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LETTER FROM THE PRINCIPAL

Dear Home School Parent:

I want to personally welcome you and your family to our family, Cornerstone Christian Academy. It is my prayer that God blesses you as you keep your eyes on Him and remain obedient to His commandments.

This handbook has been put together to help inform our parents about Cornerstone Christian Academy (CCA). In it, you will find information about who we are, what our goals are, and what type of programs we have to offer. You will also find information regarding registration, policies & procedures, and other useful information. Most, if not all of your questions will probably be addressed in this handbook. Should other questions or concerns arise that we did not cover, feel free to call us at any time.

Choosing to home school children is not always an easy decision to make. It is a choice that is not popular with the world view of education. It is a choice that meets with criticism by those around us. But, it's the right choice. It's a choice that only God can lay on the hearts of parents. We, along with thousands of other parents around the nation, stand with you in your efforts to train up your child in the ways of the Lord. Home schooling is not another fad. It will continue to grow as God moves mightily on the hearts of His people.

On behalf of my staff as well as myself, we want to thank you in advance for choosing to partner with us. We welcome your questions and/or comments and look forward to working with you during the school year. Again, welcome to the Cornerstone Christian Academy's family.

In His Service,

Roy Person, Principal

CORNERSTONE CHRISTIAN ACADEMY PERSONNEL
STAFF MEMBERS

School Principal
Office Man./Activities Dir.
Academic Advisors

Mr. Roy Person
Mrs. Deborah Person
Mr. & Mrs. Roy Person

CORNERSTONE CHRISTIAN ACADEMY
SCHOOL ADVISORY BOARD

Board President
Board Secretary
Board Member
Board Member

Mrs. Jodie Gonzales
Mr. Roy Person
Mr. Steven Gonzales
Mrs. Deborah Person

Note: *Cornerstone Christian Academy does not discriminate on the basis of race, color, creed or sex.*

Revised: August 29, 2008; May 27, 2009; April 8, 2010; August 10, 2011, April 30, 2013

INTRODUCTION CORNERSTONE CHRISTIAN ACADEMY

Any architect will tell you that the first and most important stone that is laid in a building is the cornerstone. It is the principal stone upon which the entire foundation depends. God assures us of a firm foundation in that Jesus Christ is our Cornerstone. Everything that we are or will ever hope to become depends on the one true, tried, and precious Cornerstone.

CCA operates as a Private Satellite Program (PSP) specializing in independent studies for home-schoolers. The school is designed to help parents meet state requirements, protect their interests, and provide support for their program. We accomplish these three important functions through the following means:

- † a fully credentialed well-trained Christian teacher with over 30 years of experience on staff to use as a consultant
- † private school affidavit filing
- † record keeping of student's progress
- † high school transcripts and diplomas
- † school pictures and ID cards
- † a fellowship program that offers activities such as field trips that focus on the spiritual, social, and character training of our children
- † an enrichment/co-op program that supports and enhances the academic program at home
- † extra curricular activities that contribute to a well-rounded, fully implemented program
- † family social events
- † student/parent academic advisement
- † auxiliary services such as testing/evaluation, tutoring, and other support services

School Motto: "Building lives on the Lord Jesus Christ"

School Song: "Precious Cornerstone"

School Mascot: The Eagle

School Colors Purple and Gold

KEY VERSE: *"Therefore thus saith the Lord God, behold, I lay in Zion for a foundation a stone, a tried stone, a precious cornerstone, a sure foundation: he that believeth shall not make haste." Isaiah 28:16 KJV*

STATEMENT OF BELIEF

“The eternal God is your refuge and underneath are the everlasting arms” (Deut. 33:27). CCA makes the following statements of belief:

