



STUDENT HANDBOOK

(Revised and updated September 2022)

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Dear Parents,

It is a pleasure to welcome you to Cornerstone Academy. I look forward to a good school year as we partner together for the common goal of educating your student. The purpose of this handbook is to provide some answers to questions that you may have about the policies and procedures of our school. I have also included in this handbook some rules/guidelines and policies and procedures we feel are necessary to have a safe and well-maintained school. Each teacher will have some rules that are pertinent to his or her class, but all rules will harmonize with our school objectives and Christ-centered educational environment. You may contact us in the school office between the hours of 8:00 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M. if you have additional questions.

You will notice that at Cornerstone Academy, things feel a little different. The staff and myself are fully committed to developing the whole child. We are very interested in getting to know our families and will make sure we always give our best.

In Christ,
Carla D. Smith
Director

DECLARATION OF VALUES

SCRIPTURE

“And Jesus grew in wisdom and stature, and in favor with God and men.” Luke 2:52

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 door frames 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 limitations.

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. *Psalms 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*

CENTER STRUCTURE

FACULTY AND STAFF

The school is staffed by well-qualified Christian teachers and administrators. 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. Cornerstone Academy has recently been ranked in the Texas Rising Star child care program and will receive more training opportunities through this program. We are also a part of the Texas School Ready program which is a highly sought-after teacher preparedness program.

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

ADMISSIONS

Acceptance Into Cornerstone Academy:

Before admittance is granted, the following must be completed:

- Entire application completed and turned in.
- Child Assessment test scheduled and taken, if required. Students entering after October 1st must be tested to enter the class of their age. Because Cornerstone Academy has a year round program, a newly turned four year old, for example will not enter the kindergarten bridge class at the turn of their birthday. If a parent wishes for that child to be placed in a class that does not meet the age requirement, that student must be able to pass the assessment congruent with the current six weeks.
- Director's conference either in person or over the phone
- Smart Care registration with credit card on file and set to auto pay.
- Registration fees & current month's tuition paid
- Tour Checklist completed with an understanding of calendar, and fee policy

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

Kindergarten bridge students will be given periodic assessments as record of their academic and conduct performance. Written communication of the student's achievements will be reported to the parents on a continual basis. Progress reports will be given for all students needing improvement on the measurements being taught, if the teacher deems more parent involvement is needed. Grades will not be given to students in the two and three year old program (Jr. Pre-Kindergarten). However, an assessment will be given to all students in September, January and May.

If the parent is behind in tuition payments, the final report card/assessment 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.

ACADEMIC GRADING SCALE M=Mastered S=Satisfactory E=Emerging	CONDUCT GRADING SCALE E = Excellent G = Good S = Satisfactory
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N=Needs Improvement U=Unsatisfactory I=Incomplete	N = Needs Improvement U = Unsatisfactory
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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 or receive a copy of, but not remove, their student's cumulative records during regular school hours. Parents must allow 72 hours to receive copies or gather the information. Requests must be made in writing and a reason must be given. Requests must be submitted to a person on the administrative staff.

Other persons may be permitted to review the records with the written consent of the parents. 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. 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. In most cases, non-custodial parents still have access to student records. A copy of the child custody arrangement must be given to staff if a parent not listed on records wants access. A student's school records are private and are protected from unauthorized inspection or use.

RETENTION AND PROMOTION

Retention: Preschool is not mandated by the state to attend, a child being retained at CA will not impact them starting public school. If a student is retained, it is more than likely in the best interest of the child and the children in the higher classroom that are moving at a faster pace. Students will also be retained if they are not potty trained upon entering the Kindergarten Bridge classroom.

Promotion: Determined by the teacher and director on the basis of a child's maturity and academic ability. Grades for Health, Fine Arts, and Physical Education shall not be used to determine promotion or retention.

BIBLE CLASSES and C.H.A.P.E.L. Services

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

Every Wednesday, students have CHAPEL service which stands for Children Having a Praise Experience with the Lord. During CHAPEL, children learn scriptures, songs and character lessons.

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. Cornerstone Academy accepts children from all faiths, however, no other religious practices will be allowed or taught on campus. If a student chooses not to pray to Jesus, they will not be forced to do so.

