

Christ the Cornerstone Academy



"Where JESUS makes the difference"

Student & Parent Handbook 2026 – 2027

The rules and requirements of this CTCA Student Handbook may be changed during the school year as deemed necessary by the Administration. Notification of changes will be made to parents and students.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Christ the Cornerstone Academy admits students of any race, color, national and ethnic origin and accords them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other school-administered programs.

Table of Contents

Mission Statement	1
School Philosophy	1
Vision Statement.....	1
Core Values.....	1
School Crest and Colors.....	1
Nondiscriminatory Policy.....	1
School Staff.....	2
II. School Hours/Schedules 3	
School Schedule	3
Half Day Schedule Two Hour Delay Schedule	3
Student Emergency Information.....	3
Emergency Closings.....	3
Emergency Drills.....	3
Emergency Care/Health Policies (PLEASE SEE ATTACHED PROCEDURES AND POLICIES).....	4
Immunizations and Physicals	4
Care of School Facilities	4
IV. Home/School Communication 4	
Contacting Teachers	4
Classroom Visitation	4
Conferences.....	4
Conflict Resolution.....	4
V. Attendance Policies 5	
Absence from School	5
Truancy.....	5
Late Arrival/Tardiness	5
Early Departure	5
VI. School Policies 6	
School Dress Code	6
Transportation.....	7
Lunch Program.....	7
Chapel.....	7
Grading Scale (3rd – 12th Grade) HONORS (.5 GPA boost)/AP (1 GPA boost) (8th – 12th)	7
Grading Scale (K – 2nd Grade).....	7
Community Service Requirements.....	7
Missions Trip Graduation Requirement	7
Student Drivers.....	8
Computer Acceptable Use Policy.....	8
Internet and Public Domain.....	8
Student phones are not allowed on campus with the exception of students who are sixteen or older. Students over the age of 16 will submit phones to the CTCA office or designated teacher to be collected and stored during the school day. Phones may not be left in vehicles. Students are also not allowed to have smart watches or earbuds.....	8
VII. Classroom Policies 9	
School Supplies	9
Textbooks	9
Homework.....	9
Late Work	9
Make-up Work.....	9
Test and Quiz Policy.....	9
Exams/Quarterly Tests.....	9
Field Trips.....	9
VIII. Student Conduct 10	
Lunchroom Conduct.....	10
Outside and Playground Safety	10
IX. Student Discipline 11	
Search and Seizure.....	11
Demerit System	12
Detention/Suspension.....	12
Behavioral Probation.....	12
Expulsion.....	12
Restoration.....	12
Report Cards.....	13

Progress Reports.....	13
Academic Probation	13
Student Records.....	13
XI. Business Office 14	
Re-enrollment	14
Tuition / Fees.....	14
Report Card and Record Withholding	14
Fees.....	14
Withdrawal Policy	14
XIII. Handbook Acknowledgment 15	
XIV. Christ the Cornerstone Academy Student Computer Acceptable Use Policy 16	
Reasons for This Policy:.....	16
Computer and Internet Uses:.....	16
Acceptable Uses:	16
Prohibited Internet and Computer Equipment Uses:.....	16
Monitoring:.....	16
Security:.....	17
Encounter of Controversial Material:.....	17
Terms of Use:	17
Personal Internet Use:	17
Penalties for Improper Use:.....	17
Computer Use Agreement	18
XV. Miscellaneous Forms 19	
Community Service Form 19	
Mission Trip Form	20
Christ the Cornerstone Academy	21
Student Vehicle Registration	21

Christ the Cornerstone Academy

Student and Parent Handbook

“Teach me Your way, O LORD; I will walk in Your truth”

Psalm 86: 11 (NKJV)

“You shall teach them to your children, speaking of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”

Deuteronomy 11:19 (NKJV)

Mission Statement

The mission of Christ the Cornerstone Academy at Stewartsville Baptist Church is to assist families in developing committed disciples of Jesus Christ through spiritual growth and academic excellence.

School Philosophy

At Christ the Cornerstone Academy, our philosophy of education is based on the belief that there is absolute truth, right and wrong, and that the Bible is the standard of truth. We believe that each student is a unique and precious creation of a loving God, created with gifts and with a purpose. While we believe that the primary responsibility of each child's education lies with the parents, we are committed to partnering with families in the educational process. A child's education is most successful when the home and school are committed, actively engaged in the learning process, and share a common goal.

We recognize that students flourish in a safe, loving, disciplined atmosphere. Discipline is an important part of the school setting in order to maintain order, to bring correction, to provide a safe environment, to teach accountability and responsibility, and to promote moral development. We are committed to being a school that teaches mutual respect and an appreciation for one another, guided by the Golden Rule of Luke 6:31.

We acknowledge that learning is more than just the acquisition of facts. Education guides students to discover talents, to acquire and hone skills, to learn to think critically, to express themselves creatively, and to develop a love for learning. Beyond that, a vital component of their education involves moral and character development, which occurs when the home and school model loving, godly behavior and when the student is presented with the choice for a relationship with a loving God. Therefore, the centrality of Christ in the curriculum is the distinguishing feature of our philosophy of education, and our school.

Vision Statement

The vision of Christ the Cornerstone Academy at Stewartsville Baptist is to become the desired school for families striving to raise their children with a biblical worldview.

Core Values

Kingdom Education is a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. In order to accomplish this, we commit to the core values that follow:

- We are committed to the conviction that Jesus Christ is the divine Son of God, the only way of salvation, and is the only way to heaven and eternal life. Therefore, all functions and activities of the school are directed toward honoring and advancing His name.
- We are committed to the Bible as the inspired, inerrant, and infallible Word of God and believe that it is the sole source of our Christian beliefs. It is the basis for the education of our students and the administration of our school's affairs.
- We are committed to fulfilling Christ's Great Commission to make disciples of all nations.
- We are committed to the expectation that our faculty and staff must exhibit godly, Christian character.
- We are committed to teaching foundational Christian doctrines and Christ-centered academic disciplines.
- We are committed to employing teachers who have a personal relationship with Jesus Christ, are well-grounded in the Christian faith, are active members of a doctrinally conservative church, and who model Christ in their teaching and daily walk.
- We are committed to providing the highest spiritual and academic education while being consistent with the biblical principles of stewardship.

School Crest and Colors

Christ the Cornerstone Academy's school crest is the Defenders' shield. School colors are burgundy, black, and white.

