



**CORNERSTONE  
BAPTIST  
ACADEMY**

Parent and Student Handbook  
**2023-2024 School Year**  
Changes are in bold

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Dear Parents and Students,

Speaking for the faculty and staff of Cornerstone Baptist Academy, I am excited that you have chosen to allow us to be involved in the education of your child. I am also very pleased that you have chosen to be a part of the CBA family. It is a great privilege to have you entrust your child to us.

Our purpose is to assist with the educational needs of the families of Cornerstone Baptist Church and other families that have similar biblical and personal convictions and beliefs to educate our students in a biblical worldview. We realize that two cannot walk together unless they are in agreement (Amos 3:3).

The purpose of this handbook is to help teachers, parents, and students know what the school's expectations are and how we can work together to provide our students with a quality Christian education. It is our hope that each student will find security and happiness in knowing what is expected throughout the time of enrollment.

We realize that some may not understand why we conduct matters in certain ways. If you ever have a question, please call and we will be glad to try and help you understand our goals and reasons. As an institution, we must operate differently than a family because of the larger number of individuals involved. Remember also that we are trying to knit students from different homes and backgrounds into one student body that can focus on reaching its maximum potential in serving Christ.

The purpose of this handbook and the desire of our hearts as we work with your children are to insure that the day-to-day activities of the school will function in as smooth and orderly a fashion as possible. Please pray with us that we can help edify your child and the other members of the body of Christ for God's glory this year.

## **I. Introduction**

### **A. History**

Cornerstone Baptist Academy began August 21, 1999, as a ministry of Cornerstone Baptist Church under the combined direction of Pastor Don and Wilma Mitchell. The school started in the church Sunday school classrooms with preschool and kindergarten classes. Construction began in the spring of 2000 on a new facility with additional classrooms and a full-size gym. On August 23, 2000, the Academy grade school opened with the first grade. August 16, 2004, brought the inception of our junior high program, and our first freshmen enrolled in 2007. Our first high school graduation was on May 28, 2011.

### **B. Statement of Faith**

Cornerstone Baptist Church and Cornerstone Baptist Academy believe and teach:

**The Bible** (2 Timothy 3:16-17; 2 Peter 1:19-21) We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired and plenary Word of God. The Scriptures are inerrant, infallible, and inspired

and God-breathed, and therefore are the final authority for faith and life. The sixty-six books of the Old and New Testaments are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical and historical meaning. The King James Version of the Bible shall be the official and only translation used by the school.

**God**(Exodus 20:2-3; 1 Corinthians 8:8; 1 John 5:7) We believe that there is only one living and true God, infinite in every excellence; that in the unity of the Godhead there are three distinct Persons: the Father, the Son, and the Holy Spirit.

**Satan**(Matthew 4:1-3) We believe in the distinct personality of Satan.

**Creation**(Genesis 1:2; John 1:3) We believe that God created the heavens and the earth, including all life in six, literal, 24 hour days.

**Fall of Man**(Genesis 3; Romans 10:9-13) We believe that man, in the person of the first – Adam, was created in innocence, but by voluntary transgression fell into sin, thus plunging the whole race into condemnation and death.

**Salvation by Grace**(Ephesians 2:8-9; Romans 10:9-13) We believe that faith in the finished work of the Lord Jesus Christ is the only condition of salvation from sin.

**Redemption from Sin**(John 3:7-16; Romans 3:24-25; Acts 16:30-33) We believe that the only escape from the condemnation of sin is through the redemption wrought by Jesus Christ.

**Righteous and Wicked** (Romans 6:17-23; Matthew 25:41) We believe that there is a radical and essential difference between the righteous and the wicked.

**The Return of Christ**(1 Thessalonians 4:13-18) We believe in the imminent, bodily, personal, pre-millennial return of Jesus Christ, and that He will come before the seven year tribulation period to catch away the Church.

**The Resurrection**(John 5:21-30; 1 Thessalonians 4:15) We believe in the resurrection of the bodies of the dead; that the believers asleep in Christ will be raised at the coming of Christ for His Church.

**Spiritual Gifts**(Romans 12:6-8, 1 Corinthians 12: 4-11, 26-31, Ephesians 4:7-13) We believe that each Christian is gifted for ministry according to the will of God. These gifts are essential for the proper functioning of the local church. However, we believe that some gifts (the revelatory gifts - visions, words of knowledge, words of wisdom, and prophecies - and the sign-gifts - healings and speaking in tongues) ceased with the completion of the Bible.

**Civil Government** (Romans 13:1-7; Daniel 3:17-18) We believe that civil government is of divine appointment for the interest and good order of human society.

**Human Sexuality**(Genesis 2:7, 18-24, Matthew 19:4-6, Romans 1:24-27) We believe that God created human beings as male and female with

distinct roles, responsibilities, and privileges and that homosexuality is prohibited by Scripture. In addition, we believe that marriage is between one man and one woman. The blessing of sexual relations is to be experienced only within the marriage of a man and a woman.

*Note: The references listed above are examples that support these positions and the list is not exhaustive.*

We realize that each church and family will have differences in belief. Although, as an individual/family, you do not have to agree with every item of this statement, you must agree to allow these doctrines to be taught to your child. In addition, variant doctrinal views may be discussed privately with a teacher or administration but will not be allowed to be debated or promoted in a class setting. Individuals/families that promote doctrines or activities contrary to the beliefs and goals of Cornerstone Baptist Church and Academy will be asked to leave the school.

C. Mission Statement

Preparing each student to reflect the image of Christ in his personal life, home, church, and vocation.

D. Purpose and Philosophy

Cornerstone Baptist Academy exists for the purpose of providing a Christ-centered, Bible-based educational program to the families of Cornerstone Baptist Church and other likeminded families. The program is to prepare each student spiritually, academically, physically, and socially for service to God and country. It is the ministry of the school to assist Christian parents in the training of their children to conform to the image of Christ and a biblical worldview. This training includes both academic and character development. Our foundation is Jesus Christ and His written Word, the Bible, as the source of all truth. We seek to honor Him as we fulfill both our mission and purpose.

E. Church Attendance

We believe as a school, we cannot accomplish all that God would have for our students if they are not regularly attending church. Therefore, it is expected that our students and their families regularly (a minimum of one service a week) attend a fundamental, Bible-believing church.

F. Affiliation

Cornerstone Baptist Academy is a ministry of Cornerstone Baptist Church. It is a member of and accredited by the American Association of Christian Schools. We are also a member of the Indiana Association of Christian Schools.

## II. Attendance

- A. Indiana State Law requires that all students between the ages of seven and eighteen years of age regularly attend school or be reported truant. (Indiana Code, IC-20-33-2)
- B. Indiana Code 20.8.1-3-17 states that children may enter kindergarten provided they are at least five (5) years of age before August 1st. All children who are six (6) years of age on or before the established kindergarten entrance date may enter first grade. (Any child whose birth date falls after the established kindergarten entrance date who presents evidence of successful completion of one (1) full year of kindergarten is eligible for consideration for enrollment in first grade.)
- C. The state defines chronic absenteeism as missing 10% of the school year. Any student who misses 18 or more days of school in an academic year may be required to repeat the current grade level regardless of academic performance. This includes excused, unexcused, and pre-planned absences.(Parents may petition the administration for an exception due to special circumstances.)
- D. Notifying School of an Absence  
An explanation stating the specific reason for missing school must be provided to the school for each day a student is absent from school, arrives to school late, or is to leave school early. "*Please excuse Susie from school*" is NOT sufficient. The parent must email or the student must present an acceptable note the first day back to school in order for the absence to be considered excused. If an email or note does not come in by the first day back, the absence will be considered unexcused.
- E. Excused Absences  
Excused absences allow for academic work missed to be made up for full credit. If a student is absent, he has three class periods(which is two school days) to make up for the first day he missed. An additional day is given for each successive day missed. Excused absences NORMALLY fall into one of the following categories:
1. Injury or illness
  2. Medical or dental
  3. Severe weather
  4. Death of a relative
  5. Situations arising out of extenuating circumstances
  6. College trips—juniors and seniors will receive an excused absence for college tours for prospective enrollment. No more than two total college trips will be excused. They may be taken both in the same year or one each year.