HOMEWORK

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.

STUDENTS WITH LEARNING DISABILITIES

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.

WITHDRAWAL AND PROBATION POLICIES

General Guidelines: CA enforces three types of probation – New Student Probation, Fully Potty Trained Probation, and Disciplinary Probation.

FULLY POTTY TRAINED PROBATION

- All students 3 years old and older are required to be **fully potty trained** to be admitted to CA.
- **Fully potty trained means** that the child knows when he or she has to use the bathroom, can clearly communicate by *telling* the teacher they need to go potty *before* they have to go, and **does not** need *any* assistance in the bathroom.
- If a student is discovered to not be fully potty trained by having *four (4) accidents* in the first month of enrollment, excluding at nap time, this may be terms for dismissal. This will be handled on a case by case basis and the director ultimately decides dismissal.
- If a two year old student currently enrolled turns three and is not potty trained by promotion time in June, they will remain in the two year old class through out the summer months and will not be allowed to re-enroll in the fall if they are still not potty trained by September.
- Students in pull ups may **ONLY** wear pull ups with Velcro fasteners on the sides to allow the teacher to assist them better.
- All diapers and pull-ups must have Velcro on the sides.

A fully potty trained child is a child who can do the following:

1. Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry hands.
6. Be able to go directly back to the room without directions.
7. Be able to postpone going (hold it in) if they must wait for someone who is in the bathroom or if we are outside and away from the center.

DISCIPLINARY PROBATION

Students will be placed on disciplinary probation due to acts of intentional aggression against other students or staff. Acts of intentional aggression include, but are not limited to: spitting, hitting, slapping, punching, kicking, choking, biting, scratching, using an object as a weapon (to hit, stab, etc).

Disciplinary issues may result in:

1. Administrators and/or teachers and parents of the student meeting in conference to discuss student’s behavior.

2. Disciplinary probation under terms determined by the administrator and agreed to by teachers and parents. Written form of the agreement will be placed in the student's file. Inability to adhere to the terms may result in the student's dismissal.
3. Parents may be required to watch training videos and read handouts on certain behaviors. If parents are asked to complete training hours, those hours must be completed within 7 days or student may be withdrawn.
4. Egregious acts of aggression and/or three (3) write-ups of intentional aggression will result in immediate dismissal.

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 and handbook, 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. Other reasons for dismissal are listed throughout the handbook.

WITHDRAWAL FROM SCHOOL

Parents must notify the administrative staff in writing by the 15th day of the month, if they plan to withdraw their student. This allows staff to stop the auto draft, collect fees and gather grades and attendance for the student. All fees and tuition are non-refundable.

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, if required.
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. Annual registration fees must be paid to reserve the space as well

CLASS PLACEMENT POLICY

It is the express responsibility of the Administrator to assign students to class/teacher rosters for all 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.

*Students wishing to enter a class they are not eligible for, must pass the assessment

BUSINESS HOURS OF OPERATION

SCHOOL HOURS: 8:15am-3:30pm Monday-Friday.

Students entering after 9am without a doctor's note will have late fee applied.

HOURS OF OPERATION: 7:00AM-6:00PM. **BUSINESS OFFICE HOURS:** 8:00am-12:00pm & 1:00pm-5:00pm Monday -Friday. All business matters must be handled at this time.

Our contact information as follows:

Business Phone : 817.375.2235

School Phone : 682.291.0907

and Text : 682.291.0907 to reach director directly

For non-emergent situations, please reach us academy@cbarlington.org. Often times it is best to address questions about uniforms, payment, policies, etc via email so that staff is always available for the teachers in the classroom.

Checks and cash are not accepted. Due to Covid, all payments must be made electronically over the phone by calling 682.251.1366. On exception, you may pay in the office.

PROCEDURES FOR PARENTAL NOTIFICATION and POLICY CHANGES

SmartCare is the app in which notifications and emails will be generated for all parents. It is the parents responsibility to download the app and make sure notifications are on to receive messages. Changes will also be updated on our website www.cornerstoneacademytx.org

Any changes to policies will be in writing and delivered by one of the aforementioned methods. Parent signatures **ARE NOT** required for policies to be effective. This includes but is not limited to, the yearly student handbook, changes in fees or tuition etc...Cornerstone Academy will distribute the information and it becomes effective immediately with or without a signature.