Nondiscriminatory Policy

Christ the Cornerstone Academy shall not, either by action of the School Board or by administrative practice, discriminate against any student applicant because of race, color, nationality, or ethnic origin.

Christ the Cornerstone Academy

Student and Parent Handbook

School Staff

Emily Baines	Administrator	Principal/English Honors
Virginia Jackson	Administrator	Assistant Principal/Financial Director/Discipline
Robbin VanDeusen	Administrator	Academic Advisor/Testing Coordinator/Bible
DaleAnn High	Administrator	Instructional Coach
Nicole Yarborough	Admin Staff	Finance Officer
Cindy McLean	Admin Staff	Data Manager
Kelly Callahan	Admin Staff	Administrative Assistant/Preschool Director
Stacey Walker	Admin Staff	Athletic Director
Megan Martinez	Admin Staff	Preschool Director
Michael Inman	Admin Staff	Security Officer
Mellisa Yarborough	Preschool	Preschool (2)
Anna Locklear	Preschool	Preschool (2)
Robin Knight	Preschool	Preschool (2)
Pam Ekis	Preschool	Preschool (0/1)
Becky Liles	Preschool	Preschool (3/4)
Davia Jacobs	Preschool	Preschool (0/1)
Jessica Pollard	Preschool	Preschool (3/4)
Lindsey Reneau	Preschool	Preschool (3/4)
Savannah Gray	Preschool	Preschool (3/4)
Hope Oxendine	Preschool	Preschool (3/4)
Natalie Walters	Preschool	Afterschool
Rebecca Murphy	K-2	Kindergarten Teacher
Kellie Kirkley	K-2	Kindergarten Teacher Assistant/Bible
Sheila LaBean	K-2	Kindergarten Teacher
Amanda Justice	K-2	Kindergarten Teacher Assistant/Bible
Shellie Powell/Sammie Maddox		K-3 Academic Acceleration
Amber Flowers	K-2	1st Grade Teacher
Molly Weaver	K-2	1st Grade Teacher
Margaret Hogan	K-2	1st Grade Teacher Assistant/Bible
Whitney Hunt	K-2	2nd Grade Teacher
Dana Hunt	K-2	2nd Grade Teacher Assistant
Megan Locklear	3 - 5	3rd Grade Math/Science
Taylor Histed	3 - 5	3rd Grade ELA/Social Studies
Sarah House	3 - 5	4th Grade ELA/Social Studies
Davita Jacobs	3 - 5	4th Grade Math//Science
Claire Darnell	3 - 5	5th Grade Teacher
Rebekah Jones	3 - 5	5th Grade Teacher
Beth Crumbley/Maggie Quick		Middle School Academic Advancement
Sheri Baines/Angie Swails		2nd - 5th Resource Teachers/Bible
Kelsey Hatchell	6 - 7	6th Grade ELA/6th&7th Social Studies/7th Bible
Brenda Coe	6 - 9	6th - 7th Grade Science/Physical Science
Michelle Williams	6 - 7	6th - 7th Grade Math/6th Bible
Angell Buie	7 - 9	7th Grade Cultural Geography/9th Bible/Eng I, Eng I Honors, Eng II Honors
Melissa Wyckoff	7 - 8	7th ELA/8th Grade ELA/American Republic/8th Bible
Raven Grooms	8 - 12	High School Math (Pre-Algebra, Algebra I/II/IV, Geometry, Math Lab)
Kyle Wyckoff	6 - 7	6th - 7th Grade Bible (Boys)
Blake Mathis	9 - 12	US History II /US II Honors/World History/10th Bible/Financial Literacy
Morgan Hatchell	8 - 12	Exploring Missions/ASL/Girls Weight Training/FCA and Mentoring
Jacki St. John	8 - 12	Life Science/Biology/Biology Honors/Env Science/Env Science Honors
Elizabeth Williams	8 - 12	High School Math (Algebra I/II Honors/Geometry Honors/PreCal Honors)
Joshua Lewis	9 - 12	English II, III, IV/Eng IV Honors/US History I/US I Honors/12th Bible (Boys)
Carson Hilburn	9-12	Academic Lab/RCC Study Hall/6th and 7th Bible (Boys)
Alejandra Guillan	K - 12	Spanish
Stephanie Andrews	K - 12	Music and Worship
Courtney Poole	K - 12	Art
Morgan Pate/John Walker	K - 12	Physical Education/Health/Yearbook/Weight Lifting/FCA
Abby Baines	6 - 12	Worship Band/STEM/Yearbook/Technology and Digital Support
Emily Lighthall	K - 12	STEM
Rebecca Croniser	2 - 4	Bible
Nichole Reese/Kelly Lowe/Pat Fail		Lunch Coordinator/School Nurse/Kitchen Staff

Christ the Cornerstone Academy

Student and Parent Handbook

II. School Hours/Schedules

School Office hours are: 7:30 am - 3:30 pm.

School Schedule

7:30 a.m. Students may enter the building
7:50 a.m. Homeroom
8:00 a.m. Academic Day begins – **Students entering classroom after this time are tardy.**
2:30 p.m. Dismissal — **Students must be picked up by 2:45.**

Half Day Schedule

Classes begin at 8:00 am and end at 11:15 a.m.

Two Hour Delay Schedule

Classes begin at 10:00 a.m.

Pre- K Schedule

7:30 - 5:30/ Classes are from 8:00 am - 12:00 pm/Afternoon Enrichment 2:30 - 5:30

III. Regulations for Health, Safety, and Welfare

Student Emergency Information

It is imperative for parents to inform the school of any changes to emergency contact information, such as:

- Home address
- Home telephone number
- Employment telephone numbers for parents or guardian
- Persons to notify in the event of an emergency when parent(s)/ guardian(s) cannot be reached

Emergency Closings

Christ the Cornerstone Academy will determine the need to close or delay due to inclement weather and notify CTCA families by text messaging, email, and our website. Decisions will be made by the administration after consulting with local emergency management officials.

Emergency Drills

Drills are held on a regular basis. The faculty will give instructions concerning drills and review guidelines that are posted in classrooms.

Security

The safety of the student body and faculty at Christ the Cornerstone Academy is our highest priority. Therefore, the following security policies are to be followed at all times:

Building Security: Building entrances are to remain locked at all times. Entry to the building after 8:00 must be granted by school administration through the school office. Students and visitors arriving after 8:00 must report to the administration office and be signed in by a parent or legal guardian. Students leaving early for appointments, etc., must be signed out by a parent/legal guardian.

Students are not permitted to open building entry doors for anyone at anytime. Failure to comply with this policy will result in disciplinary action.

