



Student & Parent Handbook

Effective March 2024

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Statement of Purpose, Doctrine, & Philosophy

Statement of Purpose

The primary purpose of Cornerstone Christian Academy (hereafter CCA) is to provide a Christian education for the young people of the Back Mountain and Wilkes-Barre/Scranton area. Our goal is to provide an opportunity for children/young adults to come to a saving knowledge of Jesus Christ, achieve a higher level of maturity as Christian believers, desire and pursue a deeper commitment to God and His Word, and become more effective fishers of men.

A Christian education is not merely an education plus the Word of God: it is an education from the Word of God. Our goal at CCA is not to teach primarily how to make a living in this world, but rather how God would have us live in this world. The core of all instruction is to be the Holy Bible, final authority of truth on all curriculums. God raised CCA for the main purpose of training and preparing students to succeed in life from a biblical perspective. We understand that God has entrusted to the home the responsibility of raising children in the nurture and admonition of the Lord (Ephesians 6:4). At CCA, we want to come alongside parents who are committed to such a task and to assist and reinforce those biblical principles that are being taught at home. CCA is committed to providing your children with the best education in both core and elective subjects to immerse students in as broad and deep a curriculum as possible. Along with this, we endeavor to train and prepare students to be successful spiritually, relationally, emotionally, socially, and academically. Our desire is that “whatsoever you do, do all to the glory of God” (I Corinthians 10:31).

Our core curricular goal is to provide training in spiritual maturity, character development, and academic excellence. In the area of spiritual maturity, we hope to assist students in creating a personal relationship with Jesus Christ, developing an ever-growing fellowship with God, and growing in biblical, theological, and philosophical depth. In the area of character development, we aim to shape students into young gentlemen and ladies full of kindness, discernment, and love for each other and their fellow man, with knowledge of social courtesy and etiquette. In the area of academic excellence, we strive to develop and deliver a dynamic and comprehensive program in the core and elective subjects so that they will be ready for either their vocation or higher education.

CCA also wants to encourage and direct each student in becoming a loyal citizen dedicated to defending, upholding, and respecting the laws, flag, and country. We hope to instill in the students not only a love for their country but also a love for their God, His Word, His Ways, and

His Principles. The aims and goals of CCA can be directly or indirectly traced to various principles found in the Word of God. The Holy Scriptures, therefore, is the sole authority upon which the school builds its educational programs and practices.

Doctrine & Statement of Faith

CCA is a ministry of Cornerstone Fellowship Ministries (hereafter CFM), an independent, evangelical, Bible-believing ministry based in Dallas, Pennsylvania. Being an integral part of the church ministry, the school is subject to the church doctrinal statement, constitution, and standards of conduct.

CFM is a non-denominational fellowship of believers who seek to follow the Lord Jesus Christ, working together to establish and administer places of worship under the guidance of the Holy Spirit (see Titus 1:5; Psalm 107:3; Acts 2:42, 46, 47; Hebrews 10:25; John 5:24; & Philemon 2:10-11).

It is the purpose of CFM to:

- Conduct the work of evangelizing both home & foreign missions in obedience to the command of our Lord Jesus Christ (see Matthew 28:19-20; Mark 16:15; Luke 24:46-47; & John 20:21).
- Create departments as may be necessary in order to establish places of worship, to spread the Gospel, including but not limited to educational, recreational, community, and social services, as well as to support missionary activity (see Acts 6:1-7).
- License ministers of the Gospel and be their covering (see I Thessalonians 5:12; II Thessalonians 2:15, 3:4; & Hebrews 13:17).

CFM abides by specific tenets of faith that serve as the foundation of its mission and its activities. The human phraseology employed in this statement is neither inspired nor contended, but the truth set forth in it is held to be essential to this ministry. No claim is made that it contains all the truth of the Bible, only that it covers the orthodox and fundamental matters that concern us.

The Scriptures Inspired

The Bible is the inspired Word of God, a revelation from God to men, the infallible rule of faith and conduct, and superior to conscience and reason, but not contrary to reason (see II Timothy 3:15, 17; I Peter 1:23-25; & Hebrews 4:12).

The One True God

The one true God has revealed Himself as the eternally self-existent, self-revealed “I AM,” and has further revealed Himself as embodying the principles of relationship and association, by simultaneously existing as Father, Son, and Holy Spirit (see Deuteronomy 6:4; Mark 12:29; Isaiah 43:10-11; & Matthew 28:19).

The Fall & Redemption of Man

Man was created good and upright, for God said, “Let us make man in our image, and after our likeness.” But man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ, the Son of God (see Genesis 1:26-31; Genesis 3:17; & Romans 5:12-21).

The Salvation of Man

Condition of Salvation

The Grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and through faith in the Lord Jesus Christ. Man is saved by the washing of regeneration and renewal through the Holy Spirit, and being justified by grace, has become heir of God according to the hope of eternal life (see Titus 2:11, 3:5-7; Romans 10:13-15; & Luke 24:47).

Evidences of Salvation

The inward evidence to the believer of his salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of holiness (see I Thessalonians 4:7 & II Timothy 1:9).

Sanctification Process

By the power of the Holy Spirit we strive to obey the command, “Be ye holy, for I am holy.” Sanctification is the will of God for all believers, and should be earnestly pursued by walking in

obedience to God's Word (see Hebrews 12:14; I Peter 1:15-16; I Thessalonians 5:23-24; & I John 2:6).

The Church

The Church is the holy Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer is an integral part of the Church, and their names are written in the Lamb's Book of Life.

Ministry

Divinely called and scripturally ordained ministry has been provided by our Lord for a two-purpose: (1) the evangelizing of the world, and (2) the edification of the Body of Christ (see Mark 16:15, 20; & Ephesians 4:11-13).

The Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the Lord, is imminent and is the blessed hope of the Church (see I Thessalonians 4:16; Romans 6:23; Titus 2:13; & II Corinthians 15:51, 52).