- † We believe that the Bible is the infallible authoritative word of God. (II Tim. 3:16; II Pet. 1:21)
- † We believe in the complete sovereignty of God and declare that He is the Almighty, the Possessor of all power in heaven and on earth. (Ps. 115:3; Is. 14:57; Dan. 4:35; Rm. 11:36; Ps. 22:28; I Tim. 6:15; Rm. 11:33)
- † We believe in the Holy Trinity of God eternally existing in three persons: the Father, Son, and Holy Spirit. We believe in the virgin birth of Jesus Christ and His sinless life. (Is. 7:14; Matt. 1:35; Lu. 1:35)
- † We believe in the physical death, burial, and bodily resurrection of Jesus Christ. (Jn. 20:25-29)
- † We believe that man is born into sin and therefore by nature makes him a sinner. We also believe that the only hope for mankind is that he become regenerated by the work of the Holy Spirit. (Rm. 3:23, 24; Jn. 3:16-19; Jn. 5:24; Eph. 2:8-9; I Tim. 3:5-6)
- † We believe that the Lord Jesus Christ is the [only] way, the [only] truth, and the [only] life and that eternal salvation can only come by the confession and belief in Him. (Jn. 14:6; Acts 16:31; Rm. 10:9; 1 Cor. 12:3; Eph. 2:8-9; Phil. 2:11)
- † As creationists, we believe that everything which was, is, and will be is by the very hand of the Almighty God, spoken into existence before the foundation of the world. (Rev. 4:11; Prov. 16:4; Ps. 135:6)

EDUCATIONAL PHILOSOPHY

The educational philosophy of CCA has been adopted by the School Advisory Board. It is based on two very important premises.

First, we believe that the term education reaches far beyond the academic realm. If all a child ever receives in life is just an academic education, he/she is getting just a small part of a much bigger picture. God has made it clear in His Word that parents must train up a child (Prov. 22:6) and that as parents we will be held accountable for the well-being of our children. Therefore, a truly educated individual is one who is sound spiritually, emotionally, socially, and academically.

Secondly, we believe that parents of home schooled children, have been called by God to minister unto Him. Children need Christ-governed adult models who accept the authority that is theirs by virtue of their relationship in Jesus Christ and of their greater experience, knowledge and wisdom. We have rightly assumed the responsibility to teach our children so that in due season, they will be able to effectively and productively participate in America’s religious, political, and economic institutions.

Over the years we have seen and increase in secular, atheistic, and evolutionary views that have eroded a system that was founded on Christian principles. Schools, that were once considered safe, are now scenes of horrific violence. This poisonous infiltration has produced an institution that imparts an academic view of the world that is diametrically opposed to the will of God. Our focus will be on God and His will for this school and our lives.

MISSION STATEMENT

In view of the above philosophy, CCA’s mission is to support and empower parents to fulfil the Biblical mandate of Prov. 22:6, to highly regard education as a means of seeking knowledge about God (Ps. 31:5, Jn. 14:6, Jn. 14:16-17) and His creation, and raising their children to become effective imitators of God (1 Cor. 11:1).

Revised: June 17, 2000, June 25, 2013

CORNERSTONE CHRISTIAN ACADEMY'S PROGRAMS

Currently, CCA offers its home-school families two program options (see below). The choice of these two programs depends upon the needs and desires of each family. Prayerfully consider each program before making a decision, as switching is not permitted without Board approval. Feel free to contact the school's administration for advice. They will be more than happy to assist you in suggesting a program that is right for you.

THE PRIVATE SATELLITE PROGRAMS (PSP)

Fellowship With Record Keeping: This program offers you the security of knowing that your child(ren) are enrolled in an established multi-student private school with an enrichment/co-op program that provides parent-facilitated classes for our students. It satisfies the state's requirements for compulsory education and course of studies. Enrolling in this program option entitles you to the following benefits:

- † private school affidavit filing
- † school record keeping
- † academic advisement
- † an enrichment/co-op program
- † family fellowship activities
- † workshops and seminars
- † transcripts/diplomas
- † extra curricular activities (science/art/writing fairs, talent show, field trips, etc.)
- † auxiliary services such as end of the year testing and evaluation, tutoring, and diagnostic testing
- † monthly newsletters/calendars, legislative updates and much more

Record Keeping Only: This program option is offered to parents who do not need to have the comprehensiveness of the Fellowship with Record Keeping option. Enrolling in this program entitles you to the following benefits:

- † private school affidavit filing
- † school record keeping
- † academic advisement
- † transcripts/diplomas
- † limited field trips
- † monthly newsletters/calendars, legislative updates

ENROLLMENT REQUIREMENTS

HOME SCHOOL LEGAL DEFENSE ASSOCIATION

All parents wishing to associate with CCA must be a member in good standing with Home School Legal Defense Association (HSLDA). HSLDA is a law firm dedicated to the defense of home schools. They have been very successful in and out of the courtroom and continue to maintain our freedom to teach our children. In an age of growing hostility toward home schooled children, it's comforting to know that HSLDA is fighting for your rights. Families not accepted by HSLDA will not be permitted CCA membership. Registering can be done on-line at www.hsllda.org. A registration form is included in this handbook if you are not already a member.