INCLEMENT WEATHER CLOSINGS

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 notify parents via SmartCare as soon as a decision has been made. Teachers may also begin a calling tree and will notify parents as well. But as a rule of thumb, if AISD is closed, we will be also. This includes early dismissals and late arrivals. There are circumstances where we will not follow AISD, especially in the spring during tornado season. Many storms come after public school is dismissed

so they would not release information. If a storm is coming, parents are encouraged to come get their kids immediately so that staff can get home safely.

BUILDING ACCESS

DUE TO COVID-19, BUILDING ACCESS IS LIMITED TO STAFF ONLY DURING OPERATING HOURS.

Parents and visitors may schedule an appointment before and after school to meet with staff or via an internet call. Mandatory visitors also have access to the building.

PROCEDURES FOR THE RELEASE OF CHILDREN

The staff at Cornerstone Academy realizes 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 and Child Care Minimum Standards, CA will adhere to the following as it pertains to picking up children from the academy.

Your policies must include a reasonable means to record the identity of the individual, such as a copy of a valid photo identification, an instant photograph of the individual, or recording the driver's license number and car tag numbers. You must retain this information in the child's records for at least three months.

1. Parents must list themselves and anyone else eligible to pick up their child on the release form. This form includes spaces for valid photo identification numbers, license plate numbers and drivers license numbers.
2. One or all of these must be submitted to Cornerstone Academy in writing before a student is released. NO PHONE CALLS WILL SUFFICE OR REPLACE THIS INFORMATION. Meaning, if you are in a bind and cannot get to your child, go online to www.cornerstoneacademytx.org and fill out the information needed for someone else to pick up your child. Once you have completed it, take a picture and email it to academy@cbcarlington.org NO EXCEPTIONS WILL BE MADE. If you cannot print the form, you may edit the text in the right fields on your phone and submit it that way. You will still need to sign the page with the writing feature on your phone. It must be a signature, not text font.
3. The updated form will have a statement releasing Cornerstone Academy of all liabilities once the student has been clocked out either by a parent, guardian or staff. Once the child is clocked out, Cornerstone Academy is not liable for any accidents or incidents that may occur.

4. If children are under a custody agreement, CA can at no time supersede the court orders. If a parent is listed on the birth certificate and provides proof they are the parent, CA must release them, if law enforcement is involved. In order to avoid this, please submit custody arrangements at the time of enrollment. If a custodial parent does not include the non custodial parent on the release form and the non custodial parent comes to pick up, CA will call law enforcement to sort the issue and will not be responsible for the outcome.
5. Admin staff will take a copy of the valid photo id and/or car the child is leaving in, if the person coming to get the child has no identification on file. In addition to staff taking pictures of identification, they will also take a picture of the person. The person picking up will then need to sign the student out with a signature on the form in the office or sign their name on the picture in the phone. Staff will assist in doing this.
6. Parents will make sure students are clocked out. **Failure to clock a child out will result in fines of \$20 per day after the third missed clock out that month and will be added to each missed sign out every time after that for the rest of that month.** This will start over each month.

DROP OFF PROCEDURES

Parents are responsible for clocking their student in and out each day. **If a parent fails to clock their child in, they will be fined \$20 per day after the third missed clock in that month and everyday after that for the remainder of that month.** The three strikes will renew at the beginning of each month. Parents wishing to drop off past 9am will incur a fine at \$20 plus \$1/minute unless prior approval from an administrator has been given.

If the clock in system is not working, parents must scan the barcode taped on the door.

If someone who does not regularly drop off the child is dropping off or picking up that day, a one time code must be issued from the parent account.

- Go to the parent Smart Care app on your phone
- Press the sign in/out icon
- Press the three dots in the right top corner to reveal the menu
- Press “send a code” and text or email the person dropping off or picking up the code. This will allow them to check your student in and out.
- Parents will still be penalized and fined if these steps aren’t followed

ATTENDANCE

Every child at CA must be signed in and out daily. This will be done using the SmartCare System. Located near the south door where students will enter and exit, is a tablet. Everyone on the pick up list needs to download the SmartCare app and use it to sign in and out. Parents must sign in and out for accurate attendance tracking. Failing to clock in and out each day adds room for error in attendance tracking and also adds fees onto accounts, that staff then must take off. To avoid this, parents will now be fined for failure to clock in and out.