#### F. Unexcused Absences

Unexcused absences will result in a 50% reduction for all missed work (including tests/quizzes). Unexcused absences include, but are not limited to, the following:

1. Returning from any absence without a written note of explanation
2. More than ten illness absences (full day or coming in late) in an academic year without a doctor's medical excuse
3. Pre-planned absences not cleared through the school office appropriately

#### G. Pre-planned Absences

Absences which are appropriately pre-arranged are excused. These are limited to the following:

- Vacations with parent/guardian. Maximum of five days per school year.
  - Youth retreats with church group. Maximum of five days per school year.
  - College visits (grades 10-12). Maximum of five days per year for the purpose of considering attending the college.
  - Church/school related conferences where the student accompanies his parent.
  - Family plans to celebrate holidays on days that school is in session (e.g. Veterans Day, Dr. Martin Luther King Jr. Day)
1. Pre-Planned Absence Request forms must be completed and submitted to the school office a minimum of five (5) school days before the absence is to occur. The request will be reviewed and acted upon within one school day.
  2. All students leaving for pre-planned absences must turn in all assignments the day the student returns from the absence. The students will have 1 school day per day out to complete assessments (the day the student returns is day 1).
  3. No pre-planned absences will be excused during standardized testing.
  4. Pre-planned absences that are not excused will result in a 10% reduction for all work missed (including tests/quizzes).

#### H. Habitual Truancy

Indiana Code 20-20-8-8 defines habitual truancy as ten (10) unexcused absences in a school year and requires schools to report truant students to the state attendance officer and the Department of Child Services.

#### I. Leaving School

Once school has started, students may only leave campus with written permission from a parent/guardian.(An email is acceptable.)

#### J. Make up of Assigned Work

Whenever a student is absent, it is the student's and/or parent's responsibility to obtain and complete missed work.

**K. Tardies**

Students are tardy if they are not in the proper classroom when the bell rings.

1. Beginning of the School Day – Chronic tardies at the beginning of the day are considered a serious problem. Students need to learn from an early age that punctuality is important. All tardies are unexcused unless the reason for the tardy is explained by the parent/guardian in a written note. Unexcused tardies will have no academic consequence but will result in a fine of \$2.00 per family per tardy.
2. Individual Classes (secondary students) - Chronic tardies at the beginning of classes will not be tolerated. Teachers will begin class on time. Student tardies to class (other than the beginning of the day) will be reported to the school office. If the tardy results in a late assignment, quiz, or test which was turned in or taken while the student was tardy, a 10% reduction will be taken. After four (4) unexcused tardies (per quarter), a detention will be issued. Additional detentions will be issued for each successive four tardies.

- L. Early Dismissal: Students who leave school before 1:30 p.m. will be given a half-day absence. Students must have a written note from their parent/guardian to leave school before 3:00. (The reason for leaving must be acceptable.) Emergency dismissal requests without a note must be approved by the administration.

- M. Athletics: A student must be in school all day in order to participate in practices/games on that day. (A written note from a dental or medical appointment will result in the student being excused.)

Athletes who come to school late (after 8:00 a.m.) the morning after a game will not be allowed to play at the beginning of the next game.

### **III. Code of Conduct**

Cornerstone Baptist Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea that spiritual growth into the image of Christ (Romans 8:29) is a work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and His law of love (Matthew 22:27-29; Romans 13:8-10; Galatians 5:14). The result should be a life consecrated unto God and separated from worldly activities.



Therefore, a goal of CBA is to provide an environment conducive to the spiritual growth and development of young people. A standard of conduct based on biblical imperatives is necessary to provide such an environment. All of the activities of the Christian are to be done to the glory of God who indwells him (1 Corinthians 8:9, 12-13; 10:32). The Christian must endeavor to avoid practices which cause the loss of sensitivity to his/her spiritual needs, those of the world and other Christians, and a loss of the Christian's physical, mental, and/or spiritual well-being (1 Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Cornerstone Baptist Academy to adopt the following standards which it believes are conducive to the environment that will best promote the spiritual welfare of the student. Although we recognize that the personal lifestyle for each student/family will be unique, we consider the lifestyle of each student/family an important matter. Thus, it is expected that each student will refrain from attitudes and activities which are not pleasing to the Lord and which are inconsistent with a godly Christian life. Students are expected to abide by this principle at all times (at home, school, or elsewhere during the school year and during breaks) throughout their enrollment at CBA. Students found to be out of harmony with the standards of Scripture and the school may be asked to withdraw from CBA for the general welfare of the student body and the school. Students who express that they do not want to attend CBA may be asked to withdraw from school. Parents are expected to support the school and its guidelines and not criticize the school or its guidelines before their child(ren).

Our desire is to create an atmosphere of definite and positive Christian standards of conduct, scholastic achievement, and personal relationships between faculty and student. In such an atmosphere, there is the opportunity for the development of strong Christian character.

We also realize, however, that from time to time a student may become involved in sin, realize his/her sin, forsake it, and restores his/her fellowship with God. In such cases, according to Galatians 6:1, we are to restore those who, once they see their sin as God sees it, repent, and again conform their lives to the Scriptures. In such cases, a student who has been “. . . overtaken in a fault . . .” then repents of that sin and gets right with God, may not be expelled, but can be placed on probation for a period of time so that he or she can demonstrate the reality of the change in his/her life. The length of probation will be determined by the administration. (Note: Because of the nature of an offense, some incidents may still require expulsion.)

In the event that a student continually fails to comply with the guidelines of the school, and after prayerful individual counseling and conferences between the home and school, suspension or expulsion will result.

#### A. Honor Code

It shall be the responsibility of every student at Cornerstone Baptist Academy to conduct oneself so as not to impair the spiritual development, social development, the physical welfare, or the educational opportunities of others in the school. This statement prohibits lying, cheating, stealing, inappropriate communication, inappropriate behavior, and anything that violates the guidelines of the Word of God or the school.

Honor also requires that a student not tolerate those who are involved in dishonorable activities and will confront those who do wrong. The student has the responsibility to inform the staff and/or administration of CBA when he is aware of one who is involved in doing wrong. A student who condones sin through silence accepts potential discipline if he does not inform the staff/administration. The goal is that the student go beyond the “letter” of the code to abiding by the “spirit” of the code thereby protecting and advancing the honor and positive spiritual atmosphere of the student body as a whole.

#### B. Displays of Affection

The Bible gives several guidelines for our relationships with others (1 Corinthians 7:1, Romans 14:13; 1 Corinthians 10:31-32). It encourages all Christians to live as an example to others and above reproach.

Touch is a very powerful action. It can be healing and convey messages that words cannot. Touch links us together in happy and sad times. However, it can easily be misconstrued and misused. Therefore, the following are guidelines to be used for public displays of affection:

1. Daylight (or moonlight) must be seen between you at all times.
2. No hand holding, playing “footsies”, or kissing
3. No arm, leg, or back rubbing
- 4. No hugging non-relatives**
5. No sitting in each other’s laps
6. If you experience or witness a touch that makes you feel uncomfortable, share your feelings promptly and directly with the persons involved or a teacher.