The Millennial Reign of Jesus

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on the earth are scriptural promises and our hope (see II Thessalonians 1:7; Revelation 19:11-16; Romans 11:25; & Revelation 20:1-7).

The Lake of Fire

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the Lamb's Book of Life shall be consigned to everlasting punishment in the lake, which burns with fire and brimstone, which is the second death (See Revelation 19:20, 20:10-15).

The New Heaven & New Earth

We, as promised in Scripture, look for a new heaven and a new earth wherein righteousness dwells (see II Peter 3:13 & Revelation 21:1).

Ordinances

Water Baptism

The ordinance of water baptism (Matthew 28:19) shall be administered by all established places of worship to all those who have repented of their sins and who have believed on the Lord Jesus Christ to the saving of their souls (see Romans 6:3-5 & Colossians 2:12).

The Lord's Supper

The Lord's Supper, consisting of the elements, the bread and fruit of the vine, is the symbol expressing our sharing in a memorial to His suffering and death, and prophecy of His second coming, as is enjoined to all believers "until He comes" (see John 6:48, 51, 55-57; Luke 22:1, 20; II Peter 1:4; & I Corinthians 11:25).

Marriage

The ordinance of marriage is a holy, sacred bond between one man and one woman intended to persevere throughout the lifetime of both partners that is above all other human relationships (Genesis 2:24). Married believers make in one another a more perfect union reflective of the holy mystery of Christ and His love for His Church and functions ideally when both members respect one another in the fashion portrayed through biblical teachings (1 Corinthians 13, Ephesians 5:21-33).

Philosophy of Education

Being a Christian education institution, CCA is dependent upon biblical, Christian philosophy, which provides the foundation, principles, and certain viewpoints for interpreting the facts encountered in the study of various disciplines. CCA cannot be thought of as a correctional institution for students with chronic behavioral issues. Although we certainly empathize with those who have these types of difficulties, the school cannot be considered a refuge for students who are unable to succeed either spiritually, socially, academically, or physically in a public school or other place of learning. Attendance at our academy is a privilege, not a right. The goal of this academy is to train youth, not to reform them.

The school believes in and practices the philosophy that a student learns best in a well-organized and well-disciplined environment. Those in administration, supervisors, teachers, monitors, and others in authority are to be respected, honored, and obeyed at all times. The concept of “doing one’s own thing” is not acceptable or permissible at CCA. Students are expected to abide by and obey the rules, principles, and persons of authority at CCA.

CCA makes no apologies for its purpose, doctrine, or philosophy of Christian education. Much of our secular education is rooted in the humanistic approach to life, with man at the center of all things. At CCA our approach to education and life is founded and centered in the Word of God and that God is to be the center of our lives. This institution of learning desires to please and glorify God in all of its endeavors, regardless of what men may say.

Our ultimate goal is to shape young men and women who hold themselves to high spiritual, moral, academic, and professional standards and will therefore be able to succeed in their future endeavors and life in general. To this end we strive to demonstrate an appropriate balance between discipline and grace, justness and mercy in our delivery of instructional content and the correction of behavior among our student body. We believe that the end result is an education that follows biblical standards for the raising up of the next generation of men and women of Christ, who will be able to act as lights in the darkness of this world.

Statement of Operation & Administration

The Administration

CCA was founded in 2022 by Pastors Shane and Bo Kreller. This educational institution is a ministry that is part of and belongs to the church ministry, Cornerstone Fellowship Ministries. The pastor of the church is ultimately responsible for the school. All employees of CCA, the Administrator, Principal, Supervisors, Teachers, Monitors, and other staff members are in reality employees of the church. The school is viewed by the church as a “missionary” endeavor in the community to those who attend a Bible-believing church and those who do not but who do desire to have a Christian education for their children. CCA seeks to be a collaborative Christian ministry to the community, and covets the support of all believers, churches, and other Christian organizations who wish to support the Christian education of the area’s young men and women.

The School Board

The members of the leadership team of CFM (made up of the pastors, elders, and deacons) are the governing school board, who serve in a supervisory capacity. The organizational board of directors as of this time includes Shane Kreller, Bo Kreller, Patrina Smith, Kellie Jubis, & Sandi Lucas.

The Administrator

One of the pastors of CFM serves as the Administrator of the school and oversees the functioning of the school. He, along with the Board, is responsible for the hiring of staff and establishing school-home relations as well as conducting chapels and special meetings at the school.

The Principal

The Principal may be the Administrator of the school or another qualified individual who supervises the daily routine of CCA. His responsibility also includes screening and admitting students, scheduling school activities, and publishing the school letters.

Supervisors, Teachers, & Monitors

The primary responsibilities of the staff (supervisors, teachers, & monitors) is to inspire the students to excellence in their studies and any extracurricular activities they may be involved in.

The staff will carry out discipline, administer merits and demerits, supervise the academic program, and communicate with the parents.

Volunteers

Individuals who are willing to volunteer to assist in teaching or helping with elective activities at the school must be willing to abide by the school policies, philosophies, rules, and standards of dress and conduct.

Volunteers at CCA shall be placed in a setting at the school based on the need of the school, and in a classroom setting, shall not be placed in the same classroom as their own children.

Experience has shown that having a parent in the same classroom as their child tends to increase accusations of unfairness, can be disruptive to the primary teacher, and is generally not ideal for the volunteer's student, the other students in the classroom, the primary teacher, and the school as a whole.

*** All staff and volunteers must be in agreement with the statement of purpose, doctrine, and philosophy in order to be employed or involved with CCA. If an individual is involved with any activity, lifestyle, or organization that is in direct opposition to the purpose, doctrine, or philosophy of CCA, or the individual espouses views contrary to the statement of purpose, doctrine, or philosophy, they will have to appear before the school board and could face immediate dismissal from CCA. No individual will be employed or allowed to be involved with CCA who knowingly is in disagreement with the statement of purpose, doctrine, and/or philosophy of CCA.

Admissions Policy

Pre-Kindergarten

Children who have reached 3 years of age by August 30th of the current year and who are able to independently use restroom facilities are eligible for PreK. Our PreK is an academic program to prepare children spiritually, emotionally, socially, and academically for Kindergarten.