If you are a member, please make sure you list your membership number on the registration form. Membership fee for HSLDA is \$115.00. Because CCA is a discount group, the fee is only \$95.00. Please contact the school to obtain the discount group number. You may contact HSLDA for more information by mail or phone at:

*Home School Legal Defense, P.O. Box 3000, Purcellville, VA 20134
Phone: (540) 338-5600 Fax: (540) 338-2733*

GENERAL INFORMATION

Early enrollment for returning families begins June 1st and ends June 30th. Early enrollment for new families begins June 1st and ends July 31st. All families are welcome to apply pending board approval. The following fees have been established by the governing board. CCA has an open enrollment policy that accepts students through out the year. **Please make all checks payable to Cornerstone Christian Academy.**

Annual Registration Fee (New Families)

- Before June 30th \$65.00 per family
- After June 30th \$85.00 per family

Annual Registration Fee (Returning Families)

- Before June 30th \$35.00 per family
- After June 30th \$85.00 per family

Tuition (Fellowship with Record Keeping)

- September-June \$300.00 per family

Tuition (Record Keeping Only)

- September-June \$150.00 per family

Beginning July 1, 2013, an administrative/technology fee will be charged.

- \$2.00 per child per month – *Fee may be paid monthly/annually (Note: Fee may be reassessed at the end of each school year)*

Parents may choose to pay tuition monthly. It is due on the 1st of every month beginning September and ending in June. The registration fee is non-refundable. Please Note: ***Families enrolled in the “Fellowship with Record Keeping” option, are still required to pay the \$300.00 tuition fee even if they choose to opt out of any or all Enrichment sessions.***

FEES AND PENALTIES

Monthly tuition and/or other required forms will be considered late if received after the 10th of any given month. A late charge of \$20.00 a month per required form will be charged if this occurs. A fee of \$20.00 (this fee is subject to change without notice) will be charged on all return checks (Please check with your bank, you may incur additional charges from them.) **Additionally, a penalty fee of \$20.00 per occurrence will also apply to unexcused late or non-attended mandatory meetings and/or Enrichment classes. Incidences will be examined on a case by case basis.** Parents may be dropped from CCA's membership PSP and Fellowship program, if they become two months behind in required fees and/or if required forms are not submitted to the school office when requested. **Please Note: school records will not be released to the parent(s) if financial obligations are not met.**

ENROLLMENT FORMS

The following forms are required to be completed and must be submitted to CCA in order to complete the enrollment process. Please note that many of these forms are available online at www.ccahighdesert.org. Enrollment will be delayed if any forms are found to be missing or incomplete.

A. Family Registration Form

This form is to be completed by all families regardless of the program option chosen.

B. Family Registration Card

C. Personal Profile Questionnaire

D. Pastoral Reference Form

God's standard of spiritual and academic excellence in the home, church, and community is an essential element of our school's mission. CCA believes that the local church plays a vital role in this process. This form is to be completed by a pastor and will remain confidential.

E. Course of Study

This form, required by the State of California, must be filled out for each child enrolled in CCA and will be kept in the school office. The following state requirements are given as a guide to help the parent plan for the ensuing school year.

Kindergarten: There are no state requirements for this grade level, however CCA recommends the following:

- † Bible
- † Language Arts (Phonics/Reading)
- † Numbers (counting, basic addition and subtraction, geometry)
- † Printing (manuscript)
- † Science
- † Music & Art

Grades 1st - 6th

- † Bible
- † Language Arts (reading, grammar, writing, spelling, phonics)
- † Mathematics
- † Social Science (history, geography, cultural studies, etc.)
- † Science/Health
- † Fine Arts (music, art, drama)
- † Physical Education

Grades 7th - 8th

- † Bible
- † English (literature, grammar, composition, vocabulary)
- † Mathematics (pre-algebra for 7th and beginning algebra for 8th)
- † Social Science (world history for 7th and American history for 8th)
- † Science/Health (life science for 7th and earth science for 8th)
- † Fine Arts (music, art, drama)
- † Physical Education
- † Electives (Ex. Foreign language, computer science, creative writing, animal studies, keyboard/typing, industrial arts, home economics, etc.)

Grades 9th - 12th

To be eligible for a high school diploma, a student must have a minimum of 240 units/credits.