Students are to report any unknown or suspicious individuals, whether inside or outside of the school building, to their teacher immediately. Teachers that identify the same are to contact the principal immediately.

All teachers are responsible for ensuring that the building security policy is reviewed with their homeroom students on a monthly basis. Homeroom teachers will document security meetings on the Monthly Security Review Log which will be maintained in each grade level classroom.

Student Security: No child shall be released to any individual without express permission of a student's parent or legal guardian in one of two ways. If a parent chooses for any other individual to pick up their child from school, they must be in possession of a school car tag which is designated for that specific student. Further, we recognize that from time to time a student may ride home with another student's family. In order for this to occur, the parent must submit a signed, written request. Failure to provide such will result in refusal of school faculty to release the student.

Christ the Cornerstone Academy

Student and Parent Handbook

Emergency Care/Health Policies (PLEASE SEE ATTACHED PROCEDURES AND POLICIES)

- **Communicable Diseases:** In the interest of each child's well-being, parents are required to keep their child home when he/she is sick. If a child has symptoms such as elevated temperature (100°F), rash, vomiting, or diarrhea, parents are required to keep the child home. If the symptoms develop at school, parents will be notified to pick up the child within the hour. If a child has had a temperature of 100°F or has been vomiting, he/she must be free of any fever for 24 hours before returning to school. Students returning to school after an illness lasting three days or more must have a note from the doctor for admission to class.
- **Medications:** **Students are NOT permitted to carry medications on their person or store them in their possession.** All medication must be administered to the student by designated school staff. The parent should obtain a copy of the "Medication Order Form" from the school office. The form should be filled out completely and must be signed. Prescription drugs must be in the pharmacy labeled container. The written instruction on the bottle must correspond with the Order Form. Nonprescription medications may be administered for one dose only, unless approved by a licensed health practitioner and a note accompanies the medication from the practitioner. Medications can only be administered during school hours. Students are not to dispense medication to other students. **Students dispensing medications to other students may face expulsion.**

Immunizations and Physicals

North Carolina state law requires CTCA to have on file current immunization and medical records for each student. Kindergarten must have a physical and required immunizations to enroll. DTAP shots are required in the calendar year of a student's 12th birthday. The DTAP shots should be taken prior to the start of 7th grade or when the student turns twelve. Seniors in high school also have required vaccinations. Please keep your child's records up to date with the school office.

Care of School Facilities

Students are expected to be good stewards concerning our school facilities. Students who notice that something is broken or in need of repair should report the issue to the classroom teacher. Teachers should complete a Building Maintenance Request form at the front office.

IV. Home/School Communication

Contacting Teachers

Teachers may be contacted through school administration, through email, or through the teacher's classroom phone. Homeroom teachers will directly communicate with parents the preferred method of communication. **Please do not contact teachers at home unless given permission by the individual teacher.**

Classroom Visitation

Parents are welcome to visit the school for lunch, chapel, or special events. Please arrange this visit with administration/teacher ahead of time. Parents visiting during the school day must check in at the CTCA Reception Office.

Conferences

Conferences with teachers are encouraged and may be made by contacting the individual teacher. Conferences with the Administration should be scheduled by contacting the school office at (910) 501-8090.

Conflict Resolution

Parents or students wishing to express a concern or complaint should go first to the person directly involved. This process is in accordance with the principles of restoration found in Matthew 18. If the problem is not resolved at this level, a conference should be arranged with the appropriate teacher and administrator.

Christ the Cornerstone Academy

Student and Parent Handbook V. Attendance Policies

Absence from School

Follow these procedures if an absence occurs:

- A note from the parent/guardian is necessary to excuse any absence. The note is required the day the student returns to school.
- A physician's note is required for any absence of three (3) or more consecutive days due to illness.
- All notes must include the following information: student name, grade, date(s) of absence, reason for absence, parent/guardian work and home numbers, parent/guardian signature.
- There are only **five (5) reasons for school absence which are recognized as excused absences**: Personal illness, death in the family, professional services in connection with student health and welfare, family emergency, and necessary absences approved in advance by an administrator.
- Students with excessive absences and/or tardies may be dismissed from the school.
- If a student misses 12 days of school in the year, automatic retention may be recommended due to a loss of academic knowledge. All students missing more than 6 days for a semester course or 12 days for a year long course will be required to complete additional assignments in order to receive credit for the course(s) or attend Intensive Learning Weeks during the summer at a cost of \$500. If these assignments are not completed by the due date(s) given or during the Intensive Weeks in summer, then course credit will not be given.

Truancy

A student who is absent from school without lawful cause is considered truant. Truancy (illegal absence from school) and cutting classes are serious infractions and will result in immediate disciplinary actions.

Late Arrival/Tardiness

Students are tardy after 8:00 a.m. and must be signed in at the school office by a parent. If your child must be late due to medical appointments or other excused reasons, he/she must be signed in at the Reception Office. **Remember that four (4) unexcused tardies equal one (1) absence.** Also, disciplinary actions may be taken if tardiness becomes an issue.

Early Departure

For security and safety reasons, students may only be signed out by a parent or adult designated by the parent. Therefore, students will not be released to anyone but a parent without a note written and signed by the parent or guardian. Please make arrangements with individual teachers or administration for early dismissals. Students leaving early must sign out at the CTCA Office. When parents sign out students between 2:00 and 2:30, it creates difficulty for dismissal traffic patterns and for maintaining a correct count for teachers/staff supervising during dismissal. **Therefore, early departures must take place before 2:00 p.m.**

Christ the Cornerstone Academy

Student and Parent Handbook

VI. School Policies

School Dress Code

All students are expected to be in proper dress at all times on school property. Students should arrive and depart from school in correct dress. The only exceptions are when they have changed for PE or an after-school activity. Parents may be called when students are not appropriately dressed. Parents are responsible for sending their children to school with correct dress and grooming. **Students must also observe dress code for home and away athletic events and field trips.**

Acceptable dress for normal school days will consist of the following:

TOPS: Modest shirts (long or short-sleeved) with appropriate fit are allowed.

The following types of shirts are NOT allowed:

- Tank tops, strapless tops or off-the-shoulder, camisoles or spaghetti straps, cropped tops, low-cut, or tight-fitting. Tank tops or camisoles may be worn under other tops. Zip-up sweaters or jackets may not be worn alone as shirts.
- No offensive, inappropriate messaging or graphics are allowed on t-shirts, jackets, or hoodies. [Sports team logos, brand logos, Christian-themed messages, or CTCA designs are allowed.]