Kindergarten

Children who have reached 5 years of age by August 30th of the current year are eligible for enrollment, though exceptions can be made based on testing and interviews with parents and the child. A child must be able to recognize their letters in and out of order; numbers from 1 to 20; shapes & colors; and have sufficient motor skills in order to enroll. High selection preference is given to students who have successfully completed a PreK program, with the highest selection priority to those who have completed the PreK LOGOS Soaring Stars[®] program.

Grades 1-5

Children applying for transfer from a public, private, or home school program will be required to take the ACE diagnostic test for placement in our curriculum. The student should have completed his/her previous grade level successfully or currently have passing averages if transferring during the school year. The student must be transferring with a good conduct report and must follow the admissions procedure.

Grades 6-12

A young person applying for transfer during the middle & high school years should have successfully completed all requirements for the grade level he/she is applying to enter. This student must be transferring with a good conduct report and must follow the admissions procedure.

Admissions Procedures

All students transferring into CCA will be placed on a three-month probationary period in order to see if they are able to adapt academically and behaviorally to the school and its curriculum.

The Administration and Staff reserves the right to review the student's progress academically and behaviorally to determine if the student should continue their education at CCA.

The Administration reserves the right to contact previous schools, the pastoral staff of the student's church, and anyone else the Administration believes may be fruitful in determining the student's academic and behavioral performance. If it is found that parents or the student have lied to the school about the student's behavioral problems, the student may face immediate dismissal. A student can be denied enrollment due to their previous behavioral problem. If a student is seeking admission to CCA and we discover that he/she has been dismissed from their school due to behavioral problems, we will not accept that individual at CCA.

Due to the increase of diagnoses of behavioral disorders in so many students, CCA reserves the right to not accept, or to place on probation, any student so diagnosed in order to see if they will be able to satisfactorily adjust to the discipline and learning environment found at CCA. It may very well be that the student has needs that cannot be met by the staff at our school. Where we are able to work with an individual and help them, we want to be able to do so.

It is not the responsibility of the staff of CCA to reform or constantly correct a student who will not conform to the rules and regulations of this learning institution. It is the responsibility of each home to teach, train, and discipline the student in Christian character. CCA is to be an extension of what is already being taught in the home. We realize that some students may not be able to conform due to physical and medical problems. We must consider what is best for the student, staff, and learning environment of the other students at CCA. We are not pre-judging any student and we desire to give every student an equal chance to achieve at our school.

CCA admits students of any sex, racial, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to the students at the school. It does not discriminate on the basis of sex, racial, national, or ethnic origin in the administration of its educational policies, admission policies, athletics, and other school-administered programs. If in the future there will be the opportunity for scholarship, loan, and/or school voucher programs, there will be no discrimination shown to any student on the basis of these opportunities.

Order of Selection

The selection of students shall be in the following order:

1. Returning students.

2. Students who are children of those who call a supporting church of the school their church and place of worship, and who faithfully support CFM or the supporting church by attending and giving of their financial tithes, gifts, and offerings.
3. Students transferring from another Christian school or Christian homeschool program
4. Students transferring from public, non-Christian private, or non-Christian homeschool programs.

Enrollment Procedure

The official enrollment process proceeds as follows:

1. Request an information pack and read all forms and the student handbook. Parents must be in agreement with the rules and standards set forth in the handbook and are willing to have the student(s) comply with them as well. Both student and parent must be in agreement with the Statement of Faith & Doctrine, Philosophy, and Purpose of CCA.
2. Set up an interview with the Administrator and/or Principal to visit the school.
3. Submit a written or digital application for enrollment with the appropriate registration fee (\$50) and deposit (\$400).
4. Submit student transcript and health record. A thirty (30) day grace period is allowed for out-of-area students. CCA reserves the right to withdraw a student from the school program if a misrepresentation of the child's status or ability is evidenced.

Re-Enrollment

Re-enrollment will be announced in early spring and an *Application of Re-Enrollment Form* should be submitted promptly to guarantee acceptance before general registration opens. Re-enrollment will not be automatic but each application will be reviewed and approved or rejected. A student may be accepted for the following year on the condition of having a probationary period due to discipline or attendance problems from the previous year. This will be discussed with the student and parent(s) prior to acceptance of re-enrollment.

Withdrawal Policies

If a student must be withdrawn for any reason, it is asked that a seven-day notice be given to the school. CCA will likewise give a seven-day notice to parents if a child is to be withdrawn for any reason other than disciplinary action.

CCA bases its yearly budget on the number of students we have at the beginning of the school year. Parents who pay their tuition in full before the school year begins and then withdraw or are asked to withdraw their child during the school year will not be refunded for any tuition paid for the remaining months of the school year. Parents paying tuition monthly will be required to pay the next month's tuition regardless of when the student is removed from the school. Deposits for enrollment are non-refundable, as each student's enrollment is taken into account for the next year's staffing and other budgetary factors.

Rules & Procedures

Academic Policies

CCA uses the curriculum published by Accelerated Christian Education (ACE) for academic studies for 2-12th grade, Bob Jones for K-1st, and LOGOS Education for numerous traditionally taught courses in 7-12th grade. ACE is an individualized mastery program of study whereby students must master the concepts of study within their booklets or PACEs. This program of study is based on biblical principles, which are integrated into all subjects.

As CCA uses the ACE curriculum, which is a mastery program, 80% is the passing grade for all PACEs. Since letter grades differ from school to school, CCA uses numerical grades for clarification purposes.

CCA may begin administering a standardized achievement test at any time. This would allow CCA to follow a student's progress by comparing their scores with national norms and assists in identifying any specific weaknesses a student may be experiencing.

Arrival & Dismissal

School begins at 8:30 am and dismisses at 3:00 pm. Doors will open for students at 8:20 and will close at 8:30. Students should arrive no later than 8:30 and no earlier than 8:20 with the exception of staff children or where special permission is obtained by Administration and students should leave school property no later than 3:00. Families whose students are not picked up by 3:00 will incur a fee of \$10 in 15 minute increments after 3:00 that will be collected to compensate staff who must remain to oversee students. Please make your transportation provider aware.