1. High school units/credits are calculated in the following manner:
 - a. One (1) semester is equal to five (5) units/credits
 - b. One (1) year is equal to ten (10) units/credits
2. Grade level promotion is based upon successful unit/credit completion as outlined below:
 - a. 9th grade (freshman) 0-60 units
 - b. 10th grade (sophomore) 90-120 units
 - c. 11th grade (junior) 120-180 units
 - d. 12th grade (senior) 180-240 units

REQUIRED COURSE OF STUDY

SUBJECT/COURSE	Credits	Semesters	Years
BIBLE: Subjects could include Old/New Testament Survey, Basic Doctrine, Biblical History, Christian Apologetics, Life of Christ, Christian Lifestyle, Major/Minor prophets, Paul and His Letters, Prayer, Witnessing, Missions, Attributes of God, Discipleship	40	8	4
ENGLISH/LANGUAGE ARTS: (10 units must include American Lit. and 10 units must include Composition and/or Grammar.) Other subjects could include: Christian Literature, Library Skills, Listening Skills, Poetry, Reading Skills, Library/Research Skills.	40	8	4
MATHEMATICS: (10 units must include Algebra with a "c" or better grade.) Other subjects could include: General Mathematics, Algebra, Geometry, Trigonometry, Calculus, Business/Consumer Math, Accounting, Computer Programming, Engineering, Logic or Critical Thinking, Statistics.	20	4	2
SCIENCE: (Minimum 10 units biology and 10 units physical science, labs required; also a unit in health is required.) Other science subjects could include: Anatomy, Astronomy, Aviation/Aeronautics, Biology, Botany, Chemistry, Computer Science, Creation Science, Earth Science, Ecology, Genetics, Geology, Horticulture, Marine Biology, Physics, Zoology.	20	4	2
SOCIAL SCIENCE: (Must include one year of World History, one year of American History, and one year of American Government and Economics) Other subjects could include: Anthropology, Archaeology, Geography, Political Science, Philosophy, Sociology, State History, World View	30	6	3
PHYSICAL EDUCATION: Subjects could include: Aerobics, Archery, Ballet, All Sports, Dance, Gymnastics, Handball, Hiking, Martial Arts, Mountain Climbing, Racquetball, Roller Skating, Swimming, Tap Dancing, Weight Training	20	4	2
FINE ARTS: Subjects could include: Music (vocal/instrumental), Art, Calligraphy, Ceramics, Dance, Design, Drama, Drawing/Painting, Music Appreciation, Interior Design, Mime, Photography, Stage Arts FOREIGN LANGUAGE: (colleges recommend two years) Subjects could include: Chinese, French, German, Greek, Hebrew, Latin, Spanish	10	2	1
ELECTIVES: Any of the subjects above can be used as an elective if it is not used as a required course. Other subjects could include: Computer Keyboarding, Drivers Education, Health and Safety, Home Economics, Industrial Arts, Sign Language, Typing, etc.	60	12	4
TOTAL	240	48	

*unless exempt by school board

Policy adopted: June 3, 1999 (BP 5452)

Revised: April 15, 2004; July 6, 2012; April 30, 2013; June 25, 2013

F. Health Examination/Immunization Form

Health and Safety Code 324.2 and 323.5 states that all private schools must keep a health examination and immunization record on file for each child. If this is against your convictions, you must sign the waiver on the back of the blue card. You must be able to show proof of your child's immunization record (provided for you by the doctor) before your enrollment with CCA will be approved. The health examination form (white paper) can be used for obtaining a physical. Physicals are required for students entering first grade and transferring students who lack evidence of one in their record file. If you need this form please contact the school.

G. Parents' Educational Qualifications Form

This form, required by the State of California, must be filled out for all new enrollees of CCA. This form will be kept confidentially in the school office. List anything you feel qualifies you to teach your child (remember, being a parent automatically qualifies you to teach your child). If anyone other than yourself will be teaching a course, you must fill out a form for each person (grandparents, relative, friends, etc.) teaching your child(ren)

H. Home Language Survey Form

I. Authorization For Transfer of School Records

If your child is transferring to CCA from another school, you will need to request that their records (cum folder) are sent to us.

SUPPORT SERVICES

We would like to remind parents that it is difficult if not impossible to participate in everything offered by the school. We recommend therefore, that you plan your year carefully and prayerfully as you choose those things which would better enhance your family program.