OUTERWEAR: Light-weight jackets, pullovers, sweaters, sweatshirts, or hoodies may be worn in the classroom. **Hats or Hoods may not be worn inside the building** including hallways, classrooms, sanctuary, gym, lunchrooms. Again, no offensive, inappropriate messaging or graphics are allowed on hats, jackets, or hoodies.

Heavy coats may NOT be worn in the classrooms. If they are worn to school, they must be removed during class.

PANTS/SHORTS: Jeans or slacks are acceptable as long as they fit appropriately. Pants may not be overly tight. NO HOLES/TEARS are allowed and NO LEGGINGS (regular fit or flared) may be WORN AS PANTS. Frayed hems on pants are acceptable. No joggers, athletic (nylon) or sweatpants are allowed.

Capris and shorts may also be worn as long as they fit appropriately. Capris/shorts may not be overly tight. Shorts must be Bermuda style with a length that must reach within two inches of the top of the knee cap. Cargo shorts are allowed if appropriate length.

SKIRTS/JUMPERS/DRESSES: Skirts, jumpers, and dresses are allowed for girls as long as they are not tight-fitting or low-cut and reach within two inches above the top of the knee cap. Shorts or leggings should be worn under dresses unless the dress is below the knee in length. No strapless, off-the-shoulder, or spaghetti straps allowed on dresses.

HOME GAMES: Athletes may wear jerseys to school on days when they have a home game. Full uniforms may not be worn. Students attending games must abide by the school dress code.

GENERAL GUIDELINES: Tennis shoes must be worn for PE.

- Boys may not wear earrings.
- Jewelry may be worn in moderation.
- Body piercing is prohibited. NO NOSE RINGS.
- Hair may not be dyed an unnatural hair color.
- **Boys' hair must be above the eyebrows, and collar length or shorter.**
- Students may not have partially shaved heads.

The dress code will be strictly enforced. Students in violation of the school dress code will be sent home with a warning to change and return dressed according to school policy.

Repeated violations will result in disciplinary action including detention, work detail, or punitive fees.

Christ the Cornerstone Academy

Student and Parent Handbook

Transportation

Parents are responsible for the transportation of their children to and from CTCA. If students are to ride home with someone other than their parent or guardian, a signed note must be submitted to the administration/teacher at the beginning of the year or each time of occurrence. Only in emergency situations will a phone call be permitted. Please include the name and relationship of the individual to your child. A note is also needed for students to ride with other students (this includes student drivers).

Student Pick-up

All children who are not involved in after-school programs must be picked up each day by 2:45 p.m. Students who are not picked up by 2:45 will be taken to the school office and should be picked up from the elementary exit no later 3:00 . Students who are not picked up by 3:00 will be assessed a \$30.00 fee.

Lunch Program

CTCA offers meals daily at an additional cost. Students must order MONTHLY in advance. **Orders forms will be emailed and will also be distributed at our Open House in August.** Microwaves are available for students to heat food with the understanding that we have a limited lunch period and limited microwaves. Meals that require more than two minutes should be prepared at home and sent in a thermos or container to be reheated. **No student /parent may order food to be delivered to school.**

Chapel

Chapel services are held weekly on Wednesday mornings. Chapels are a special time to praise the Lord through song, scripture, and drama. Our theme is developed through the study of God's Word. Attendance is required. Students are expected to be reverent and respectful. Middle and High School students must take notes. Parents are invited to attend. Middle/High Chapel is from 8:20 - 9:20, Elementary Chapel is from 9:45 - 10:45. Combined chapels meet at 8:20.

Grading Scale (3rd – 12th Grade)

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

HONORS (.5 GPA boost)/AP (1 GPA boost) (8th – 12th)

A =	100 - 90
B =	89 - 70
C =	79 - 70
D =	69 - 60
F =	59 - 0

Grading Scale (K – 2nd Grade)

Students in Kindergarten through 2nd Grade will be graded using a Standards Based Report Card that shows the student's performance level on various standards in each subject area.

Community Service Requirements

Community service is defined as "acts of service within the student's local community without pay or compensation." Since one of the school's primary goals is to prepare students for life, CTCA believes that students should be involved in their communities, learning to be responsible citizens and spread the love of Jesus. CTCA students in grades 9 - 12 are required to complete a minimum of 12 hours per year of community service as a graduation requirement. Students may select from various types of volunteer activities. Hours for the first semester (including summer hours) must be submitted by the end of January, second semester by the end of May. Failure to meet these deadlines will result in loss of credit for these hours.

Missions Trip Graduation Requirement

Students of CTCA must attend at least one mission trip during their high school years (grades 9-12) as a high school graduation requirement. A missions trip is defined as an extended day trip outside the local community where the student is dedicated to service without pay for a minimum of 3 days, 8 hours or more per day, excluding travel. Unlike community service, which is local, missions trips should be out of the local community with the ultimate purpose of furthering the gospel and sharing the love of Christ through ministry to others. For students with extenuating circumstances like long-term illness where they cannot travel, multiple day missions projects can be set up with organizations, with prior approval from administration. Though one mission trip is required, CTCA encourages students to attend multiple trips.

Christ the Cornerstone Academy

Student and Parent Handbook

Student Drivers

Driving on campus is a privilege and should be regarded with the utmost responsibility. Student drivers must register their cars using the registration form at the back of this handbook and pay a \$25 fee. Students will park in assigned parking spaces. Safe driving is mandatory on and off campus. **The campus speed limit is 10 mph.** Speeding and/or reckless driving during school hours or school-related activities will result in disciplinary action. Reports of excessive speed or careless driving by students will result in disciplinary action. Violations may result in loss of driving/parking privileges. Students may not go to their vehicles during the school day or leave campus without signing out with permission.

Computer Acceptable Use Policy

All students will have the opportunity to use technology at CTCA. In keeping with the school's responsibility to provide a safe learning environment for all students, all students using the computers must abide by the Computer Acceptable Use Policy. All parents must sign the Student Computer Acceptable Use Policy. Middle and High School students must also sign the policy in order to use technology at school. Any student who violates the Student Computer Acceptable Use Policy or uses a computer in an unauthorized manner will be referred to the administration. Parents/students agreeing to the Acceptable Use Policy understand that the administration may revise the policy if necessary. The use of the internet and technology at school is a privilege. The administration reserves the right to monitor and review any material on any computer (including personal technology) at anytime in order for the school to determine any inappropriate use.