Students are not allowed to leave school with another student or adult without written permission from their parent(s). Verbal consent will be granted at the discretion of the Administration. If a student is not allowed to travel with any particular individuals, CCA must be notified in writing and this request will be kept on file. Please note that if a student disregards the rules of traveling with individuals not authorized by parents/guardians, in violation of these rules, CCA cannot be held liable for any complications, accidents, and difficulties that would unforeseeably occur. Students who drive to school and who receive 5 or more unexcused lates will lose their driving privileges.

Articles Prohibited in School

The following is a list of some items that are not permitted at school. Some items may be allowed at times and must be approved by the Administrator, Principal, or Supervisor:

Radios or TVs; matches; vape or vape materials; books or magazines containing inappropriate content; guns, knives, and other weapons; alcohol, tobacco, or other drugs; water guns; lasers. This is not an exhaustive list, but rather a guideline.

Attendance

Attendance at CCA is a privilege and a responsibility. The school cannot allow haphazard attendance habits to develop in any of its students. Therefore the following rules concerning attendance have been established and must be carefully obeyed by every student and parent.

1. Absence Form(s) are to be sent by the parent(s) with the student upon return to school from absence or with the student that is tardy. The form must be filled out legibly, and include the student's whole name, date(s) of absence or tardiness, specific reason(s) for absence or tardiness, and the parent's signature and the date on which the note was written. Absence Forms are a legal document and become part of the school's permanent record. Absence Forms are available on the school's Facebook page.
2. The only excusable absences are a.) the illness of the student, b.) death in the immediate family, c.) academic and family trips, and d.) any absence approved in advance by Administration. Please note that advance approval can only be granted if the staff member granting the approval knows of the anticipated absence in sufficient time for the student to either make up the work misses or if the student will be taking work with them.
3. Any absence from CCA with or without the knowledge or approval of the parent(s), which does not meet the requirements outlined in (2) above, will be considered an unexcused absence. Truancy will result in disciplinary action.
4. Accumulated absences involving three consecutive days must have a written statement from the attending physician to qualify as an excused absence. Any student who has been absent from school, for any period of time due to sickness and has been seen by a doctor, must provide a note from the physician.

5. Students who arrive after 8:30 will be marked as tardy, and those who leave before 11:30 will be marked as absent. After 4 unexcused tardies or 4 unexcused absences, parents will be notified, and after 5 unexcused tardies or 5 unexcused absences, attendance will be directly reported to the county and the student will be ineligible for sports unless the student is a senior who has completed or is on track to complete graduation requirements early. Student athletes are expected to maintain excellent attendance throughout the season of their sport(s) and beyond. Students are disqualified from participation in any athletic event if they have an unexcused absence or late for that day, and students who have an unexcused absence or late the day after athletic event will be disqualified from playing in the next athletic event. Late or absent students will not be able to participate in a game/practice, and a student who is tardy or misses the day following a game will not be able to participate in the next one unless they bring in a doctor's note excusing the absence or lateness.

Chapel

Chapel is scheduled for every Friday morning from 10:45 to 11:30 am. The chapel service is usually conducted by CFM staff or local guest speakers from Bible-believing churches and youth organizations. There are times when guest speakers are asked to address the students. The messages are intended to promote Christian character and at times present the Gospel to those who are unsaved in our student body.

Daily Goals & Homework

The responsibility for scholastic achievement is placed on the student and parents/guardians. Daily Planners sold by the school will be required for each student and will be provided at no cost to students who enroll by June 30th. Any students who enroll after June 30th will be expected to obtain a planner of their own. Daily goals are set by the student as directed by the Supervisor (usually 4 pages in each subject a day or whatever number of pages will allow the student to complete the PACE in 10 school days) and written in their planners. **EVERY DAY**, whether the student has completed their work or not, the parents/guardians are required to check their child(ren)'s planner and compare it to their PACEs to ensure they are on track accordingly and sign off that they have seen and understand where their child(ren) is at, for students who are in K-10th. For juniors and seniors, planners must be signed off weekly, with a weekly check being done every Monday morning. In this way, parents will be involved with their student(s) and check to see that they have done the required daily work/homework. Resource books may be taken home if signed out by the student.

Disciplinary Action

CCA is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that CCA will reform him/her. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students who begin attending CCA will be on a three-month probation to see if they are capable of adapting to the new type of curriculum and method of education. We realize that coming to a new school with a new curriculum can be difficult. We want to work with and encourage each student to do their best and to help them adapt. At the end of three months, if there is evidence that the student is having difficulty adjusting, there will be a meeting with the parents and student(s) to discuss further continuation at CCA.

Gripping by students or parents toward staff and school will not be tolerated. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. **Give the CCA staff the benefit of the doubt.** 90-95% of the parent-school issues that we've experienced over the years have been the result of a student misinforming their parent(s)/guardian(s) and the parent/guardian becoming upset without verifying the situation with the staff member in question. If you trust CCA enough to send your child, please trust that we have your child's best interest at heart and that any discipline and policy is for their best interest as well.
2. Realize that the school has reasons for all rules and that they are enforced without partiality.
3. Support the Administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be spoken with and if there is no evidence of change then the child will be placed on probation and both parents/guardians will be called for a conference. If the situation does not change within two weeks, the parents will be asked to withdraw the child from CCA.

If a student damages school property either willfully or through negligence, parents will be expected to pay for a replacement or to have the damage repaired at the discretion of the school. This includes but is not limited to the purchase of desks that have been defaced, cubicles that

have been intentionally damaged, damage to the gym ceiling from the intentional kicking of balls/other equipment at it, and so on.