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 for students wishing to enter public school first grade.

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 school director. Parents may appeal any decision made by the director. 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.

STUDENT HOLIDAYS AND IMPORTANT DATES

2022 – 2023

08-15-22	First Day of School
09-05-22	Labor Day Holiday
Nov 21-25	Thanksgiving Holiday
Dec 16	Noon Dismissal
Dec 19 – Jan 02	Christmas Break
Jan 03	First Day Spring Semester
Jan 16	MLK Jr. Holiday
Feb 20	President's Day Holiday
March 13-17	Spring Break
April 7	Good Friday Holiday
May 29	Memorial Day Holiday
May 30	Teacher In-service
May 31	First Day of Summer Care
June 19	Juneteenth Holiday
July 04	Independence Day Holiday

HEALTH AND SAFETY

MEDICAL EMERGENCIES

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.
- Waivers will not be accepted and immunization records are required before the first day of attendance.
- Children must have a doctor's note to return to school anytime after they see a physician.
- School/ Doctor's notes must be presented via email or before entry at the discretion of the staff. Staff may deny entry at any time if a note is requested and not presented.
- If a child is sent home with diarrhea or fever, they may not return for 24 hours until they are symptom free.
- If a parent is contacted to pick a child up early from school, the parent must arrive within one hour or send a designated pick up person within one hour to avoid late fees. The late fee policy will be enforced after one hour.

These rules are for the protection of all CA students.

INFANT SAFETY and BREASTFEEDING

Safe sleep practices for infants 12 months old or younger, will be consistent with the rules that relate to (Basic Requirements for infants) sleep requirements and restrictions, including sleep positioning, and crib requirements and restrictions, including mattresses, bedding, blankets, toys, and restrictive devices. This is based on criteria listed in the Minimum Standards.

A safe space will be made available for nursing mothers. We encourage all mothers to comfortably breastfeed their child while on campus.

Screen Time Policies

Children do not watch a screen during meal times. Children over the age of 2 may have up to 2 hours of screen time daily. This includes short films in conjunction with their curriculum as well as entertainment.

Snack and Meals

All staff are educated on food allergies and they take precautions to ensure children are protected. Liquids and food hotter 110 degrees are kept out of children's reach. We serve food that is commercially prepared or prepared in a kitchen that is inspected by local officials. When meals are served, we ensure that milk, fresh fruit and vegetables are available for children who bring lunches from home. Healthy snacks (as listed by the Texas Department of Agriculture) are available for school-aged children as they arrive from school. **We do not substitute food for allergies or dislikes.** If a child prefers milk other than cow's milk, the parent must provide it. Please provide a carton or jug with the child's name on it and the staff will notify the parent when more is needed. **Students with food allergies must have a doctor's note and an allergy plan on file.**

MEDICATION

Only designated employees can administer medication to students.

A student who must take medicine during the school day must have a signed medication request form on file with all information listed. This must be turned in by the students' parent and or guardian. The medicine must be in its original, properly labeled container.

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 placed 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. This form is available in the school office.

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 and kindergarten 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 or the director will conduct them as she is licensed to do so. It is the responsibility of the parent to have all screening information to the school no later than March 1, 2023.

EXEMPTIONS FROM PHYSICAL EDUCATION/Indoor Play/Outdoor Play

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. Allergies or aversions to the weather are not permissible reasons to avoid outdoor play.

CONTAGIOUS OR INFECTIOUS DISEASE (SEE COVID-19 POLICIES)

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.
- COVID-May return after a minimum 5 day quarantine and doctor's note. All symptoms must be subsided except slight cough.
- 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
- RSV- may attend school with a doctor's note and after an 8 day quarantine period
- 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 - May return after a minimum 3 day quarantine and doctor's note is a must.
- MENINGITIS - have doctor's permit to re-enter school
- HAND FOOT AND MOUTH DISEASE – May return after a minimum 3 days quarantine and closed blisters. Doctor's note must be produced

** 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. We will be very strict about this and will check their temperature upon arrival the day of their return and periodically throughout the day.*

****Immunizations for children must adhere to the Texas Department of State Health Services or Local Health Authority, including screening and testing for tuberculosis and the requirements for hearing and vision screening set by the State of Texas. Waivers will not be accepted to exclude anyone from vaccinations.***

Immunizations:

DTaP (Diphtheria, Tetanus, Pertussis)

IPV (Inactivated Poliovirus)

PVC (Pneumococcal)

Hepatitis B

Varicella

MMR (Measles, Mumps, Rubella)

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.