Any security problems should be reported immediately to the school/site administrator. Internet users may encounter material that is controversial which the user/administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global internet to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the administrator. Christ the Cornerstone Academy expressly disclaims any obligation to discover all violations of inappropriate internet access. Any user violating this policy or any applicable state/federal laws will be restricted from internet access or use of technology at school. Additional disciplinary actions may result including detention, suspension, expulsion and/or referral to legal authorities. Determination of the discipline is at the discretion of the administration.

Internet and Public Domain

Christ the Cornerstone Academy, in an effort to serve as a lighthouse to the community, may issue students a detention, suspension, or dismissal if they are involved as a host or participant in content on the internet that devalues or disrespects persons, institutions, or biblical values. Postings on social websites that are in the opinion of the administration inappropriate will result in disciplinary action. **Students' home and personal internet use can have an impact on the school, staff, and other students. If students' personal internet expression includes a threatening message to another student, a violent website, inappropriate comments about the school or staff, bullying, or inappropriate pictures and/or language, students will face school discipline and if applicable the proper authorities will be notified. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation that will result in school discipline, up to and including dismissal, and the notification of local law enforcement.** Students are required to immediately report any such activities to a teacher or principal.

Cell Phone and Communication Devices Policy

Student phones are not allowed on campus with the exception of students who are sixteen or older. Students over the age of 16 will submit phones to the CTCA office or designated teacher to be collected and stored during the school day. **Phones may not be left in vehicles. Students are also not allowed to have smart watches or earbuds.**

If a student under the age of 16 has a circumstance that requires them to bring a phone to school, permission must be granted in advance by the administration and the phone must be submitted to the office.

Any student who is found with a phone at school, either on their person, in a backpack, purse, etc., will be in violation of this policy and will be subject to the following disciplinary action:

- 1st offense – 3 demerits, parent notification**
- 2nd offense – 5 demerits, parent notification, \$25 fee**
- 3rd offense – 10 demerits, parent notification, \$50 fee**

Beyond three violations, a \$100 will be assessed for each offense.

Christ the Cornerstone Academy

Student and Parent Handbook

VII. Classroom Policies

School Supplies

Students are responsible for obtaining supplies. Students should come prepared to class with the items specified on the school supply list. During the school year, additional items and replacement items may be necessary.

Textbooks

The school supplies students with all necessary textbooks which are purchased using funds from the annual resource fee. If a student loses his/her textbook, a replacement will be ordered at the expense of the parents. Students will be held responsible for damage to non-consumable textbooks and damage fees will be assessed.

Homework

Homework is given in order that the student's learning experiences at school may be carried to the home experience. Homework is designed to establish good study habits, reinforce concepts, and to enrich the academic program. Parents should not do homework for their child, but they should be supportive of their child and carefully monitor the homework.

Late Work

Due dates on assignments are very important. **Full credit will not be given for late assignments.** The grade on late assignments will be reduced by the teacher as appropriate. "Per school day" is to be clearly viewed as **consecutive** school days regardless of what specific days a particular course meets. Students are expected to complete all assignments even though they may be late.

Make-up Work

When a student is absent due to illness or other excused absences, all work due on the day of absence must be submitted on the day of return. The student is responsible for obtaining any assignments missed and submitting them to the teacher; the general guideline is for every day absent, one day is granted to make up the work. Students are expected to maintain the pace of the class.

For absences other than for illness, arrangements must be made **beforehand** with the teacher to make up work that will be missed. The student will be expected to submit make-up work on the day they return and to pick up with the class where it is, including the taking of tests or quizzes which may be completed during Academic Lab for 6th - 12th grade students.

Students who miss assignments or evaluations due to disciplinary reasons must complete these responsibilities; however, they will receive only half credit for the work.

Test and Quiz Policy

Students who miss a test due to an excusable absence must reschedule a time to make-up the test with that particular teacher within five school days. Failure to show up for a makeup test can result in a zero. Students can complete make-up work during Academic Lab.

Exams/Quarterly Tests

Students in grades 9-12 may be required to take comprehensive exams at the end of each quarter in core academic courses. Students may be exempt from these exams if they maintain an "A" average and do not exceed 2 excused/unexcused absences during the quarter. Students cannot be exempt from taking the Iowa Test or any other required standardized tests.

Field Trips

Field trips are taken periodically in conjunction with different classes. Advance notice is sent home with the student and permission slips must be signed and returned to the teacher. The student will pay any fees for the trip. Parents may be asked to help chaperone field trips.

Christ the Cornerstone Academy

Student and Parent Handbook

VIII. Student Conduct

We believe that all things should be done according to the Scriptures. At Christ the Cornerstone Academy, discipline is firm and consistent while tempered with love. The teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disobedience occurs and disciplinary action becomes necessary, it is firmly carried out. Every student is expected to be respectful and obedient with any adult.

- Good manners and common courtesy are to be used by all students.
- A student carrying a message to another classroom should knock before entering and then enter the room quietly.
- Students are not to interrupt people by talking to or by walking between the individuals engaged in conversation.
- Students going through doorways should hold the door for people behind them or people coming from the opposite direction.
- Gentlemen should hold the door for the ladies.
- Students are expected to answer “yes, ma’am/no, ma’am” or “yes sir/no sir” when addressed by adults.
- All students are expected to speak and act with respect toward other students and adults.
- Students are to follow all classroom rules.
- **Students should respect the use of this building.** Property and equipment are to be treated with care.
- Students must walk inside the building.
- Profanity is unacceptable and will result in immediate discipline.
- Fighting is unacceptable and will result in suspension or expulsion.
- Use and/or possession of tobacco, drugs, or alcohol are strictly prohibited at all times and will result in suspension or expulsion.
- Insubordination and threatening behavior are not tolerated. Communicating a threat of violence to the school will result in expulsion.
- Do not use the name of God in a disrespectful manner.
- **Students will complete their own work on all school assignments. Plagiarism and cheating will not be tolerated. Copying work or giving and receiving help during quizzes and tests violates this principle. It will result in a zero for the work.**
- No stealing.
- Do not possess or distribute obscene literature. **This includes social media posts/likes/shares.**
- Do not possess or distribute anti-Christian literature. **This includes social media posts/likes/shares.**
- Any printed material to be distributed must be cleared by the administration.
- **Students must not violate godly standards of conduct when using social media outside of school. Social media will not be accessible at school. Students must not use texting or social media to bully or threaten.**
- Truancy is unacceptable.
- Students may not leave campus without permission.
- Students may not be on the campus or in the buildings before or after school hours unless they are under the direct supervision of a faculty member.
- **Eating is permitted only in designated areas during lunch and breaks. Water is allowed in the classrooms.**
- Students are expected to respect the rules and privacy of neighboring properties.
- Possession and/or use of weapons or other potentially dangerous objects are strictly prohibited and can result in suspension or expulsion.
- Toys are not allowed in school unless permission has been granted by the teacher.