Violators of these guidelines will initially be given a warning and separated in classes, at lunch, etc. Further offenses will be handled under the discipline policy.

#### C. Statement on Human Sexuality

Cornerstone Baptist Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinctly Christian environment with a distinctly biblical worldview. One of the goals of CBA is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. CBA believes that the Bible is the inspired Word of God and sets forth absolute truth by which

Christians are to live. CBA expects and requires that both students and parents will support the school in its distinct mission and in its biblical beliefs. In relying on the teaching of Scripture, CBA believes that human beings are created male or female and that God made no mistake in the gender of a person. There is no confusion or transition of gender. In addition, the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. (See *Statement of Faith*.)

#### IV. Academics

Cornerstone Baptist Academy desires to provide an academic atmosphere that will best prepare our students for the Lord's service. In order to maintain a serious academic environment, students are not permitted to bring any item to school that does not directly pertain to a class assignment. This includes, but is not limited to, cellular phones, pagers, electronic games, and audio devices. Such items must be turned in to the school office before 8:00 a.m.

##### A. Curriculum

Cornerstone Baptist Academy operates a traditional educational program. Instruction is student-centered and teacher-based. Classes include Bible, English, history, math, reading (phonics), science, and other traditionally taught classes such as spelling and handwriting. Abeka Book and Bob Jones University Press are the producers of the majority of our purchased curriculum materials. We reserve the right to use other materials when appropriate.

##### B. Graduation Requirements

**CBA utilizes the state graduation requirements for Core 40 with Academic Honors, Core 40, and General diplomas. Students must take a Bible course each year they attend CBA.**

Courses must be passed with a minimum of a D-60%.

For graduation, a minimum of ten (10) of these credits must be earned at CBA. (Special situations may be considered by the administration.) Independent study courses will be allowed only with the permission of the administration.

A student must attend CBA for a minimum of four semesters and have a four-year cumulative grade point average of 90%/3.7 to be eligible for Valedictorian/Salutatorian. In addition, because this is a significant privilege, a student's Christian testimony will also be taken into consideration. In the event a student qualifies academically but not based on testimony, the recognition will not be given that year.

Required courses must be passed for students to graduate. Required courses which are failed must be made up in an approved summer school program (as approved by the administration). All work must be completed and turned in by the last day of senior attendance for a student to be allowed to participate in the graduation ceremony.

In order to graduate with a diploma, a student must complete all required courses from CBA or the equivalent from an acceptable transcript. CBA retains the right to refuse to accept credit from other academic venues.

Elective subjects are offered if there is sufficient student demand and adequate teaching staff. Course selection is subject to the approval of the administrator and availability of teachers.

C. The school grading scale for most subjects is as follows:

A+	99-100	4.0	C+	77-79	2.3
A	93-98	4.0	C	73-76	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	0.7
			F	0-59	

D. Testing

CBA participates in **testing** as mandated by the State of Indiana for schools who participate in the Choice Scholarship program.

E. Homework

Homework is an important tool that is used to determine how well students understand new concepts and to prepare them for the next day's class work. We also want to remember that our students need an opportunity to be children. Most of us are ready for a break when we get home at night, and so are our students. Therefore, homework always has a purpose! No homework beyond what can be done within class time will be assigned on Wednesday with a Thursday due date (to encourage Wednesday evening church attendance). Late assignments will be penalized 10% for each day

late. It is considered one day late if not turned in when the teacher collects the assignment.

F. Written Work

All work should be done neatly on grade-level appropriate, smooth-edged paper and may not be torn out of a notebook. The proper heading should be included on all work unless stipulated otherwise.

G. Report Cards

Elementary and secondary report cards are issued each nine weeks. Parent-teacher conferences are traditionally held during the first grading period. Tuition and fees must be current or arrangements made with the school office (in writing) in order for students to receive a report.

H. Promotion/Retention Policy

Promotion to the next grade level is contingent upon the successful completion of the coursework at the student's current grade level. The following is the school's retention policy:

1. Kindergarten

A kindergarten student may be retained if academic achievement and/or maturity is not at an appropriate level to continue to first grade.

2. Elementary

a) First Grade – The student is retained if he fails reading or standardized reading assessments indicate the student is not at grade level for our school.

b) Second Grade – The student is retained if he fails reading and math.

c) Grades Three through Six – The student is retained if he fails two or more of the following subjects: reading, grammar, spelling, math.

3. Junior High

a) In grades seven or eight, a student receiving a "D" for the semester average in Bible, English, or math may be required to tutor in the given subject during the summer before advancing to the next grade. (A minimum of 16 hours will be required to complete this condition.)

b) A student receiving an "F" in Bible, English, or math will be required to retake the course in an approved course (regular summer school classroom or online). Note: tutoring alone is not sufficient to make up for failed classes.

c) A junior high student who fails English and math or any three (3) classes will not be promoted.

4. Senior High

- a) In grades Nine through Twelve, a student with a failing semester grade for any required course must retake the course either in an approved course (regular summer school classroom or online) or during another school semester as the schedule allows. (Note: tutoring alone is not sufficient to make up for failed classes.)
- b) The fees for making up a high school course will be actual cost of the course material plus \$150 for assessment administration.
- c) All coursework must be made up **before** the beginning of the student's senior year.
- d) No more than two (2) semesters of coursework can be made up during one summer.

Note: The school shall restrict the retention of any student to one school year. In the event a student needs to be retained a second time, the student will not be allowed to return.

#### J. Cheating

In K5 thru 3<sup>rd</sup> grade, a student will receive one warning only. After this warning, a zero will be given. Students in 4<sup>th</sup> grade and above will not receive a warning. Cheating will result in an automatic zero on the assignment, test, etc.

### V. Dress Code

The Scriptures touch the issue of dress in principle only. A Christian school dress code can be dealt with on a spiritual basis only as it relates to biblical principles.

Biblical principles for dress and appearance are:

- A. Modesty (1 Timothy 2:9-10; 2 Timothy 2:22)
- B. Distinction between sexes (Deuteronomy 22:5; 1 Corinthians 11:14-15)
- C. Identification with the Lord and not the world (Romans 12:1-2; 1 Timothy 4:12; 1 John 2:15-16)
- D. Dress appropriate for the occasion (Leviticus 6:10-11; Ezekiel 42:14)

The main responsibility for enforcement of the dress standard is the home. The school only gets involved when the parents do not enforce the standard. Parents are expected, in accordance with the Cornerstone Baptist Academy Policies document (which they sign), to cooperate with the school in seeing that their child meets the dress code.

Please remember that there are two types of guidelines established for any Christian organization: 1) guidelines based on Scripture or Scriptural principles and 2) guidelines established by the preference of the institution for enforcement. Our dress standard has both types.

The underlying principles are not usually the point of contention on the topic of dress. The disagreements are more frequently related to institutional preference that a school chooses to enforce. Two different parents that are equally committed to the Scriptures may have different dress guidelines for their children for school, church, and play. Every institution has to set its boundaries where it feels the mission of the organization is best accomplished.

### ***Why have a uniform dress code?***

Cornerstone Baptist Academy desires a Christian testimony in every aspect of our school, including the area of dress. Just as students would dress one way to attend a picnic and another way to attend church, there are appropriate ways to dress for school. The enforcement of uniforms and dress code is the responsibility of the home and is not the sole responsibility of the school. The school only becomes involved in enforcing the dress code when the home fails to do so.

In many ways, a person is known by how he looks. A person's values dictates the choice of attire. CBA wants the appearance of its students to be consistent with the values associated with the school. Since clothing influences mentality, our standards of dress aid in the overall climate of CBA. Modesty, neatness, appropriateness, respect, association, and gender distinctiveness are the fundamentals of the CBA dress code regardless of the current trends, styles, and tastes of our society.