All uniform shirts must have the Academy logo unless worn underneath sweater vests and jumpers. All colors are permissible as long as the shirt is one solid color. **All children will be charged a \$65 uniform fee to include 5 brand new shirts with the logo on it.** Additional shirts can be purchased for \$10 or you can purchase shirts and we can place the logo on for \$5/item.

Male students:

Mon., Tues. & Thurs - Uniform: Navy, or Khaki pants or shorts

Wednesday C.H.A.P.E.L. service Uniform: White collared shirts and navy bottoms.

Friday Uniform: Any Cornerstone Academy or Cornerstone Baptist Church t-shirt with jeans. Sandals are only permitted on Fridays but are still highly discouraged.

Female students:

Mon., Tues. & Thurs. - Uniform: Navy or khaki jumpers, skorts, skirts, uniform navy or khaki pants, or below the knee length Bermuda short coupled with a collared shirt. Tights (panty hose) must be navy blue or white only. Leggings will not suffice for uniform pants.

Wednesday C.H.A.P.E.L. service Uniform: White collared shirts and navy bottoms.

Friday Uniform: Any Cornerstone Academy or Cornerstone Baptist Church t-shirt with jeans. Shoes of all kinds may be worn on Fridays.

*Female students are advised to wear shorts underneath skirts and jumpers. Slip on shoes are acceptable, however sneakers are needed for physical education and outdoor play.

EVERY STUDENT SHOULD BRING AN EXTRA SET OF CLOTHES (SHIRT, BOTTOMS, UNDERWEAR & SOCKS) TO SCHOOL DAILY. ACCIDENTS HAPPEN AT ALL AGES. IF THE ACADEMY SUPPLIES A STUDENT WITH TEMPORARY CLOTHING, IT MUST BE RETURNED CLEAN THE NEXT DAY IN ORDER TO AVOID A FEE.

ACCESSORIES: 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.

General Requirements for ALL STUDENTS:

1. All skirts must not be more than six (6) inches above the knee (when kneeling on the floor).
2. No tight-fitting clothing is permitted.
3. Open toe sandals may not be worn with the uniform except on Fridays.
4. **SHOES**-May be *any color* dress shoes, boots or sneakers. Students may not wear any shoes with characters, wheels or lights. Designs are permitted but should not be distracting. If you have a question about shoes you are considering, ask the administration.
5. If a student cannot tie their shoelaces, it is highly recommended they wear slip on or Velcro shoes. Teachers are not required to tie shoes throughout the day. Please make sure all laces are tied in a double knot before the student arrives to school. If a student cannot tie their shoes, uniform violations will be issued.

PROCEDURES FOR VIOLATING UNIFORM POLICY (VIOLATIONS WILL NOT BE ISSUED FOR THE FIRST MONTH OF SCHOOL)

A \$5 fee will be charged per each violation after the third warning has been issued. Fees will be added to the SmartCare account and must be paid in full by the end of the month to avoid dismissal. Uniform requirements must be met once the child has been enrolled 15 days.

GUIDELINES FOR HAIR FOR ALL STUDENTS

1. No extreme haircuts or hair colors are permissible
2. Hair must be neat, clean and well-groomed, and kept in moderation.
3. Hair beads are not allowed and must be removed before a student attends class.

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 into 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. Family friendly costumes are worn for our fall party.
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 flip flops or shower shoes are allowed at any time.
8. Students may not wear any character shoes or shoes with wheels/and or lights.
9. Tattoos or body writings, including temporary ones, are not permitted and must be covered.
10. Body piercing is prohibited, with the exception of girls' earrings (maximum 2 per ear).
11. Earrings may only be worn in the ear lobe. Exceptions for migraines are permissible.