Lunchroom Conduct

- Talking should be at a low volume.
- Students will respect and obey the staff in charge.
- Students must remain in the cafeteria at all times and stay seated until dismissed by a teacher.
- Students will be dismissed from the cafeteria by table only after all students have placed all trash and uneaten food in the garbage cans. Tables and floor should be left in clean condition.
- Teachers will dispense supplies to students to clean the eating area.

Outside and Playground Safety

We want students to play safely during recess and other outdoor times. Once outside, students may not reenter the building, unless given permission by the teacher.

- Students must stay within visibility of the supervising teacher at all times.
- Students should play actively without pushing, shoving, punching, pulling, or hitting other children.
- Students may not participate in contact sports, including martial arts.
- Students must stay away from dangerous areas such as drains and trash receptacles.
- Students may not throw wood chips, sand, rocks, etc.
- Students may not climb trees or fences.
- Students must sit on swings in an appropriate manner, and not twirl or jump off the swing, while it is in motion.

Christ the Cornerstone Academy

Student and Parent Handbook

IX. Student Discipline

Discipline Philosophy: The application of rules and regulations are necessary for the efficient, orderly functioning of any organization. At Christ the Cornerstone Academy, we believe the Bible establishes the best framework for social interaction ever provided in the form of what has become known almost universally as the Golden Rule – “Do unto others as you would have them do unto you.” (Matt. 7:12).

This is the foundation for the rules at our school. These rules are established with the safety and well-being of each individual at the forefront. Their purpose is to build Christ-like character in each student.

Discipline Policy: It is the desire of Christ the Cornerstone Academy to provide an environment in every class that will be conducive to a positive educational experience for all students. Each student is expected to conduct himself in the classroom and on campus in a way that is acceptable to the teacher. A student who disrupts the learning environment will be corrected in the following manner.

- The teacher will verbally give a warning to the student and explain what the student has done that is unacceptable.
- If further occurrences take place, the teacher will determine appropriate punishment; this may separate the student from the class' activity or require similar such action. The parent will be informed by the teacher through some form of communication (note, call, etc...).
- If the student does not correct his/her behavior, he/she will be sent to the office to receive verbal reprimand from the principal.
- The second time the student is sent, a telephone call to the parent will result.
- Further misconduct in the class will result in the parent being called to report to the school to meet with the student and the principal. Other measures will be taken depending upon the severity and the frequency of the misconduct. If the parent is not cooperative, the family will forfeit the privilege of attending Christ the Cornerstone Academy.

We do not condone the infliction of severe, unusual or unjust punishment upon children.

Derogatory remarks shall not be made in the presence of children about family members of a child or about the child himself. No child or group of children shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, they will never be out of sight of a staff member. No child shall be deprived of meals or any part of meals for disciplinary reasons.

Search and Seizure

To maintain order and discipline and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials (**including cell phones**) in the search.

1. **Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, including cell phones for students under 16 years of age. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend CTCA will be revoked.

2. **Locker Searches:** Student lockers are CTCA property and remain at all times under the control of CTCA. CTCA exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by CTCA administration. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

3. **Automobile Searches:** Students are permitted to park on CTCA premises as a matter of privilege, not a right. CTCA retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Christ the Cornerstone Academy

Student and Parent Handbook

Demerit System

The demerit system is an addition to our existing disciplinary policy and provides a point scale which accumulates over each 9-week quarter. At the end of each quarter, any demerits that have been accumulated from the preceding quarter will be cleared. However, if demerit points continue to accumulate throughout the year and demonstrate a disregard for school rules and disrespect for authority, removal of the student from CTCA may be recommended. Demerits will be recorded through Gradelink on the student's individual record. Again, these will be cleared each quarter.

Teachers will contact the Assistant Principal with discipline referrals. Any office referral will result in 1 demerit being issued, with additional demerits to follow based upon the infraction. However, possession of a phone, unexcused tardiness, or unexcused absences do not require an office referral, as these infractions result in automatic demerits.

The Assistant Principal or the Principal will issue demerits to students. Once a student reaches a threshold of 5 demerits within a 9-week quarter, students will be assigned to lunch detention, after school detention, or work detail. If student athletes reach this threshold, coaches will be notified and playing penalties will be applied. Students that exceed the 10 point threshold within a 9-week quarter will be subject to suspension for failure to take corrective action which will include loss of ballgame privileges, loss of field trip privileges, and result in probationary status for student scholar members.

In accordance with the CTCA Choice Board (disciplinary policy), demerits will be issued for the following infractions: cell phone possession, tardiness, classroom disruption, teacher disrespect, student disrespect, truancy, profanity, fighting, or communicating threats.

Detention/Suspension

In cases of serious or repeated misbehavior, students may receive more severe consequences including:

- morning or afternoon detention/work detail
- suspension from certain activities (e.g. field trips, sporting events, clubs, extended day, etc.)
- in-school suspension
- suspension from school for a designated number of days during which the student will not be allowed to participate in extra-curricular activities or complete assignments for full credit.

Serious infractions that may result in these more serious consequences include, but are not limited to:

- the use of derogatory, vulgar, or foul language (spoken, written, or posted)
- deliberately breaking class rules after clear warnings have been issued
- disrespect to those in authority
- possession of a prohibited item (cell phone, weapon, tobacco, drugs, alcohol, inappropriate material)
- bullying (physical or verbal, including gossip and slander)
- fighting
- destruction or damage of school property
- In addition, a violation of the rules stated in this handbook involving respect to teachers and students may result in an immediate suspension from school. If, in the judgment of the administration, a student needs to be removed from school, the parent will be contacted and asked to come immediately and pick-up his/her son or daughter. Such an infraction may also result in in-school suspension, including a work detail.

Students who receive three suspensions within one year may be expelled from school as determined by school administration.

Behavioral Probation

A student is given a chance to correct the problems when put on probation. If there is not satisfactory improvement, the student will be dismissed or asked to withdraw from the school. At the end of the probation period, the faculty will reconsider the student and recommend removal from probation or withdrawal from school. Students placed on probation for two consecutive semesters may be dismissed or withdrawn from the school.