With age comes greater responsibility. We ask that the older students in the school (9-12th Grade) remember that they should set a godly example and Christ-like testimony before the younger students of CCA. They need to remember to set the same example among themselves. It should be noted that discussion of inappropriate activities, music, movies, TV programs, literature, etc. will not be tolerated, at or in school or “off school property activities” (field trips, away athletic games, etc.). Remember you are always influencing someone. We want our students to accept the responsibility to “walk honorably before all men.”

A referral to the office may result in a three-day suspension from after-school activities. A second referral may result in a five-day suspension. A third referral may result in an indefinite suspension from after-school activities and an automatic scheduling of a parent conference with administration.

At CCA we have discipline that is firm, fair, and tempered with love. Our staff maintains standards of behavior in the learning center through kindness, love, and genuine regard for the students. When disciplinary action becomes necessary, it will be carried out, with the parents full knowledge of why, how, and what sort of discipline was administered. CCA does not use corporal correction. This is the parents’ decision. We ask that the students be reminded that the Lord Jesus Christ expects us to be disciplined in all areas of life.

CCA does have a merit/demerit system that is used in disciplining and rewarding students. Merits are based on three levels (Level A, C, & E). The merit system provides the student with the opportunity for privileges within the school. Level of merit is dependent on the student’s PACE average, the number of PACEs completed, behavior and attitude in school, willingness to participate in school or church ministry, etc. Demerits are given to students when they violate the rules of CCA. The number of demerits given are dependent upon the severity of the infraction. For example, a student turned around in their seat talking to another student may receive two demerits (one for being turned around in their seat and one for talking) whereas a student caught cheating receives ten demerits. You will find a list of offenses and the number of resulting demerits in the ADDENDUM.

In some cases, an in-school suspension is given in place of suspension at home. An occasion would be when the school is aware that no parent will be home. The student is placed in a room by themselves to do their academic work. They are not to have contact with other students. They

eat lunch at a separate time and are not allowed to go out for break. They will be allowed bathroom privileges upon request and permission granted from a staff member.

Suspension and expulsion will be used in cases where there has not been a response to previous discipline. These will be for violations that have been committed without doubt, always giving the opportunity for the student to tell their side of the story. Parents will be notified in time to make arrangements for the suspension or expulsion.

The administration and staff of CCA reserve the right to make any changes to the merit/demerit system and procedures of discipline. We reserve the right to administer discipline to each student as we deem necessary. Discipline will be fair and administered according to the student's individual and personal needs.

Dress & Appearance Standards

At CCA, there are certain standards of modest dress and appearance that we require of our students as a Christian school, which can be found below. Our goal with this dress code is to promote a degree of modesty, cleanliness, and dignity among our student body while allowing for personal preference in dress and style. Any students found in violation may receive demerits and/or be asked to change or go home. All students are expected to show up to school having showered daily and following good hygiene practices.

Girls: No low-cut tops or skin-tight clothing are permitted. Dresses and shorts must be knee-length (no kneecaps should be visible while standing). Leggings are allowed but a student's shirt/skirt must go to mid-thigh or lower. No pajama tops or bottoms unless part of a classroom's scheduled special activity. No clothing with secular music, movie, or television characters. No holes/tears in clothing, no see-through clothing, no cut-outs, and no shoulder, cleavage, or belly should be visible. Graphics must not include skulls, Halloween related imagery, or depictions of violence. Visible facial and body piercings are prohibited. Earrings are the only piercings that are allowed to be visible. Students who wish to obtain a tattoo while enrolled at CCA must have their tattoo approved by CCA's administration to ensure that it meets all of the school's character and propriety requirements. Any students with a tattoo must keep it covered during school hours and all school events. Students who have a pre-existing tattoo and wish to enroll at CCA must have the tattoo approved by CCA's administration.

Boys: No tank tops or sleeveless shirts. No pajama tops or bottoms unless part of a classroom's scheduled special activity. No clothing with secular music, movie, or television characters. No

holes/tears in clothing, no see-through clothing, no cut-outs, no effeminate clothing, and no shoulder or belly should be visible. Graphics must not include skulls, Halloween-related imagery, or depictions of violence. No piercings of any kind. Facial hair is permitted for our male students but must be kept trim and tidy. Students who wish to obtain a tattoo while enrolled at CCA must have their tattoo approved by CCA's administration to ensure that it meets all of the school's character and propriety requirements. Any students with a tattoo must keep it covered during school hours and all school events. Students who have a pre-existing tattoo and wish to enroll at CCA must have the tattoo approved by CCA's administration.

Chapel Fridays at CCA are recommended dress-up days.

Students who do not bring the proper gym clothes will not be allowed to participate in P.E. and will be given demerits and possibly a written assignment. If a student misses 2 gym classes a quarter, they will receive an incomplete for that quarter. If a student who is acquiring credits for graduation misses 5 P.E. classes a school year, they will forfeit the ½ credit for gym class that school year. To protect participating gym floors, only flat shoes with no heels, spikes, or other potentially damaging materials may be worn within the gym.

Students will dress according to CCA standards of length, fit, and modesty for all academy functions and activities unless otherwise stated.

Failure to comply with the dress code will result in demerits and notice sent home. Repeated offenses will not be tolerated. If necessary, a student may be suspended or expelled if parents and students do not comply with the school dress code.

Financial Policies

In order to fund the operations of the school, CCA has instituted a standard tuition rate of \$2400 plus a \$400 curriculum fee as of the 2024-2025 school year. While we would prefer that a nonpublic Christian education could be free, we refuse to accept federal and state funding that comes with numerous "strings" attached and which would jeopardize our primary mission. We always aim to find avenues for assisting families who would struggle to meet the standard tuition rate and have never turned away a family due to financial need.

There are a few tuition payment options available to our school families.

1. If tuition is paid in full by August 30th, a 5% discount will be applied off of the current tuition rate.
2. A \$400 nonrefundable deposit is required to enroll students at the academy. CCA has found that without the presence of a deposit, parents may pull their children after making a commitment to attend for the year, which can disrupt staffing decisions and put the school at a serious disadvantage for the school year.
3. CCA has a Rate Lock-In window, where families who enroll for the following school year and submit a deposit by April 30th will secure the current year's tuition rate should the school decide a tuition increase is necessary for the following year.
4. A ten-month payment plan is offered, with a \$400 deposit due upon the handing in of the enrollment form and subsequent payments beginning in August and ending in May. No additional interest is charged for monthly payments. Payments are due by the 1st of the month.