SCHOOL ADVISORY BOARD

The school operates under the guidance of a Board of Trustees that is dedicated to serving God and the families of CCA. Currently, the board regularly meets on the third Thursday of every other month at 6:30 P.M. The July board meeting is its annual reorganizational meeting. Families are encouraged to attend these meetings. Contact the school for location of the board meetings. Please remember to pray for the Board and ask for God's sovereign grace and direction. If there is an agenda item that you would like to board to consider, please contact the school principal. All agenda items must be submitted to the principal by the 15th of each month to be placed on the next board agenda. If the 15th falls on a weekend, agenda items will be extended to the following Monday.

PHONE/ADDRESS LIST

We will be compiling an annual phone list of all members as soon as our registration closes. Names and phone numbers on this list are for school member/parent use only. **The names and phone numbers are not to be given out to any business, organization, or govt. agency outside our group without the explicit permission of the individual and the school.** Please respect the privacy of others. If for some reason you do not wish to appear on our phone list, please contact the school.

MANDATORY PARENT MEETINGS

Parents are required to attend two to four mandatory meetings (depending on the school's need) held throughout the school year. Two of the four meetings are the Parent/Teacher Planning Meeting in June, and the Orientation meeting in August. Due to the importance of these meetings, parent(s) should plan their schedules accordingly to avoid any conflicts. Parents may be dropped from CCA's membership if absences occurs. Please refer to the fees and penalties section on page 7 for unexcused late or non-attended mandatory meetings.

FIELD TRIPS

Various field trips are offered throughout the school year. Timely information for each field trip will be provided. **Please observe all RSVP notices and that some field trips are on a first come first serve basis.** Most of our field trips are planned in advance of the school year and exact student counts are necessary. We have attempted in the past to keep many of our trips local to keep costs down to a minimum. However, we have also planned trips away from the local area that we believe will enhance your child's education. The overall benefits are enumerable, and we hope that our parents will take full advantage of them.

SCHOOL WEBSITE

CCA maintains an active website that is important to our families. The website contains vital information about the school such as: the school calendar, school forms, school board policies, and parent/teacher references and tools just to name a few. **Parents will be held accountable to check the website on a regular basis as it is an important home-school communication tool.** To access the website go to www.ccahighdesert.org

ENRICHMENT/CO-OP AND CORE CLASSES

Various weekly enrichment/core classes that pool the many talents of parents and guest teachers in a group setting may be offered. These classes will be held at a local facility. Because the school operates as a co-op, parents need to know that they are expected to participate as class teachers and classroom assistants. *This school has never supported the concept of parents just dropping off their children and picking them up after the classes are over. At least one parent is expected to be present and involved in their child's(ren's) school activities.*

Core classes (lang. arts, math, history, science, etc.) are those that substitute the need for the parent to teach a given subject. **However, it does not release the parent from the responsibility of overseeing the completion of all work, the correction of assignments, and providing needed student support. Parents will be expected to hold their student accountable to complete all work given during the week and be prepared in advance for each class meeting.** The teacher of the core class will provide all lectures, assignments, and test, as well as correcting the tests. Students will be required to be prepared in advance of each class meeting. Classes will be graded and given to the parent to average into any grades that they may have. Core classes may have nominal material fee. Core classes are strictly voluntary. Students are taken on a first come first serve basis.

NEWSLETTER

An electronic newsletter and/or calendar featuring current events and pertinent issues will be made available to each family. The monthly newsletter/calendar, will be published on the school's website (www.ccahighdesert.org). Please let us know if you would like to contribute anything to the newsletter/calendar or if there are any issues you would like us to address. There is a deadline to submit articles. Call the school for more information.

FUND RAISERS

Like all nonprofit organizations, funding can be a serious concern. In order to help meet the financial needs of the school, we sponsor a few fundraisers during the school year. It is expected that families will support the school's endeavor to provide:

- extra curricular activities to broaden a student's physical, creative, and social needs
- field trips that require entry fees
- outdoor educational programs like educational tours and science camp
- independent contractors that can provide specialize classes and programs

Additional information about these fund raisers can be found on the school website.

SCHOOL PICTURE & ID CARDS

We will be having individual and class pictures taken around September or October. Cost for the pictures will vary depending on the size of the photo packet that is ordered. Students will also be issued a Student ID card. Watch monthly calendar for location, date, and time.