Expulsion

The student will lose the privilege of attending CTCA if his/her conduct is determined to be disruptive or in violation of the rules of the school.

Restoration

Students who have been expelled may have the opportunity of returning to CTCA, after one full school year, if they successfully complete the restoration process. The student and his/her family must express a desire for restoration for the process to begin. This process includes: the establishment of specific criteria to accomplish, a period of intense discipleship approved by the pastor of Stewartsville Baptist Church, a period of probation once they return to school, and any other conditions deemed necessary by the administration. Restoration will be implemented on an individual basis.

Christ the Cornerstone Academy

Student and Parent Handbook

Report Cards

Report cards are issued four times a year – once a quarter. Students are required to return the report card, signed by a parent, to the teacher within one week. Report Cards are also published online and can be accessed through Gradelink.

Progress Reports

Parents have access to grades at all times through Gradelink. There are options to set alerts for low grades. Progress reports may also be sent home halfway through the quarter.

Academic Probation

The purpose of Academic probation is:

- To give the student in academic difficulty an opportunity to improve.
- To give a strong warning that the student is in academic difficulty, and in danger of not continuing at CTCA.

Parents of students on academic probation will be contacted by the administration.

Academic probation continues until the end of the quarter, at which time the student's progress is reviewed. If significant achievement has been attained then the student may be removed from probation. A student on probation who is failing more than one subject after two successive grade reports may be recommended for dismissal from the school.

Student Records

The school office will not release the records of a student without the written consent of a parent/guardian. The disclosure of information from a student's record is limited to the student with the consent of a parent or guardian, unless the student is 18 or older, the parent or guardian of a student, and employees of Christ the Cornerstone Academy who have a specific need for information. Those desiring to review a student record must contact the administration.

The following is maintained for each student in a file in the main office:

- Student application
- Permission from parents for the school to seek medical help in case of an emergency
- Cumulative grades
- Records from previous schools
- Letters of recommendation from pastor and/or teacher
- IEP's/Modification Forms
- Standardized test results
- Parent commitment form
- Disciplinary record

XI. Athletics/Extra-Curricular

Athletics / Code of Conduct / Athletic Fees

Christ the Cornerstone Academy requires all student athletes to maintain a "C" average (2.0 GPA) to participate in athletics. Physicals are required and students/parents must sign a Standards of Behavior Policy. All athletic teams will practice after school hours.

In accordance with the behavioral policies set forth by Christ the Cornerstone Academy, all athletes are expected to conduct themselves in a Christ-honoring manner at all times, both on and off the court. Athletes who receive suspension or assignment to Saturday School for inappropriate behavior will also be suspended for at least one game and may be removed from the team.

A seasonal athletic fee is required per student, per sport, for students in grades 6th – 12th who wish to participate in the athletic program. This fee helps to cover the cost of uniforms, game officials, conference fees, field rentals, and team transportation. Athletic fees are due when team rosters are announced and prior to the first scheduled game of each season. The fee for the initial sport is \$150 with subsequent sports being \$100. Certain sports are exceptions.

Extra-Curricular

Christ the Cornerstone Academy offers clubs and classes after school hours in which students can participate on a voluntary basis. All activities are supervised by school personnel. Additional fees may apply. **Cell phones are not allowed while participating in these activities unless authorized by club sponsors, coaches, or teachers.** Students must maintain CTCA school standards of conduct, including dress code, during these activities.

Christ the Cornerstone Academy

Student and Parent Handbook

XI. Business Office

Re-enrollment

Re-enrollment is held for returning students prior to the acceptance of new students to ensure a space. A non-refundable re-enrollment fee of \$150 is required. To qualify for re-enrollment, students must meet the established academic, behavioral, and financial requirements.

Tuition / Fees

School tuition is an ANNUAL charge that may be paid on a monthly payment plan.

Tuition for the 2026-2027 school year for K-12 is \$6500.00 per student. A \$150.00 non-refundable Application Fee is required and a \$700.00 Resource Fee per student. A \$150 Security Fee is assessed to each family. Parents may apply for multiple student discounts or financial hardship if needed. The tuition may be paid in full up front for a discount, or paid in twelve monthly payments beginning July 1st. Certain additional fees may apply for high school level courses and for those with special academic needs.

All monthly tuition payments are due on the 1st of each month. If payment is not received by the 10th of each month, a late notice will be sent to the parent. Should payment not be received by the last day of the month, a conference will be scheduled with the administration. Failure to bring a past due account current within 60 days will result in forfeiture of the student's placement within the school.

Report Card and Record Withholding

Any outstanding charges on the monthly billing statement will result in the withholding of progress reports, report cards, transcripts, transfer records and graduation diplomas. There are NO EXCEPTIONS to this policy.

Fees

Mandatory fees for the school year are:

- Application Fee - \$150.00 per student. This is due at the time of application and is non-refundable.
- Resource Fee - \$700.00 per student. This is due upon acceptance of the student(s) and is non-refundable.
- Security Fee - \$150 per family.

Withdrawal Policy

Parent(s)/Guardian(s) that wish to withdrawal their child must schedule a meeting with school administration and complete the withdrawal form. Students are considered enrolled for the entire year; therefore, budgets and teacher contracts are set accordingly. Students who withdraw anytime between July 1 and April 30 will be assessed a **\$300 Withdrawal Fee**. In addition, the full month's tuition is due for any month in which the student attends one school day. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining.

Christ the Cornerstone Academy

Student and Parent Handbook

XIII. Handbook Acknowledgment

Please print this page and return it to your child's teacher.
The signatures of both parties are required.

By our signatures below, we certify that we have read the Student Handbook in its entirety. We understand and agree to uphold the behavioral standards, financial commitments, and all policies contained herein as established by the school board of Christ the Cornerstone Academy.

This form must be signed by the student and parents/guardians and returned to your child's teacher by August 21, 2026.

Parent

Student (6th - 12th)

Date

Christ the Cornerstone Academy

Student and Parent Handbook

XIV. Christ the Cornerstone Academy Student Computer Acceptable Use Policy

Reasons for This Policy:

Christ the Cornerstone Academy is providing computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, and research diverse subjects.