#### **A. General Principles of Dress (for both boys and girls)**

1. All students must wear CBA-approved school uniform clothing. Uniforms may be purchased from an approved school uniform supplier.
  - a) Preschool and K5 girls may wear school uniform slacks. Preschool and kindergarten wear red T-shirts and navy blue bottoms.
  - b) Elementary students wear light blue polo shirts and navy blue bottoms.
  - c) Secondary students wear navy blue or red polo shirts and navy blue or khaki bottoms.
  - d) 9-12 grade students may wear white or light blue dress shirts/blouses. (Dress shirts/blouses are defined as having a collar and buttons all the way up the front. Note: Boys dress shirts must be tucked in. Girls dress blouses will must be tucked in if they are not cut straight across the bottom.)
2. K4 and K5: each child should have an extra set of clothes stored in the locker at school at all times in case of an accident. Each article of clothing should have your child's name on it. No child is exempt from spills, sickness, or accidents that require a change of clothes during the day. If your child does not have a change of clothes, you will be called and asked to pick up the child or asked to bring clothes to school in the

- event of an accident involving wet underclothes (does not have to be uniform clothing).
3. Weather permitting, the younger children will be taken outside for play. Please be sure your child is dressed accordingly, providing a jacket in the spring and fall and light clothing in the warmer months.
  4. The child must maintain a neat, clean, healthy appearance.
  5. The student's hair must be clean, neatly combed, and cut in a manner that indicates maleness or femaleness, as appropriate. Hairstyles are to be traditional and conservative. Hair may not have stripes or designs cut or dyed into it. Hair must remain a natural looking color. "Bowl" cuts or cuts with ridges in the hairline are not permitted. Failure to comply will result in suspension from school.
  6. K4-K5 must wear tennis shoes. It is requested that K4 students have shoes that close with Velcro® or zippers. Elementary and high school students may wear either tennis shoes or "dress shoes" to school. Tennis shoes with characters or lights are not permitted.
  7. Open-back shoes and house shoes are not permitted.
  8. Sweaters, hoodies, zip-ups, or sweatshirts must be plain navy blue, red, or white with no letters or characters. Jackets, sweatshirts, or hoodies with a CBA logo may be worn. Students must have a regular uniform shirt on under these items. **Hoods may not be worn over the head in class.**
  9. Coats and/or jackets (other than CBA) are not permitted in classrooms.
  10. Undershirts worn under uniform shirts must be white and tucked into pants or skirt at all times, and sleeves must not be visible.
  11. Long sleeve shirts may not be worn under short sleeve shirts.
  12. Skirts/pants with cargo pockets, patch pockets (pockets sewn on the outside), or pockets with rivets are not permitted for school.
  13. Students may not have visible body piercing. This includes, but is not limited to the nose, lips, tongue, or eyebrows. Girls may have pierced ears.
  14. Students may not have visible tattoos. This includes permanent or temporary tattoos.
  15. Students who violate any portion of the dress code relating to modesty or repeatedly violate the dress code for any infraction will remain in the school office until a change of appropriate clothing is brought to school. The time out of class will be unexcused and will result in the unexcused absence grade deduction for the time out of class.

#### B. Girl Specifics

1. Skirt length, including slits, must come to the bottom of the knee when standing and to the top of the knee when sitting.
2. Girls (preschool through high school) may wear uniform-type pants that are not slim fit or skinny fit. Uniform-type pants are pants that typically are purchased in the school uniform section of a store and



does not include capris, leggings, yoga pants, athletic wear, etc. CBA will use the “pinch-an-inch” guideline. A student should be able to pinch an inch of fabric in each hand at the hips without stretching fabric to be considered loose-fitting.

3. Elementary and high school girls may wear sandals. Sandals must be of a formal style and have a heel strap.
4. Girls' headwear such as scrunchies, barrettes, headbands, rubber bands, ponytail holders, beads, etc. may be any color but must not be distracting in class.
5. Socks must be a solid color. (Socks with a small band or logo – not words – will still be considered a solid color.)
6. Leggings under skirts are permitted as long as they are fitted and a solid color.
7. The school office has examples of each of the following required school uniforms:
  - a. Preschool girls: red T-shirt, navy skirt, jumper, or pull-up pants.
  - b. Elementary girls: light blue polo shirt and navy blue skirt or pants
  - c. Secondary girls: navy or red polo shirt and navy or khaki skirt or pants.
  - d. 9th-12th grade girls may also wear white or light blue dress blouses.
8. When wearing skirts, preschool and elementary girls must wear shorts under them if they are playing on the ground or if their activities cause their feet to leave the ground. The length of the shorts must be shorter than the length of the skirt. Sweat pants with the legs rolled up are not permissible.

### C. Boy Specifics

1. Boys may not wear chains, bracelets, earrings, or necklaces of any type. A medical I.D. tag is allowed.
2. Hair must be off (above) the collar and ears and out of the eyes. It must be evenly tapered from top to bottom.
3. Braids are not permitted.
4. Socks must be a solid color. (Socks with a small band or logo – not words – will still be considered a solid color.)
5. Male students do not need to shave, but facial hair must be neat, trimmed, and not excessive in length.
6. The school office has examples of each of the following required school uniforms:
  - a. Preschool boys: red T-shirt and navy pull-up pants
  - b. Elementary boys: light blue polo shirt and navy pants

- c. Secondary boys: red or navy blue polo shirt and navy or khaki pants
- d. 9th-12th grade boys may also wear white or light blue dress shirts.

*Cornerstone Baptist Academy reserves the right to have the final say as to the acceptability of all matters of school dress. CBA is not responsible for lost clothing or items.*

#### D. Out-of-uniform Dress Code

Special days or events may call for students to be out of uniform; however, school-approved dress is still required for such activities. This includes, but is not limited to school picture day, FABA competition, all home and away sporting events, intramural games, concerts, programs, graduations, and class activities.

1. Boys: Boys must wear pants or dress slacks (no jeans, sweat pants, or shorts). Clothing may not have emblems, images, or wording associated with sinful or worldly activities or organizations (i.e. beer, rock groups, CCM groups, Hollywood movies, tobacco, etc.).
2. Girls: Girls must wear skirts or dresses which come to the bottom of the knee or pants approved for school. School-approved (in both length and style) culottes will be permitted to some activities. No other pants, capris, denim, shorts, sleeveless shirts, spaghetti straps, and plunging or low-cut necklines are permitted. No “keyhole necklines,” front or back, may show bare skin. Clothing may not have emblems, images, or wording associated with sinful or worldly activities or organizations (i.e. beer, rock groups, CCM groups, Hollywood movies, tobacco, etc.).
3. For CBA athletic events, boys may wear jeans and girls may wear jean skirts or uniform pants. These must meet regular guidelines for modesty and length. They must not have any holes or frayed edges on them.
4. Dress for CBA concerts, programs, graduations, and other special activities require regular school dress or better. “Better” means dress shirts/blouses (having collars) and no denim (of any color) for pants/skirts.

#### E. Required dress for P.E.

Students must wear tennis shoes when on the basketball portion of the gym floor. Tennis shoes must be non-marking. Students are not to play barefooted.

1. Boys: CBA gym shirt, navy blue sweat/warm-up pants or navy blue basketball shorts that come below the knee, socks, and tennis shoes.
2. Girls: CBA gym shirt, navy blue culottes, navy blue sweat/warm-up pants, or navy blue basketball shorts that come below the knee, socks, and tennis shoes.