A late fee of \$25.00 will be charged 5 days after an account becomes delinquent and a 5% interest rate will be applied to the balance. Therefore, it is critical for a family to reach out and communicate ahead of the due date if they know it is likely they will fall delinquent.

Outstanding bills of 15 days will result in a meeting with the Administrator and the possible removal of the student from the school unless arrangements are made with the Administrator. Fees for PACES are due no later than August 1st. PACE fees are non-refundable. Checks are to be made payable to: Cornerstone Christian Academy.

Throughout the school year there will be the possibility of additional fees the student will be responsible for. In addition to the tuition and registration fee, listed below are additional expenses you may incur throughout the school year:

1. Failed PACES
2. Supplies
3. Bus or van transportation to activities
4. Athletic fees and supplies
5. Art and/or music
6. Elective fees and supplies
7. Regional and International ACE Competition
8. Standardized Testing

9. Computer materials
10. Snacks, hot lunches, and beverages

Graduation Tracks

CCA currently offers three graduation tracks for its students: General, College Preparatory, & Honors. General is recommended for those students who will not be pursuing higher education after completing their coursework at CCA, while College Preparatory and Honors are recommended for college-bound students. Those students who have completed the College Preparatory and Honors track will be eligible for early graduation if they complete their coursework before their senior year, while General students will be required to take additional coursework, ideally in pursuit of the College Preparatory track, if they manage to complete their coursework before graduation. While the school may offer vocational training in the near future, CCA does not currently offer vocational training to the extent of offering a Vocational graduation track for our students.

In terms of calculating GPA for graduation honors, students on the college preparatory track will receive a 0.50 addition to their GPA, while students on the Honors track will receive a 1.0 addition to their GPA. The school believes that the higher level of academic achievement and course vigor should be reflected in the obtaining of graduation honors and class rank.

The requirements for each graduation track offered by CCA can be found in the Addendum.

Health Services & First Aid

First aid will be administered for minor injuries and an ambulance will be called for an injury that staff or administration determines to be serious. Parents, of course, will be notified as quickly as possible if their child needs to be taken by ambulance. If a child becomes ill and has a fever, the parent will be called to make arrangements to take the student home.

If your child is not feeling well (even if it is a bad cold), please keep him/her home. Disease can spread rapidly in a school environment, and so it is in the interest of other students and staff that sick children be kept home.

No staff member will be allowed to administer any medicines, tranquilizers, or aspirin, ibuprofen, etc. to any student for headaches, fever, or other reasons without parent authorization in writing. All medicines must be kept and administered at the school office.

Lunch

CCA provides lunches for the student body. Lunches cost \$3/meal and fees are collected the month prior to when lunches are provided. If a student does not bring lunch on a given day, then the student will be provided whatever meal is being served by the school on that day and the student's family will be billed accordingly. Students who do not buy a school lunch are responsible for bringing lunch. Students must:

- Eat only at designated times and in designated areas
- Put trash in the appropriate receptacle
- Clean off their table
- Pick up food that may have dropped onto the floor
- Go to recreational area or classroom upon being dismissed from the table

Merits & Merit Store

Merits will be given for acts of conduct or academic performance that go above and beyond what is required. Merits granted to students cannot be given away to another student. Merit Store will be held quarterly with a supervisor, monitor, or approved high-school student present. Students cannot set or change merit store prices or give items away. We use the following chart for the awarding of merits:

100% on a PACE test:	10 merits
Making Honor Roll for the quarter:	50 merits
Perfect attendance for the quarter:	50 merits
Monthly Bible passage 1st week:	20 merits
Monthly Bible passage 1st week backwards:	20 merits
Monthly Bible passage after 1st week:	10 merits
Monthly Bible passage backwards after 1st week:	10 merits
Performing unexpected task or kindness:	10 merits

PACE Testing

To take a PACE test, a student must hand in their PACE, with completed self-test, the day before the PACE test is taken. PACE Tests are to be taken in the morning before 10:00 am and completed before lunch, in the student's learning center, overseen by a monitor or supervisor.

Pledges

Pledge to the American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag: I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

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

School Closings and Delays

Any closing or delay necessitated due to inclement weather or catastrophe will be published on the school Facebook page, through the school cell phone message system, and via announcement on WNEP. In the event of an early closing of school, the same media is used and parents or emergency contacts will be notified by the school personnel when possible. In such cases, it is the parent's responsibility to pick up their child/children if the student(s) do not ride the bus.

School Equipment

All school equipment that is checked out and/or used by a student must be returned by the student who signed it out. Failure to return equipment will result in demerits, and if equipment is lost or damaged/destroyed by student negligence, the student responsible will have to pay for the equipment.

Scripture Memory

There will be a portion of Scripture assigned on the first school day of the month. It will be read aloud every morning in the Opening Exercises and is to be memorized by the end of each month. Each month, every student in the Learning Center (Grades 2-12) will be required to individually recite the monthly verse to the Learning Center Supervisor. They may say it as early in the month

as they like but it must be recited by the end of the month or they will receive an incomplete. The total number of verses vary but usually range from 5-15 verses.

Searches for Suspicious, Unauthorized, & Illegal Materials

CCA reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item. Such a search may be conducted without the student's or parents' consent. More than one staff member of the same sex as the student will be present for a search of a student's person. There will be more than one staff member present when belongings are searched. Registering your child constitutes your parental consent to such searches. The following items may be search:

Automobiles; backpacks; purses; pockets; lunch boxes; gym bags; offices; notebooks; pencil boxes; lockers; etc.

It will not be necessary to notify the student/students/parents in advance of the search. There will be at times a general impromptu search of all students' bags and offices, and students may be asked to empty their pockets.