GENERAL POLICIES AND INFORMATION

FIRE, TORNADO AND LOCK DOWN DRILLS

Fire, tornado and lock down 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 POLICY / PERMISSION SLIPS

Students must be at least 5 years old to go on field trips. A permission slip is required for each individual field trip. These permission forms will be sent home with advanced notification of the trip or will be posted online for parents to turn in. Students who fail to return the signed permission form will NOT be permitted to travel on the field trip. Likewise, students who do not behave in school will not be allowed to go on field trips and represent the Academy on Field Trips. They will remain on campus with another teacher and parents will be notified before the field trip takes place. Each individual teacher will note behaviors that warrant not being allowed to go on field trips and Administration has the final say so about students who can and will not attend field trips. However, 6 written notations about misbehavior before an upcoming field trip will keep a student from being allowed to go. We encourage parents to attend as needed.

TRANSPORTATION POLICY

All members of administration have transportation training and are covered by Cornerstone Church's insurance policy. In the case that the Academy has not chartered a bus for field trips, the administration will then drive Cornerstone Church Vehicles (passenger vans) as needed to transport children on field trips. Roll and a head count are taken by all teachers and administration present on field trips, before leaving school grounds, arriving at the field trip location, leaving the field trip location, and upon arriving back at the Academy.

- Two supervisors with each group at all times. One in the front and one in the back
- All children walk with hands behind their backs and "bubbles in their mouths" while in transition.
- Count children in your group every 30 minutes with a physical touch to the head, compared to your roll sheet.
- Load children in van or bus by touching each one physically. Check the vehicle for children before entering the building at both locations.

*Teachers do not transport or drive the students at all. Only Administration does.

WATER POLICY

At Cornerstone Academy students will engage in water play on some occasions.

All normal safety precautions concerning water, such as no running or intentionally placing water outside of designated water areas, will be taken by staff. Students must have permission from their parent/guardian before they can participate. The permission form is located inside the application welcome packet. Also by signing said permission form, giving your son/daughter permission to participate in all water play activities, on and away from campus (5415 Matlock Rd. Arlington, TX 76018) you agree to waive all liability against Cornerstone Academy and its employees, volunteers, or others assigned for harm to your son/daughter resulting from the risks inherent in these activities.

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. Gameboy-type portable devices are not to be used. At no time are students allowed to create a network and involve other Gameboy users in a game while on campus. Students are not allowed to use personal music devices (iPod, MP3 players, CD players, Cell Phones, etc.)

PARENT/GUEST VISITATION

(DUE TO COVID-19, VISITORS ARE NOT ALLOWED UNLESS AUTHORIZED BY ADMINISTRATION)

Tours for potential parents will not be given during transitional periods or other certain hours during the day for safety reasons. Tours will be given from 9-11:30am and after 6pm by appointment only. Enrolled students have the right to their teachers undivided attention during lunch and pick up times. Therefore, tours will not be given. Inquiring parents may meet with administrative staff if it is not a designated tour time.

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.cornerstoneacademytx.org for more information and periodic changes. Special offers and discounts are sometimes posted online and not in the school building. Parents should check the

wall and bulletin boards throughout the hallways 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. Mass/Batch emails may also be sent to email addresses on file. Please continually verify and update your email address with the business office.

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. 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. 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

(DUE TO COVID-19 CONFERENCES WILL BE HELD VIA ZOOM)

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 scheduling one 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. Mandatory conferences for all enrolled parents must be completed by November 20th each year or within 45 days of enrollment. Conferences will be scheduled in 20 minute increments. Signature from the parent is required at the conferences or a signature refusing to meet with the teacher will be needed for parents who cannot make an appointment. The purpose of the conferences is to ensure that open communication is held between the teacher and the parent in regards to the students' academic needs.

GIFTS TO TEACHERS

It is very meaningful for teachers and other staff members to be remembered by students and their families at Christmas, birthdays, 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. 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 & BOOKS

As a partnership, parents are asked throughout the year to purchase and donate needed school supplies. The school will provide a list of needed items and will periodically send the list to parents. It is not mandatory to give, but it sure helps. An Amazon wish list will also be established so parents can purchase from their when they choose.