MOM'S GATHERING

If there is an interest, Mother's gatherings can be scheduled at local restaurants or designated locations/homes for the purpose of fellowship. If at all possible, please attend this important function.

DAD'S GATHERING

If there is an interest, a time for Dads will be organized. The day and time will be announced. The purpose of these gatherings are for prayer, family support, and needed fellowship. We encourage all fathers to attend as it is important to support the our home school program.

FAMILY GET TOGETHER

We will be holding one or two family gatherings at designated homes or locations. This function is designed to promote unity among all the members of CCA.

SCHOOL PRODUCTS/SUPPLIES

School products and supplies such as T-shirts, jackets, hats, pencils, notebooks will be made available throughout the year. The more interest in school spirit items the more likely we will be able to offer them. Please let us know your thoughts regarding such items.

SCHOOL YEARBOOK

In the past, yearbooks have been published and made available on a year to year basis when an interest in forming a yearbook committee/class is established. Because of the time needed to put a yearbook together and the costs involved in its production, parents will need to order the books well in advance. Dates and prices will be provided sometime during the school year. If you would be interested in serving on the yearbook committee, fascinating a class, or willing to take pictures throughout the year please let the school know.

PSP POLICIES AND PROCEDURES

ATTENDANCE

School attendance for each child is required by the state of California. *CCA requires parents to teach a minimum of 175 days (180 days is recommended) in order to complete a school year. CCA also recommends that the students be taught a minimum of 4 hours a day. **All days in which a child is unable to attend school, except for excused absences, will need to be made up by extending the school year.

CCA will provide its parents with an attendance sheet. If you do not have one, please contact the school. The attendance sheet must be turned in the 10th of each month. **Please note the penalty fees if this report is not submitted on time.** If a child is pulled out of the PSP program before the end of the year, all records (i.e. grades, attendance, etc.) must be turned in before cum files can be released. School Board action may be taken against any parent who fails to meet CCA's policy requirements.

GRADES

CCA requires grades to be submitted each semester during the school year. Grades may be submitted more often depending on your preference. However, a student's cum will reflect only the two semester grading periods.

CCA strongly discourages against the use of pass/fail, and/or checks, for the purpose of grading. In lieu of these marks, we strongly recommend that use of percentages and letter grades. Objective standards such as class work, homework, tests/quizzes, reports and projects should all be used as an indication of a child is progressing. We strongly recommend that a child's grades reflect performance and not effort.

The following is an example of the grading scale that could be used:

97-100	A+	84-86	B	70-73	C-	Below 60	F
94-96	A	80-83	B-	67-69	D+		
90-93	A-	77-79	C+	64-66	D		
87-89	B+	74-76	C	60-63	D-		

TESTING

End of the year testing will be scheduled around the month of June. We will be using the Stanford Achievement Test (SAT). Qualified test examiners are available to administer the test. Additional information will be provided between the months of February and March and can be found on the school's website. Although testing is not required, it is strongly recommended that you have your child(ren) tested on a yearly basis for the following reasons:

1. It confirms what you know or may not know about your child's skill mastery level.
2. It provides you with pertinent information on your child's strengths and weaknesses. This information includes among other things:
 - a. National percentiles
 - b. Grade equivalencies
 - c. A breakdown of the individual skills tested and their results
 - d. A narrative report
3. It provides a nation wide comparison with other students.
4. It provides a parent added protection from the state should they demand (and in time they will) to see results of your child's progress. This one fact alone is enough reason to test.

Testing is highly recommended for all students attending CCA. Test results will be placed in the student's cum folder.

HIGH SCHOOL DIPLOMAS

All high school students involved with Cornerstone Christian Academy's PSP Program (regardless of the program option chosen) will receive a high school diploma upon completion of California State and/or CCA's graduation requirements and submission of the proper records for a transcript totaling 240 units. Beginning in the fall of 2008, all high school students desiring to receive a diploma, will be required to take the California High School Proficiency Exam (CHSPE), at the parent's expense, in order to satisfy an acceptable level of proficiency before a diploma is conferred upon the student. This exam should be taken before the end of a student's senior year. Preparation for this exam should begin by the end of a student's Junior year. It is recommended (not required) that seniors should also have a portfolio of their last/senior year of high school. An Electronic portfolio is available (see the school principal for more information) Students must be enrolled in CCA for a minimum of two years in order to obtain a diploma from CCA.