CTCA has adopted this Acceptable Use Policy to set guidelines for accessing the computer network or the internet service provided by CTCA. Every year, students who want computer network and internet access for the upcoming school year need to sign and submit a copy of the policy to CTCA. Students also must have their parents or guardians sign this policy. By signing this agreement, the student and parent/guardian agree to follow the rules set forth in this policy and to report any misuse of the computer network or the internet to a teacher or supervisor. Parties agreeing to this policy also understand that CTCA may revise the Acceptable Use Policy, as it deems necessary. CTCA will provide notice of any changes by providing written notice to the students and parents/guardians.

Computer and Internet Uses:

Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of CTCA, parents, and community members. The use of the internet and computer equipment within CTCA is a privilege. Violation of this policy can result in the loss of computer access privileges.

Acceptable Uses:

All internet or computer equipment use shall be consistent with the purposes of and goals of CTCA. It is imperative that users of the internet or computer equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

Prohibited Internet and Computer Equipment Uses:

The following uses of the internet and computer equipment are prohibited:

1. Any violation of applicable school policy, or public law by such use;
2. Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
3. Any attempt to bypass school security, including internet filters, is forbidden;
4. Accessing or transmitting an immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by means of email, text, social media, or other web-based sites;
5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
6. Any violation of copyright, trade secret, or trademark laws;
7. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resources;
8. Any attempt to access information beyond the users authorized access to any electronic information resource;
9. Any destruction, defacement, theft or altering of school equipment;
10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment;

Monitoring:

CTCA reserves the right to monitor and review any material on any machine at anytime in order for the school to determine

Christ the Cornerstone Academy

Student and Parent Handbook

any inappropriate use of computer resources. The staff will make a reasonable attempt to supervise student use of the computers, in a manner that is appropriate to the students' age and the circumstances of use.

Security:

CTCA will implement security procedures on internet access to protect against unacceptable use. Any security problems should be reported immediately to the school administrator.

Encounter of Controversial Material:

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global internet, to control access to all data that a user may discover. It is the users' responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. CTCA expressly disclaims any obligation to discover all violations of inappropriate Internet access.

Terms of Use:

1. Only registered students of CTCA qualify for computer use under this policy.
2. Only the authorized users who have signed the user agreement shall have computer access. Users are ultimately responsible for all activity while using the internet.
3. The school principal may suspend or terminate any computer user's access for any reason.
4. All internet or computer equipment access of a student is automatically terminated at the moment of withdrawal, graduation, or expulsion of the student from CTCA.

Personal Internet Use:

Students' home and personal internet use can have an impact on the school, staff, and other students. If students' personal internet expression--- such as threatening messages to another student or inappropriate messaging--- creates a likelihood of material disruption of the school's operations, students will face school discipline and if applicable the proper authorities will be notified. Accessing or posting vulgar, obscene, pornographic, demonic, racial, or profane material at home or school may result in expulsion.

Penalties for Improper Use:

Any user violating this policy or applicable state and federal laws will be restricted from internet use or use of any or all computers, in addition to other disciplinary options. Such additional options may include detention, suspension, expulsion and/or referral to legal authorities.

Christ the Cornerstone Academy

Student and Parent Handbook

Computer Use Agreement

Student (6th – 12th Grade)

I have read, understand, and will abide by the Christ the Cornerstone Academy Student Computer Acceptable Use Policy. I agree with the policy and if I should commit any violation, I realize that my access privileges may be revoked and other disciplinary action may be taken.

Student Name: _____

Student Signature: _____

Grade: _____ Date: _____

Parent/Guardian (K-12th Grade)

As the parent or guardian of the above-signed student, I have read the Student Computer Acceptable Use Policy. I understand that this access is designed for educational purposes. I understand that every attempt will be made to filter objectionable material; however, no filter system is perfect.

Parent/Guardian: _____

Telephone: _____

I hereby give permission for my child to have access to the internet at Christ the Cornerstone Academy.

Parent/Guardian Signature: _____

Date: _____

Christ the Cornerstone Academy

Student and Parent Handbook

XV. Miscellaneous Forms

Community Service Form

Name: _____ Grade: _____

At CTCA, students are encouraged to serve as Christ would serve and to seek to be a blessing to others. Students in grades 9-12 are required to complete twelve hours of community service each year in which they are enrolled at Christ the Cornerstone Academy. Service must be volunteered at a school, a church, or in the community. Any summer volunteer service will be added to the previous school year. Community service is not where the student receives remuneration of any kind, self-improvement workshops or conferences, rehearsal or practice time, service performed as a disciplinary action, service to fulfill an academic requirement, babysitting for an individual family, service to family members or business for profit.

Ideas: Summer Mission Trip, Church Nursery, Praise and Worship Team at Church, Tutoring Younger Students, Habitat for Humanity, Relay for Life, etc.

Organization/Agency	Date(s)	Hours Served	Supervisors Signature
Total Hours			

Student's Signature: _____

Parent's Signature: _____

Principal's Signature: _____

Christ the Cornerstone Academy

Student and Parent Handbook

Mission Trip Form

Name: _____ Grade: _____

Every student graduating must complete a mission trip BEFORE graduation!

Students of Christ the Cornerstone Academy must participate in at least one mission trip during their high school years as a graduation requirement. A missions trip is defined as an extended day trip where the student is dedicated to service without pay for a minimum of 3 days, 8 hours or more per day, excluding travel. These trips may include construction for a non-profit organization, help in a ministry, assisting a missionary, etc and may be affiliated with a church group, mission agency, or school.

Mission Trip/Location	Organization	Supervisor's Signature	Dates

Student's Signature: _____

Parent's Signature: _____

Principal's Signature: _____

Christ the Cornerstone Academy

Student and Parent Handbook

Christ the Cornerstone Academy Student Vehicle Registration

Student drivers must have a valid NC driver's license to register. Parking Permits must be purchased yearly. Cost of the permit is \$25.

Please register all potential vehicles that you might drive below. All vehicles must be registered.

Year: _____ Make: _____ Model: _____ Color: _____ Lic. Plate: _____

Year: _____ Make: _____ Model: _____ Color: _____ Lic. Plate: _____

Year: _____ Make: _____ Model: _____ Color: _____ Lic. Plate: _____

We understand and acknowledge that:

1. Students are permitted to park on school premises as a matter of privilege, not of right.
2. The school retains authority to conduct routine patrols of student vehicles on school property.
3. The school may inspect the interior of student vehicles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the vehicle.
4. Such inspections may be conducted without notice, without student consent, and without a search warrant.
5. Failure by the student to provide access to the interior of a car upon request of the school administrator may result in disciplinary action.
6. Failure to park in assigned parking spaces may result in disciplinary action.

Student Name: _____ Grade: _____

NC Drivers License #: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____