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

PARENT INVOLVEMENT and FUNDRAISING

Cornerstone Academy strives to maintain a close relationship with its parents, teachers/staff and students. CA also encourages its parents to volunteer when available. Some of the areas parents may volunteer are decorating bulletin boards, organizing the library, calling potential parents, answering phones, giving tours, serving lunch duty, watching students once a month with a teacher/aide, Fun Friday Sales, etc. Parents who wish to volunteer more than once a month must have a background check completed. The fee for this process will be the responsibility of the parent.

Fundraisers are needed to help maintain the annual budget of the school. Parents are expected to participate in raising funds when feasible.

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.

BULLYING POLICY

Bullying is not tolerated at CA and is defined as the following: *targeting another student repeatedly and consistently with the hostile intention of verbal, physical or psychological harm based on a real or perceived imbalance of power*. Conflict (disagreement, clash of wills) and periodic intentional aggression (occasional harmful actions) are NOT considered bullying and will not be treated as such. **Bullying must involve** targeted intentional hostility, actions repeated over a period of time, and a real or perceived power imbalance. Immediate disciplinary action will be taken and the parent will be notified.

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. Parents may be required to watch training videos and read handouts on certain behaviors. If parents are asked to complete training hours, those hours must be completed within 7 days or student may be withdrawn. Any student 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. Any student receiving 3 Intentional Acts of Aggression write-ups will be expelled from Cornerstone Academy.

**Intentional Acts of Aggression form located on page 42*

FOOD ON CAMPUS

Cornerstone Academy only provides lunch. Breakfast and snacks may be purchased for \$100/month. Students wanting breakfast must arrive by 8am. A menu is available for review and is posted in most classrooms and the FYI board located near the entrance of the building. 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.

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. If these appliances are needed, please make sure this arrangement has been approved by administration and notify the teacher.

If your child is allergic to any foods, please make sure an allergy plan is signed by the doctor with details on staff instructions for emergency intervention. Students with allergies will not be served food from campus lunch. Parents must provide an entire meal replacement for that meal as cross contamination may occur.

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.

- At no time are employees to touch a child in a harmful or sexual way. They are to only give positive touches to the head and hands. They should refrain from hugs when possible and never sit child in their lap.
- Students needing help with clothing must go to a counselor of the same gender and or be in the presence of other children or staff.
- Do not apply sunblock to a child, unless it is on their face.
- Horseplay can lead to injuries. It's best to keep hands to oneself.
- They keep up with all required annual trainings and must be aware of the warning signs that a child may be a victim or at risk for abuse.

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 website at www.tdprs.state.tx.us or by calling the State Child Care Information Line at 800.862.5252

****Parents if you suspect child abuse in your own home or outside of school you should contact the State of Texas at the toll-free number listed above and seek immediate help.***

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 requests 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 who will make a decision.

CAMP STONE- SUMMER DAY CAMP 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 participate in, arts n' crafts, cooking demonstrations, bible study, swimming, field trips, academic enrichment classes (reading, math, language arts, and Spanish).

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. When they go swimming, they are required to wear identification in the pool.
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 can 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.
5. Children are not permitted to bring any electronic devices. Camp Stone is not responsible for any lost or stolen or damaged items.
6. Cell phone use is permitted at Camp Stone, however students will not be able to answer during lesson times.

CORNERSTONE ACADEMY

Cornerstone Academy Fee Policy

Tuition and Fees: All tuition and fees are non-refundable. CA may not prorate tuition or monthly rates. All prices are based on a full month regardless of the number of days attended. If a student is dismissed or withdraws before all tuition and fees are paid in full, records will not be completed which will hinder progress reports, report cards, and all other information from being released. Tuition is collected through Smart Care with the exception of registration and uniform fees as well as the 1st month's tuition. These can be paid in the office. If a parent chooses to avoid Smart Care fees, they may pay tuition in the office for a fee. All fees and current month's tuition are due before admittance is granted. **NO CHECKS ACCEPTED**

Delinquent Accounts, Late Fees, and Insufficient Funds: An account is considered late if payment is not made within 72 hours (day 4) of the due date. If monthly payment is not paid in full by the 4th of the month, the student will be withdrawn from school as of the 5th of the month until all fees are collected. Progress reports, report cards, and final records cannot be released until all accounts are paid in full. Re-enrollment for the following school year will not be accepted unless the student's account is current. Tax statements will only indicate payments made through Smart Care. Because the student is considered withdrawn on the 5th day, a re-enrollment fee of \$100 will be added to the monthly bill and must be paid before the child may return to school.