ACADEMIC ADVISOR

All new and returning high school students need to meet with the school's academic advisor, activity coordinator, or the school administrator at least once during the school year. This meeting is designed to assist parents and students in planning the school year and making sure that all high school requirements are being met. Parents of elementary students are also encouraged to seek academic advisement.

GRADUATION/PROMOTION

CCA will offer a graduation ceremony for students completing twelfth grade. Parents are highly encouraged to participate. Notifying the school in the beginning of a student's senior year is required, if a graduation ceremony is desired. (See Board Policy 5451)

TRANSFERS

Any parent wishing to transfer from the PSP program into a traditional school setting **must first notify the school and verify that your child's cum folder is up to date before** making transfer arrangements. As Christians, we do not want to give reason for anyone to look unfavorably upon us.

TRANSCRIPTS

Parents and/or high school graduates requesting transcripts will be charged a fee of \$20.00 per student for each request/ mailing.

THE ENRICHMENT PROGRAM

Cornerstone Christian Academy is committed to maintaining a high quality program. In order to insure that this commitment is carried out, the following board policies have been established.

ATTENDANCE

Excessive absences on the part of any family causes hardship on the other families and appears negligent. Therefore, regular attendance by both parent(s) and student(s) at scheduled enrichment classes is required. Parent(s) will be expected to attend enrichment classes with their student(s). Make sure that the coordinator of the program is notified of any absences prior to the time of the class or event. If you know you will be absent and you are scheduled to teach or assist in a class, **you will need to provide an appropriate substitute.** We appreciate your cooperation in adhering to our attendance policy.

PUNCTUALITY

Punctuality is a very important social skill that we need to teach our children. This requires us to set an example by being punctual at events. Please make it a priority to arrive at programs on time.

MANNERISM/SPEECH

Everything we do is a reflection of who we are in Jesus Christ. King David said “May the words of my mouth and the testimony of my heart be pleasing unto You.” (Ps. 112:33) We live in an age where the correct mannerisms of yesterday are not being taught. Words such as please, thank you, you’re welcome, may I, are not a regular part of a child’s vocabulary. **Students at CCA will address all adults by their appropriate title: Mr., Mrs., Miss, Dr., etc.** If our children are to learn proper behavior, they must see the adults in their lives model it. We must remember to engage in conversations that are encouraging, edifying, and loving. Therefore, any words or conversations that appear in nature: a put down, offensive, argumentative, unloving or profane, will be dealt with immediately by confronting the individual(s), and reprimanded using biblical principles.

ATTIRE

In an age of declining morals and values, it is important to rise up and maintain God’s Holy standards. If we are not careful, we can quickly find ourselves looking and sounding more like the world and less like Jesus Christ. Therefore, we must strive for virtues such as modesty and neatness in our attire. We avoid inappropriate dress such as short shorts, tight shorts, or skirts, clothing with improper advertising or pictures (i.e., cigarettes, alcohol, skulls, etc.), bare midriffs, strapless tops, spaghetti straps where under clothing shows, baggy clothes, sweat pants/shirts, gang attire, excessive make-up, suggestive clothing. Lip, tongue, eyebrow rings and studs are inappropriate. Hair style such as colored hair, mohawks and the like should also be avoided. Hats are not to be worn in any building. Students and Parent(s) will be asked to leave if attire is found to be inappropriate. See Board Policy 5650 for specific dress code.

ATTITUDE

Having the proper attitude can make all the difference in the world when it comes to outward behavior. Paul tells us in Philippians:

If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Phil. 2:1-3

STUDENT CONDUCT AND DISCIPLINE POLICY

For there to be order there must be rules. Jesus connected rules to love. "If you love me," Jesus said, "keep my commandments." (Mt. 22:3) Students will be expected to adhere to the following rules. Therefore, please take the time to discuss them with your child(ren).

In the Classroom

1. Do what you are told the first time.
2. Address adults by their proper title.
3. Respect all adults through speech and mannerism regardless of their position.
4. Raise your hand and wait to be called upon.
5. No talking while someone else is speaking.
6. Keep hands, feet, and objects to yourself.

In Any Building

1. Respect all adults through speech and mannerism.
2. Do not run inside
3. No loud communication
4. No eating or drinking inside a building unless otherwise informed.
5. Respect the property and rights of others.

Students will be expected to adhere to the above rules and will be asked not to return to other class sessions if unable to comply with them.