Senior Work Release & Young Scholar Programs

Seniors on the general, college preparatory, or honors track who have 30 PACEs or less towards their graduation requirements may leave early for work or college courses AFTER a completion plan is set with the Administration. This plan must be followed closely, as failure to follow the completion plan will result in the Administration revoking the student's early dismissal privilege. Must attend half day.

Students who have completed all the PACE requirements for their track (general, college preparatory, or honors) may work or attend college full-time for the remainder of their senior year after consultation with administration.

Standards of Conduct

Students of CCA are expected to conduct themselves in a godly, Christ-like manner that would bring honor to the name of Jesus Christ, does not reflect negatively upon the school and does not demean the very character of the individual themselves. It is understood that the following practices are unacceptable at CCA but they will also not be tolerated outside of the school. No

CCA student is to participate in any form of drinking alcoholic beverages, smoking, use of other nicotine products, narcotics, vaping, gambling, swearing, stealing or cheating. Such involvement will be considered an offense subject to suspension and/or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. It is expected that all students at CCA will strive to conduct themselves properly in areas of dress, conduct, and attitude. Consequences will be handled on a case-by-case basis.

Students are to follow Learning Center procedures and help maintain a quiet, peaceful atmosphere conducive to study and learning.

Student clothing is to be clean, in good repair and ironed. Students should also be well groomed with teeth brushed, clean and combed hair, and proper hygiene should be evidenced.

CCA students are expected to refrain from cheating in any way and will be dealt with accordingly. For the first offense of cheating the student will receive all new PACEs and a 3 day suspension. For the second offense of cheating, a meeting will be called between the Administrator, Learning Center Staff, the student, and their parents to determine if expulsion will be in order.

Another student's property and office are off-limits to other students. Taking anything from another's office, including "borrowing" without explicit permission, will be considered stealing. This will result in automatic expulsion.

Marked on, defaced, or broken property of the school or another student is to be replaced at the offending student(s) expense, and will result in a 3 day suspension. The second offense will result in an automatic expulsion.

All students are expected to keep their hands off other students. There is to be absolutely no physical contact between boys and girls. "Fooling around" will not be an excuse for pushing, shoving, hitting, kicking, scratching, or fighting. The first offense will result in a 3-day suspension, while the second may result in expulsion.

Student Address of Faculty & Staff

To ensure proper decorum and respect within the school facility and on school grounds, students are expected to address faculty & staff by the appropriate honorific (ex. Mr., Mrs., Ms., Pastor,

etc.) followed by the faculty or staff member's last name, unless that faculty or staff member has given explicit direction that their first name is to be used following the honorific (ie. Pastor John, Mrs. Jane, etc.).

Student Vehicles

When a student becomes a licensed driver and desires to drive to school, the parent must send in a notice requesting permission for their student to drive themselves to school. This is a privilege and must be understood to be so. If the privilege is abused on school grounds, the student will not be allowed to drive to school. It is up to the discretion of the Administration as to what is considered an abuse of the student school driving privilege.

A student who drives and parks their vehicles at school does so at their own risk. CFM/CCA is not responsible for any damages or theft.

Student drivers must:

- Arrive on time and be in the building by 8:25. Chronic lateness will result in the loss of driving privilege and report of tardiness to the local district
- Park cars in designated areas upon arrival to school
- Remove everything needed for the school day
- Lock their vehicle
- Upon dismissal, return to their car and leave school grounds immediately
- Driving to school or riding with another student is never an excuse to be tardy. Drivers may only transport those students who have written permission to ride with them

Use of Public Transportation

Although we do not encourage the use of public school transportation, we are aware that it is the only means by which many of our students are able to arrive at school. Because students at CCA come from numerous public school districts that provide this service for them, each parent using public school transportation is responsible for:

1. Contacting their local public school district and informing them of their need for public school transportation to CCA.
2. Find out what times the bus will pick their student(s) up and when they will be brought home.

3. Know what days our school calendar is different from your school district calendar and whether your district can meet our schedule. CCA provides each school district with our school calendar. It is then the responsibility of the parents to arrange for transportation in a timely fashion if the school district cannot meet our schedule.

Our authority within the public school transportation system is limited; therefore, any difficulties with such things as schedule and discipline will be the responsibility of each family and/or driver. Students are to conduct themselves in a respectful and responsible manner while on the public school transportation. Any reports of difficulties from students of CCA while on the public school vehicles, as reported to us by the driver or school district, will require notifying the parent(s) and the appropriate steps will be taken to correct the problem. Please remember that CCA expects students to conduct themselves respectfully and responsibly while using the public school transportation. Consistent reports of difficulties from the school district or driver will require a parental meeting and a consideration of dismissal from CCA.

Visitors

Visitors should report to the school office before entering a Learning Center. Guests are welcome to visit CCA so long as they are willing to follow procedures, do not pose as a disturbance to school/individual classrooms, dress appropriately, and present the school with required state clearances and background checks. Items to be delivered to students should be left at the school office to be given to the student at such times as would not disrupt his/her studies. Meetings with a student's teacher or an administrator must be scheduled ahead of time, and parents will not be permitted to visit with a teacher unless a meeting has been scheduled with the teacher.

Disclaimer

CCA and the pastoral body reserves the right to make changes to the handbook as is deemed necessary and appropriate and an exception in policy for one is not meant as an exception in the policy for anyone else.