Learning Center: 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 their second 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 older must be potty-trained. Tuition for Thanksgiving, Christmas and Spring Break are charged at the normal rate. No discounts will be given during these times.

Camp Stone Summer Day Camp: Payment must be made before the child attends. Parents must pay for the entire month in full before the child attends. Registration fee is \$150 per family. Tuition will not be prorated regardless of the number of days attended.

Contract Release Policy: Cornerstone Academy has financial and contractual obligations to faculty, staff, and others. Therefore, it is necessary for families to make a firm commitment. Tuition is non-refundable and must be paid by all who register for the school year. A student attending any part of the month is financially obligated for the entire month. Under no circumstances shall any application, registration, or supply fees be refunded. No previously paid tuition shall be refunded for a student who is either dismissed or withdrawn from the school for disciplinary or academic reasons. A 15 day notice must be given to deactivate accounts.

Late Pickup: A \$20 fee will be charged for all late pickups starting at 9:05am, 4:05pm and 6:05pm per student AND a \$1 per minute fee effective at that time as well.

After School Care Fee: Children needing care from 4-6pm will be charged \$25/ day up to \$150 per month. Parents not enrolled in the after school care program are subjected to the late fees above beginning at 4:05pm.

Transportation Fee: Smart Care accounts may be charged for all students attending field trips. Amounts will vary depending upon the selected location. If a fee is more than \$25, parents will be asked to give consent for the individual trip. Otherwise, all students are presumed to be eligible and accounts will be charged.

Uniform Fee: Students have 15 days upon application acceptance to comply with ALL uniform rules. Fines will be assessed at \$5 per day for any violation after the third offense. 4 polo shirts and one spirit shirt will be provided by CA. Parents are required to pay the **\$65** to cover this expense.

No Checks Allowed: Personal checks may not be submitted for any reason. Agencies paying with a check must submit payment to CA account electronically and pay for all fines assessed with a fail fee.

School Supplies and donations: A fee or supply list is not given, however the Academy has many needs throughout the year. Please ask staff for ways you can donate.

Bedding Fee: All bedding for nap is supplied by CA. Parents are required to rent the bedding from the center for a yearly \$20 non-refundable fee. No bedding may be brought from home to use in place of what is provided. CA will maintain, label, wash (weekly), and store bedding. At the end of the year, or end of a student's time at CA, the bedding will be kept at the center to be used by a new student.

Snack fee : Snack plan fee of \$100 per month

State school provides breakfast and snacks at 10am, 3pm and 5pm

I have received, read, and fully understand the Cornerstone Academy Fee Policy. My signature indicates my acceptance and adherence to the policy in its entirety.

Parent's Signature _____ **Date** _____

Cornerstone Academy Student Handbook

Receipt Form

My signature below indicates that I have received/reviewed a copy of the Cornerstone Academy Student Handbook/and or read it on the Cornerstone Academy website at www.cornerstoneacademytx.org. I understand this handbook outlines Academy procedures and expectations. I have gone over the procedures outlined in the Handbook with my child/student.

As a parent/guardian, I understand that my child and I are responsible for knowing and following the procedures and policies outlined in this Handbook. I also understand the policies are subject to change at any time throughout the school year and my signature is NOT required for those policy changes to be effective.

Student

Grade/Teacher

Student

Grade/Teacher

Student

Grade/Teacher

****Before signing this form, please read the handbook in its entirety as you (parent/guardian) will be held responsible for following all procedures.****

_____(initial)I have read, signed and understand and will abide by the school calendar, attendance policy, tuition and fees policy, dismissal policy, food program policies and the uniform policy.

Signature of Parent/Guardian

Date

Parents/Guardian: Please return form to Cornerstone Academy. If you have not received a Handbook, you may request one from the office or download one online at www.cornerstoneacademytx.org.

Cornerstone Academy admits students of any race, color, nationality, 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.