's signature: _____

Date: _____

to students at the school. Cornerstone Academy does not discriminate on the basis of race, color, nationality, and/or ethnic origin in the administration of its policies and/or programs.

MAJOR CHANGES TO STUDENT HANDBOOK—PLEASE INITIAL YOU HAVE READ AND UNDERSTAND AND WILL ABIDE BY THESE POLICIES

Attendance Policy

Total days of instruction= 177

Answer: Texas school districts are required to provide at least 180 days of instruction ([Section 25.081](#), Texas Education Code). However, some districts have a waiver from the Commissioner of Education allowing them to substitute a few of those days for teacher professional development days.

To receive credit for a class, a student is required to attend school for at least 90 percent of the days the class is offered ([Section 25.092](#), Texas Education Code).

Cornerstone Academy is a private institution yet abides by the public district of Arlington in some cases. Students must attend at least 159 days of instruction in order to promote to the next grade level at Cornerstone Academy. However, excessive tardies can negatively affect grades, therefore students are encouraged to attend when possible.

School hours are 8:30-3:30pm Monday-Friday. Students clocking in after 8:35am are considered tardy. Three tardies equals one absence. Students arriving after 10am will be considered absent for the day. Please refer to your student handbook for more details.

This attendance policy is strictly enforced for all elementary students, however Learning Center students are encouraged to arrive by 8:30am as their class begins at that time as well.

(INITIAL)

Delinquent Accounts, Late Fees and Insufficient Funds: A charge of \$25.00 will be assessed for late payment and/or insufficient funds. An account is considered late if payment is not made within 72 hours of the due date. If an account is not paid in full by the end of the month, the student will be withdrawn from school until all fees are collected. Final records and report cards cannot be released until all accounts are paid in full. If a family is experiencing financial difficulty which may prevent the timely payment of tuition, it is the parent's responsibility to schedule an appointment with the administrator. Re-enrollment for the following school year will not be accepted unless the student account is current.

(INITIAL)