#### F. Athletes

1. Official game uniforms will be modest and appropriate.
2. On game day, male athletes may wear a shirt, tie, and dress shoes to school and to and from the game. Female athletes may wear Sunday dress (uniform or better) and dress shoes to school and for travel to and from the game or travel jerseys, as directed by the coach.
3. Ineligible athletes must wear their school uniforms to school and for travel to and from the game.

#### G. Dress code for leaving CBA during school hours

1. Girls must leave the building in their school uniform, culottes, slacks or skirts that are school-approved in both length and style. If changing out of uniform, girls must exit the building immediately. Girls will need to change off campus if changing into something other than uniform culottes, slacks or a skirt.
2. Boys may not wear shorts when leaving the building during school hours (7:00 a.m. – 5:30 p.m.).
3. If leaving from a sports practice, students may leave in school-approved practice attire, but you must leave the building at the conclusion of practice and may not roam the building.

As an encouragement and an example to our students, parents **are requested to observe the school modesty standards at all times** on the school campus or in the school facilities.

## VI. Student Discipline

Luke 2:52 states that Jesus increased “in favor with God and man.” Scriptural social acceptability is important if we are to achieve the spiritual objective of being the “light of the world” and effectively going “into all the world” to preach the gospel of Jesus Christ. Cornerstone Baptist Academy desires that our young people conduct themselves as ladies and gentlemen in a manner that is pleasing to God, consistent with Scripture, and (whenever possible) not offensive to the world.

#### A. Basic Philosophy

We are taught in I Corinthians 14:40 that we are to do all things “decently and in order.” Romans 13 also teaches that authorities are the ministers of God. Discipline and classroom control begin with the teacher. The real purpose of discipline is to train the student to develop character and self-discipline. Christians should demonstrate their loyalty and love to God by living in willing obedience to Him, His commandments, and the authorities He has placed over them. A child must learn to exercise self-denial in all

areas of life for the sake of God and others. This includes being taught and learning the biblical reason for expected behavior as well as the correct behavior itself.

#### B. General Classroom Behavior

God has given some definite biblical principles for standards of conduct. All patterns for behavior focus on the five following areas:

1. Cooperation – Obey immediately, without question. Obey with the right action and attitude (Hebrews 13:17).
2. Communication – Use speech that edifies others, glorifies God, and is kind. There is no murmuring, grumbling, complaining, inappropriate or questionable speech or actions (Philippians 2:14; Proverbs 17:22).
3. Compassion – One should treat others as Christ would and as he would like to be treated (Matthew 7:12; John 8:29).
4. Compliance – Accept personal responsibility to follow the expressed and understood expectations of those in authority (Romans 14:12).
5. Credibility – No lying, stealing, cheating, or fighting (Ephesians 4:31; Colossians 3:9; Ephesians 4:28).

#### C. Detention

1. Students in grades five and above will be required to serve detentions for certain infractions or repeated behavioral issues.
  - a. Students will serve detention for forty-five minutes after school is out (3:30-4:15 p.m.) and be picked up at the school entrance. Students not picked up at 4:15 p.m. will be sent to aftercare and charged.
  - b. Detentions will cost \$8.00 per session per student. This amount will be charged to the family's account.
  - c. Students will be assigned activities to complete during the detention period. They will not be allowed to eat, sleep, or complete regular class assignments. If the designated work is not completed satisfactorily, an additional detention will apply. (Note: For athletes, a detention must be served before attending practice. It is the responsibility of student athletes to inform the coach of a detention before the date it is to be served.)
2. Reasons for detention include but are not limited to the following list:
  - a. Lying
  - b. Stealing
  - c. Disrespect
  - d. Unacceptable language (written or spoken)
  - e. Intentionally physically hurting another person
  - f. Destroying property
  - g. Gossip
  - h. Missing or late for an assigned detention

i. Other areas as deemed appropriate by the administration.

*\*The final decision is the responsibility of the principal.*

3. Generally (although the seriousness of the offense may warrant more than one), a student will be assigned one detention period for an infraction. Repeat offenses will be assigned multiple detentions at the discretion of the principal.
4. Students are required to serve detentions as assigned. If there is a conflict with the date, a parent must contact the principal ahead of time to reschedule.

#### D. Suspension

1. Definition: A suspension means a student is not allowed to attend class. There are two types of suspension:
  - a) In-school: the student comes to school but remains apart from his regular class. There will be a charge of \$50 to pay for the person supervising the in-school suspension.
  - b) Out-of-school: the student is not allowed to attend school or school related functions for a specific period of time. For either type of suspension, an unexcused absence is given.
2. A student who receives his sixth detention will receive an in-school suspension assignment.
  - a) Each additional detention earned for the remainder of the school year will result in an additional discipline action.
  - b) The student will receive an unexcused absence, but students will be able to make up all homework, quizzes, and tests without penalties.
3. Students given an in-school suspension will work in the school from 8:00-3:30. Two breaks (five minutes each) and a lunch period (25 minutes) will be given. The student will be required to complete heavy cleaning and manual labor assignments.
4. CBA reserves the right to utilize an out-of-school suspension when appropriate.

#### E. Expulsion

Some offenses are of such a serious nature that they result in expulsion from Cornerstone Baptist Academy. These include, but are not limited to:

1. Use of illicit drugs or tobacco in any form, on or off school grounds.
2. Display of habitual patterns of behavior which reject the teaching and/or philosophy of CBA.
3. Any student involved in sexual activity contrary to Scripture, including becoming pregnant or fathering a child. (See expanded statement pages 15-16)

Students who are expelled from CBA must sit out one complete semester. A letter of recommendation from the student's pastor or youth pastor will be required before the student will be considered for re-admission. Upon returning, the student will be on probation for one semester.

F. Probation

Probation is a period of time during which a student is suspended from involvement in extra-curricular activities due to disciplinary or academic issues. This may also include the prohibition of attending CBA activities during the period of probation.

G. Bullying Policy

Cornerstone Baptist Academy is committed to providing a safe, caring, and positive learning environment for all students. It is a violation of school policy for any student to bully or intimidate another student.

Definitions

Bullying means systematically and chronically inflicting psychological distress or physical hurt on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gestures that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. It may involve but is not limited to:

1. Teasing
2. Social exclusion
3. Threats
4. Intimidation
5. Stalking
6. Physical violence
7. Theft/Stealing or hiding of other personal possessions
8. Sexual, religious, or racial/ethnic harassment
9. Public humiliation
10. Repeated or taunting name calling, belittling, mocking putdowns
11. Retaliation against a student for asserting or alleging an act of bullying
12. Damaging or destruction of personal property

13. Placing a student in reasonable fear of harm to his person or property

14. Cyber-bullying

15. Cyber-stalking

Conduct that would not ordinarily be considered bullying:

1. Mere teasing
2. “Trash talking”
3. Trading insults
4. Just not liking someone
5. Being excluded in a game (i.e. only six can play)
6. Accidentally bumping into someone

#### Cyber-bullying

Cyber-bullying means bullying through the use of technology or any electronic communication. Cyber-bullying includes the creation of a webpage or blog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Cyber-stalking means to engage in a course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic email to electronic communication, directed at a specific person, causing emotional distress to that person and serving no legitimate purpose.

The cyber-bullying of any student is strictly prohibited:

1. During any school-related or school-sponsored program, function, or activity
2. While on school transportation
3. While off campus

4. Through the use of any computer, technology or electronic device, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school, regardless of who owns the computer, technology or electronic device or where the computer, technology or electronic device is located.

#### Procedures for Reporting Acts of Bullying

School personnel must report all incidents of bullying to the CBA administration whether they personally observe the incident or learn of it by some other means. There will be an immediate, thorough, and objective investigation of all complaints.