Addendum

For Credit High School Courses with Teacher-Directed Instruction

Core:

- PFI 100: Personal Finance (9-12th) Offered 2023-2024

Electives:

- ART 110: Basic Art (7-12th) Offered 2023-2024
- ART 111: Advanced Art (7-12th) Offered 2023-2024
- MUS 110: Worship Team (7-12th) Offered 2023-2024
- MUS 120: Drama (7-12th) Offered 2023-2024

English:

- ENG 101: Creative Writing (7-12th) Online (LOGOS)
- ENG 102: Research Writing (7-12th) Online (LOGOS)
- ENG 110: Etymology (9-12th) Not Offered
- ENG 111: Romantic/Victorian British Lit. (9-12th) Not Offered
- ENG 120: AP English Literature & Comp. (9-12th) Online (LOGOS)
- ENG 121: AP English (9-12th) Online (LOGOS)

Mathematics:

- MAT 101: Pre-Algebra (7-12th) Not Offered
- MAT 102: Integrated Mathematics I (7-12th) Online (LOGOS)
- MAT 103: Integrated Mathematics II (7-12th) Online (LOGOS)

Religion:

- REL 100: Survey of Christianity (7-12th) Offered 2024-2025
- REL 106: Christian Ethics (9-12th) Offered 2025-2026

Science:

- SCI 120: AP Chemistry (9-12th) Online (LOGOS)
- SCI 121: AP Environmental Science (9-12th) Online (LOGOS)

Social Studies:

- HIS 120: AP United States Government (9-12th) Online (LOGOS)
- HIS 121: AP United States History (9-12th) Online (LOGOS)
- HIS 122: AP European History (9-12th) Online (LOGOS)
- HIS 123: AP Modern World History (9-12th) Online (LOGOS)

Courses of Study

CCA General Course of Study

Math:

MAT 101: Pre-Algebra	or	ACE Business Math
MAT 102: Integrated Mathematics I	or	ACE Algebra I
MAT 103: Integrated Mathematics II	or	ACE Geometry
MAT 104: Integrated Mathematics III	or	ACE Algebra II

English:

ENG 101 & 102: Creative & Research Writing	or	ACE English I
ENG 111: Romantic/Victorian British Literature	or	ACE English II
ENG 120: AP English Literature & Composition	or	ACE English III
ENG 121: AP English Language & Composition	or	ACE English IV

Science:

ACE Biology
ACE Physical Science

Social Studies:

ACE World Geography
ACE World History
AP United States History or ACE American History
ACE US Civics
ACE Economics

Bible:

REL 100: Survey of Christianity
REL 106: Christian Ethics
ACE New Testament Survey

Core & Electives:

ENG 110: Etymology or ACE Etymology
ACE Health
ACE Speech
PFI 100: Personal Finance
MUS 110 or MUS 120: Worship Team or Drama
3 Foreign Language & Elective Credits

Minimum Total Credits: 24

CCA College Preparatory Course of Study

Math:

MAT 102: Integrated Mathematics I	or	ACE Algebra I
MAT 103: Integrated Mathematics II	or	ACE Geometry
MAT 104: Integrated Mathematics III	or	ACE Algebra II
MAT 105: Pre-Calculus	or	ACE Trigonometry

English:

ENG 101 & 102: Creative & Research Writing	or	ACE English I
ENG 111: Romantic/Victorian British Literature	or	ACE English II
ENG 120: AP English Literature & Composition	or	ACE English III
ENG 121: AP English Language & Composition	or	ACE English IV

Science:

ACE Biology		
ACE Physical Science		
SCI 120: AP Chemistry	or	ACE Chemistry

Social Studies:

ACE World Geography		
ACE World History		
AP United States History	or	ACE American History
ACE US Civics		
ACE Economics		

Bible:

REL 100: Survey of Christianity
REL 106: Christian Ethics
ACE New Testament Survey

Core & Electives:

ENG 110: Etymology	or	ACE Etymology
ACE Health		
ACE Speech		
PFI 100: Personal Finance		
MUS 110 or MUS 120: Worship Team or Drama		
2 Foreign Language Credits		
2 Elective Credits		

Minimum Total Credits: 26

CCA Honors Course of Study

Math:

MAT 102: Integrated Mathematics I	or	ACE Algebra I
MAT 103: Integrated Mathematics II	or	ACE Geometry
MAT 104: Integrated Mathematics III	or	ACE Algebra II
MAT 105: Pre-Calculus	or	ACE Trigonometry

English:

ENG 101 & 102: Creative & Research Writing	or	ACE English I
ENG 111: Romantic/Victorian British Literature	or	ACE English II
ENG 120: AP English Literature & Composition	or	ACE English III
ENG 121: AP English Language & Composition	or	ACE English IV

Science:

ACE Biology		
ACE Physical Science		
SCI 120: AP Chemistry	or	ACE Chemistry
ACE Physics		

Social Studies:

ACE World Geography		
ACE World History		
AP United States History	or	ACE American History
ACE US Civics		
ACE Economics		

Bible:

REL 100: Survey of Christianity
REL 106: Christian Ethics
ACE New Testament Survey
ACE Old Testament Survey

Core & Electives:

ENG 110: Etymology	or	ACE Etymology
ACE Health		
ACE Speech		
PFI 100: Personal Finance		
MUS 110 or MUS 120: Worship Team or Drama		
3 Foreign Language Credits		
3 Elective Credits		

Minimum Total Credits: 30

List of Example Offenses & Resulting Demerits

Please keep in mind that different offenses carry differing demerit values and that this is entirely at the discretion of administration. The following list is not exhaustive but is simply a guideline of what offenses may occur and the likely number of demerits that would be issued as a result. Please also note that any value on this list may be modified at administration's discretion due to repeat offenses, severity of the offense, prior behavior/misbehavior, etc. Expulsion can result from any misbehavior that administration feels excessively goes against the school's values, results in an unsafe environment for staff/students, etc.

Demerit Policy (Weekly Basis)

- 2 Demerits: loss of gym or break
- 4 Demerits: loss of second gym or break
- 5 Demerits: detention, loss of specials, sports, other extracurriculars
- 10 Demerits: 1-3 day suspension
- 15 Demerits: Mandatory meeting to discuss possible expulsion

Examples of Offenses that May Result in Issuance of a Demerit

- | | |
|--|---------------|
| Repeatedly getting out of seat during classroom time: | 1 demerit |
| Using inappropriate language: | 1-2 demerits |
| Disrespect or disobedience towards a staff member: | 2-4 demerits |
| Physical altercation with another student: | 5-10 demerits |
| Use of cigarettes, vapes, or other substances: | 10 demerits |
| Threats of violence against other students, staff, the school, etc.: | 15 demerits |