1. School administration shall be responsible for receiving complaints of bullying.
2. Students and parents are encouraged to report any act of bullying to CBA administration. Such complaints may be made anonymously, in-person, or in writing. However, formal disciplinary action may not be based solely on the basis of an anonymous report. Any written or oral report of an act of bullying will be considered an official means of reporting and will be documented.

#### Investigation of Complaints

CBA administration will investigate a reported act of bullying. The investigation shall begin no later than the next school day after the report was received. The investigation must include documented interviews of the victim, alleged perpetrator, and witnesses. Each individual must be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts, including, but not limited to:

1. A description of the incident(s) including the nature of the behavior
2. The context in which the alleged incident(s) occurred
3. How often the conduct occurred
4. Whether there were past incidents or past continuing patterns of behavior
5. The identity of individuals who participated in bullying
6. Where the alleged incident(s) occurred



7. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident
8. The date, time, and method in which parents or legal guardians of all parties involved were contacted.

#### After an investigation of the facts

1. The principal will decide whether or not there has been a violation of the bullying policy based on the facts and circumstances.
2. If reasonable cause is found, steps will be recommended to stop the bullying.
3. A final report must be kept on file. The report must include each incident of bullying and the resulting consequences, including discipline, interventions, and communications. A report that does not meet the criteria of bullying must be kept on file.
4. Notification to parents of all students involved shall take place as soon as possible but within two (2) school days once the investigation has been concluded.
5. When facts and surrounding circumstances reveals that a student has engaged in bullying, consequences can range from detention, suspension, or expulsion. Also, consequences will be enforced for those who are found to have wrongfully and intentionally accused another of bullying.
6. Retaliation against any person who makes a report of bullying will not be tolerated.
7. Consequences for those who are found to have committed an act of bullying shall be determined by the administration.

#### Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent or guardian and appropriate government officials as the circumstances warrant.

## **VII. General Information**

### **A. Bibles**

Students in First Grade and above are required to have their own copy of the Bible at school. The King James Version is required for all schoolwork and is the required version for each child to have at school.

- B. The pledge of allegiance is recited each morning in each classroom, and the national anthem is played at all sporting events. Students are expected to stand silently for these.
- C. Cafeteria
1. Lunch is included in K4 tuition fees. Students may bring their lunches if preferred.
  2. Students in K5 and above may purchase lunch from the school or bring a lunch to be kept in their lockers. Milk may be purchased for students bringing lunch.
  3. K4 and K5 are provided a morning and afternoon snack.
  4. A light breakfast is provided for preschool and students in our before care program. Students must be present before 7:25 a.m. to be served breakfast. Children may not bring food in for breakfast after 7:30 a.m.
  5. Parents may visit for lunch. Lunch tickets must be purchased before school starts that day if the parent wants a school lunch. Please observe school dress code when coming to have lunch.
  6. Birthday snacks must be items that are purchased from a store. Homemade items are not permitted under guidelines from the Marion County Public Health Department.
  7. The Board of Health prohibits students from sharing food items, even with other family members. Disciplinary action may be taken for students who do.
- D. Care of School Property
1. Student Materials  
The textbooks, workbooks, and other materials provided to your child belong to the school. They remain the property of the school and should be kept in good condition.
  2. Equipment  
The equipment in the school has been provided at a great deal of expense and with careful consideration as to how the school could best use the money the Lord has provided for us. Damage to any school owned property that is deemed to result from careless or inappropriate use by the student will be replaced or repaired at the student's expense.
  3. Facilities  
God has greatly blessed Cornerstone Baptist Church and Cornerstone Baptist Academy with wonderful facilities. As a good steward, it is the responsibility of each student to help protect and care for what God has provided for us. **Students may have water bottles with them each day in the classroom. Water bottles must contain clear water only for classroom use.** Gum is not allowed anywhere in the building at any time.
- E. Change of Address/Phone Number/E-mail

If you move, change jobs, change phone numbers, or change e-mail addresses during the school year, please notify the school office immediately. This will allow us to contact you in case of an emergency without any delay.

#### F. Classroom Visits

Classroom visits by parents or prospective students need to be approved by the administration. Classroom visits must not be disruptive to the classroom environment to avoid distracting the students during the learning process. We do not allow classroom visits during the first four weeks of school or during tests. Parents are welcome, whenever possible, to have lunch with their child. Parents must observe school dress code during class visits.

#### G. Community Service

Because the Bible commands Christians to be servants, we foster this attitude in the student body by requiring community service during the year (junior high twenty hours and high school students forty hours). Students may begin the community service hours on June 1, and have until May 1, to complete the time. Students must fill out a community service form, and an adult must sign off on the hours completed. Community service is a requirement for promotion to the next grade. Half of the community service hours will be due the first of December and the first of May.

Activities that qualify as community service are activities where the student does not receive any benefit. They include: working in Sunday school, Junior Church, Kids for Christ, free babysitting, free cleaning, free yard work, free cooking, donating time at a public library, visiting or volunteering at a nursing home, etc. Students may fulfill their community service by doing work around the school or church building, by providing a service or assistance to a needy family or individual, or by serving in a public place such as a library. If you have questions as to what is accepted as community service, please see the principal.

#### H. Device Usage

Beginning in 7<sup>th</sup> grade, students will be issued school-owned Chromebooks. These devices will be issued to the student for the school year. The Chromebooks will be the responsibility of the student and can be used at school and home. (See the additional information on *Chromebook Usage & Care Handbook*). Students and their parents must sign the Device and Internet Usage Agreement before devices are permitted. Devices are not to be used for listening to music or to watch movies unless for approved academic purposes. Headphones/earbuds are not to be used in the school building during school hours (7:00 am – 5:30 pm). Devices used during before or aftercare should be for academic purposes only, not games.

## I. Expectations of Privacy

### 1. Lockers

Lockers are the property of Cornerstone Baptist Academy and provided for the convenience of the students. Each student is assigned a locker for his or her use during the school year. The locker is to be used for books, lunches, coats, and other items brought to school for student use. All secondary lockers are to be locked at all times. The locker doors should not be shut with the feet. Students may have various items on the inside of their lockers as long as they are consistent with the philosophy and guidelines of the school. Lockers should also be arranged in an orderly, efficient fashion. At no time should papers or other objects project around the edges of the door. Any broken or loose hinges should be reported to the office immediately. Also, a broken or malfunctioning locker should be brought to the attention of the office for replacement/repair.

### 2. School-owned Property and Equipment

Students have no expectation of privacy while attending CBA. Items such as lockers, desks, and computers and their contents, such as coats and backpacks, are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or book bag for school personnel. If the suspicion involves a substance or object that may injure the student or other students, the search may include a bodily search of the student in the presence of an appropriate adult and the student's parent.

## J. Field Trips

Field trips are taken and planned as a means of broadening the educational experience. They are intended to be educational in nature and to correlate with what has been, is being, or will be discussed in the classroom. Expenses relating to field trips such as admission, fees, and meals are passed along to the student. The school does its best to keep these costs minimal. Parent chaperones will be required to abide by the school dress code and to support the standards of the school. A field trip permission form must be signed and placed in the child's file in order for your child to attend field trips. Parents have the right to ask that a child not be included in any field trip by written notice. Church vehicles transport the children.

## K. Hours of Operation

Students (Full Time)	8:00 a.m. - 3:30 p.m.
Faculty	7:30 a.m. - 3:45 p.m.
Administrator	7:30 a.m. - 4:00 p.m.
Office	7:30 a.m. - 3:30p.m.

## L. Lost and Found

Items found around the school campus are to be taken to the office. Periodically, unclaimed items will be discarded. It is recommended that you have your student's personal items marked clearly.

M. Married / Emancipated Students

Married or emancipated students may not attend Cornerstone Baptist Academy. (Married or emancipated students are classified by law as adults, and therefore not under the direct authority of their parents.) CBA will enroll only students who are directly under the authority of their parents and/or legal guardians.

N. Music

CBA is concerned that every aspect of a student's life is consistent in glorifying God. There is probably no more controversial lifestyle area than that of music. Of all areas of the Christian life, music is probably the hardest to define and to agree upon. In addition, the purpose of CBA is to work hand-in-hand with the home to "*train up a child in the way he should go.*" This training includes character and spiritual growth as well as academic growth.

There are types of music that negatively influence a young heart and mind. CBA considers listening to this type of music to be detrimental to the spiritual, moral, and intellectual life of a young person. It does not matter if the music is called "Christian," "secular," or has some other designation.

Therefore, the policy of CBA is to oppose all forms of music that may cause a loss of spiritual sensitivity.

Tapes, CD's, digital music, pictures, magazines, emblems, and any other music paraphernalia are not to be brought to CBA. Tape/CD/MP3 or any other type of music reproduction equipment is not to be brought to school or used on any school sponsored activity (sports, field trips, etc.) Headphone/earbuds are not to be used at any time during the school day (7:00 a.m. to 5:30 p.m.) or on school sponsored activities (without special permission). Any student bringing items related to music considered to be inconsistent with the philosophy of the school will be confiscated. Discipline may also follow if deemed appropriate and necessary.

O. Nap Time

All preschool children are required by the Indiana State Board of Health to be put down for a nap time after lunch. Each child must lie quietly on his or her cot for the nap period. Quiet songs and stories are played during this time to help create a calming atmosphere for the children.

1. Each child should bring a regular bath towel or toddler size blanket to use during naptime. Large Blankets will not be allowed. A small pillow may be used as well. We again emphasize the words *small pillow*. Please label these items with the child's name.

2. Pillows and towels should be taken home each Friday to be laundered.
3. Toys and stuffed animals may not be brought to school. We do not allow the children to have sleeping toys/items at school. They should be left safely at home. We appreciate your cooperation in this area.

P. Phone Usage

The church and school maintains its phone lines for business use. Students will be allowed to use phones only in an emergency situation (the school office will determine what is and is not an emergency). Cellular phones and pagers are not to be used during the school day without permission. Students who have cell phones are to turn them in to the school office upon arrival and pick them up when leaving the building. In addition, phones are not to be used (for any purpose) during before or aftercare by students.

Q. Programs

1. A combined elementary/secondary Christmas program is held in December and a spring concert is held annually.
2. High school graduation is held each May.
3. Kindergarten graduation and a reception is held for the kindergarten class in the spring.
4. Other programs may be announced from time to time.

R. School Records

1. Student records are maintained in the school office. You may contact the school office for records transfers.
2. In order to maintain accreditation, we are required to notify you that, should the school cease to exist, the Cornerstone Baptist Church office will maintain, distribute, and secure records.

S. Sign In and Sign Out

Students who are in before and/or afternoon extended care must be signed in/signed out on a daily basis to indicate when they arrive and/or leave for the day. Sign-in/sign-out sheets are located in the cafeteria.

T. Social Media

Usage of school owned Chromebooks is encouraged. The educational benefits of these devices continue to increase almost daily. Several classes now have electronic textbooks and the devices will be used throughout the class period. However, there may be times when devices are not needed and therefore not allowed during a class period (or portion thereof) based on teacher directive. Listed below are guidelines and prohibitions for usage. It is impossible to make sure that students are engaged with the class, with privilege comes responsibility. Teachers will not attempt to monitor

individual device usage unless it is clear the student is not engaged in the class or the student becomes a distraction in the class.

To maximize the benefits of computer/device usage, to maintain the testimony of the school and our students, and to minimize the potential liability, this policy has been created. Students are to be good digital citizens in their usage of all devices and computers.

Students are given access to school resources for educational endeavors. There should be no expectation of privacy in anything created, stored, sent, or received on the school computer system. Any material may be reviewed and/or monitored at any time.

### ***Usage Guidelines***

1. All secondary students (grades 7-12) will be issued school-owned Chromebooks that go home with the student each day.
2. All K-6<sup>th</sup> grade students have a dedicated Chromebook in their classroom.
3. Devices are used for educational purposes only.
4. Students will have Wi-Fi access during the school day. Chromebooks information is save in a cloud based format.
5. All students have access to the computers in the computer lab or the individual classroom with permission.
6. A student may not use other personal devices.
7. Students are not to use device of another student (including borrowing of chargers).
8. Volume must be muted when in use. Ear buds, headsets, etc. are not permitted except for educational purposes and with prior approval from the teacher. (This guidelines also applies to before/afterschool care.)
9. Students are responsible for maintaining their devices in accordance with the philosophy and testimony principles of the school.

Students must maintain a C average (79 or above) in each class to request permission to use their devices for other than academic purposes.

### ***Prohibited Activities***

1. Viewing, sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is obscene, profane, harassing,

defamatory, fraudulent, sexually explicit, racially offensive, or otherwise unlawful is prohibited.

2. Playing of games, watching or downloading online video content (YouTube, movies, TV shows, etc.), or participating in social media, instant messaging, chatting, etc. or personal email (without permission from a teacher for class) is prohibited. (Internet usage will be limited for educational purposes.)
3. Using or copying software in violation of license agreement or copyright is prohibited.
4. Creating, posting, sending, or receiving material (on any device – at school or away) that reflects negatively on the testimony of the ministry of Cornerstone Baptist Academy/ Cornerstone Baptist Church or individuals related to the ministry is prohibited.

### ***Consequences of Violations***

1. For a first violation, the student will receive a warning.
2. For a second violation of these guidelines, the student will have the device taken for the remainder of the day.
3. For a third violation, a detention will be issued and the device use privileges will be suspended for one week.
4. A usage violation that involves threatening or immoral content may result in immediate out-of-school suspension and possible expulsion.

**NOTE:** Cornerstone Baptist Academy reserves the right to amend these policies in writing as needed to address emerging technology and security risks. Parents are expected to assist in the supervision of their child's social media posting.

### **U. Student Drivers**

1. Student drivers must get a "CBA Parking Permit" form from the school office, complete it, and submit the form within the first week of school (or before starting to drive if during the year). If multiple vehicles are to be used, they all need to be registered.
2. Students must park in their assigned parking space during school hours and at all school activities.
3. Students may not leave during the school day, including their lunch periods, without written permission from the parent and a pass from the school office.
4. Students may not go to their cars during the school day from 8:00 a.m. to 3:25 p.m. without permission from the administration.
5. Students may not transport other students to and from school and school-related activities without written permission (from both sets of parents) submitted to the school office.



6. Students driving recklessly or speeding will lose their driving privileges immediately.
7. Students must have a school parking permit on display in their cars while on school property.
8. The first violation of the Driving/Parking Policy will result in a warning. The second violation can result in loss of driving privileges.

#### V. Withdrawal Procedures

Families seeking to withdraw from the school need to notify the school office in writing of their intent. The letter should include the reason(s) for withdrawal and the date of the intended last day of attendance. Two weeks' notice is required. If less than two weeks' notice is given, parents are responsible for payment for the balance of the two weeks. All materials belonging to the school (including workbooks and textbooks) must be turned in upon withdrawal and any remaining balance on the family's account is due at that time. No curriculum will be returned to withdrawn students. Records will not be released to a new school until the family's account is paid in full.

### VIII. Parent-School

#### A. Parent-Teacher Conferences

The school schedules parent-teacher conferences. These typically occur halfway through the first grading period. Other conferences will be held as needed either at the request of the teacher/school or the parent. Parents wishing for a conference should contact the teacher directly and set up a time for the conference. If satisfactory results are not reached, the parent may ask for a meeting with the teacher and the principal by contacting the school office.

Some thoughts to remember during conferences:

1. Both parties want God's best for the child. The Lord gives children to parents who then, in turn, have asked the school and teacher to aid them in the educational process.
2. Be friendly and courteous.
3. Actions follow genuine concern. Parents and teachers who are truly concerned about the development of a child will not only "say things" to help, but also "do things" to help. Individual care has long been one of the foundational precepts of a Christian home and Christian education.
4. Follow the simple rules of communication found in Ephesians 4:25-32.
  - a. Be honest with yourselves.
  - b. Act positively, not negatively.

- c. Instead of delaying the issue or dwelling on yesterday, keep current.
  - d. Attack the problem and not the student or the other adult(s).
5. Go through the proper channels. Only involve those people who are or can be a part of the solution.

#### B. Parent Volunteers

Every organization likes to have volunteers who willingly involve themselves. Our school is no different. Parents are welcome to volunteer to help with art projects, listen to students read, take classes to the cafeteria or recess for the teacher, or to help out in any other constructive manner. If you would like to be involved in the school as a volunteer, please contact the school office. Volunteers must have a current background check on file. Volunteers must observe the school dress code while on school premises.

#### C. Field Trip Attendance

Adults (parents, grandparents, etc.) who wish to chaperone or attend a class field trip must have a background check on file in the school office. Please plan in advance. Background checks must be received five school days before the scheduled date of the trip for the adult to attend.

#### D. Issues with Teachers

If a problem arises between you and the teacher or the school, regardless of who is at fault or who started it, we will follow this biblical plan for reaching a solution:

1. Limit knowledge of the problem to no one else but yourself and the other person involved. Earnestly pray about the situation. As a part of your prayer, pray for the other person.
2. Make an appointment to meet with the person.
3. Meet with the person and present your perception of what the problem is. Try not to attack the other person but to deal only with the difficulty. Be prepared to hear the other person's perception of the concern and to receive some facts of which you may not have been previously aware.
4. If a solution cannot be found between the parent and the teacher/staff, the parent may request an additional meeting with the teacher and principal.
5. Ideally, Christians seeking to honor God with their lives and who are under the direction of the Holy Spirit can and will reach a solution. If, however, a resolution is not reached, then the problem must simply be left alone, or it may become necessary for you to withdraw your child from the school. In either case, to discuss it with anyone else or to continue to make it a focal point is unscriptural.

## **IX. Emergencies**

### **A. School Cancellation/Dismissal**

Occasionally, it is necessary to cancel school due to inclement weather or some type of emergency situation. When this happens, we try to make our decision as early in the morning as possible (usually by 6:00 a.m.) and have it announced on the following television stations:

WRTV Channel 6  
WISH Channel 8  
WTHR Channel 13  
FOX 59/CW 4

*Once students have arrived at school, we make every effort to keep school open until the regular dismissal time. Should it become necessary to close during the school day, we will air that announcement over the same public news sources we use for morning closings. We will also try to reach you by phone at home or at work. Under no circumstances will any child be left alone or unsupervised.*

### **B. Illness or Injury**

We all know that children become sick or injured at the most inconvenient times. Occasionally, it happens while they are at school. If it is necessary for your child to leave school, we will inform you so that arrangements can be made for you to pick up your child to either take them home or to see a doctor. In the event of an emergency, it may be necessary to transport your child by ambulance to the nearest hospital. Should this occur, a school official will accompany your child and remain with him until you arrive.

### **C. Emergency Drills**

To help ensure your child's safety in the case of an actual emergency, the school conducts the following safety drills:

#### **1. Fire Drills**

The school conducts fire drills on an average of once a month. Once outside, teachers will take attendance to make sure all students are present.

#### **2. Tornado Drills**

Especially during the spring season, the school will conduct tornado preparedness drills as needed.

#### **3. Intruder Preparation**

The school conducts training once during the first ninety days of school. Wording is chosen carefully with younger students so as not to scare or alarm them.

## X. Healthcare

A. Medications – CBA will not dispense any medication to a student without parental consent. If your child needs to take any over-the-counter or prescription medication during the school day, please do the following:

1. Prescription medications: Daily or routine medication distribution will be provided for the student only with prior written permission from the parent or guardian. All medication must be sent to school in the originally dispensed container. Any changes in the dosage or administration time must be sent in writing.
2. Temporary medications: CBA realizes that from time to time it is necessary for students to receive a prescriptive antibiotic or an over-the-counter medication. Written permission from the parent is required, and the medication must be sent in its original container (no baggies or Tupperware).
3. You or your child must bring any and all medications to the office immediately upon arrival at school. Students are not to have any medication (including over-the-counter items such as aspirin) in their possession while at school. Failure to adhere to this policy may result in suspension or dismissal from school.
4. The school will give out acetaminophen on an "as needed basis" for headache or mild discomfort only. This privilege can only be extended with a signed authorization from the parent.
5. Medications will be sent home with the student at the end of the school day unless otherwise specified in the written instructions.
6. **All students who are not picked up from school in a timely fashion will have a fee charged to their account for supervision.**

B. Medical Requirements

1. Students must have all immunizations and a completed medical form returned to the office before admission to CBA will be granted.
2. This form is to be updated each year for all students.

C. Illness

1. CBA will follow the general guidelines that the Indiana Department of Education published regarding when ill students need to stay home. Please see the last page of the handbook for these guidelines.
2. Additional requirements will be in place as we deal with the covid situation.

D. Injuries and Accidents

1. If a student is hurt during the day, an accident report will be completed. One copy will be kept in the student's school record, and the other will be emailed to the parent.

2. Sometimes a child will receive minor scrapes and scratches that are not seen by a teacher or reported by the child. If this occurs and you have any questions, please contact the teacher or the principal.

E. Student Insurance

CBA purchases an individual accident insurance policy on each student. This policy is a supplemental policy. The parents' insurance will be the primary insurance. Cornerstone Baptist Academy's insurance will be the secondary insurance.

## **XI. Weapons and Violence Policy**

To ensure the physical safety of the students and staff, the following Weapons and Violence Policy will be instituted:

- A. Threats of or acts of violence will be taken seriously and will result in immediate disciplinary action.
- B. False fire alarms, bomb threats, or other false reports are illegal and will not be tolerated.
- C. Students may not possess weapons including knives, guns, bows, explosives, or any other device used to inflict bodily harm while on school property.
  1. Guns include, but are not limited to, firearms, air guns, and paintball guns.
  2. Knives include, but are not limited to, pocket knives, hunting knives, and swords.
  3. Explosives include, but are not limited to, hazardous or dangerous items/materials and fireworks.
- C. Students and staff should report any violation of the Weapons and Violence Policy to the administration immediately. At the discretion of the administration, student violations may lead to suspension, expulsion, and/or referral to law enforcement.

## How Sick is Too Sick?

This information sheet is designed to be used as general guidance.  
If you have a medical question, please consult your physician.

Symptom	Send to School	Keep at Home
<b>Fever</b>	During the past 24 hours, the student's temperature has been below 100 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100 degrees.
<b>Diarrhea</b>	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
<b>Vomiting</b>	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
<b>Eyes</b>	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
<b>Cough/Runny Nose</b>	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
<b>Rash</b>	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
<b>Asthma</b>	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.