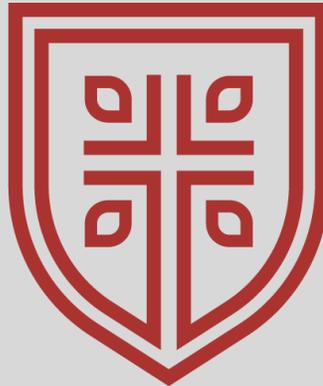


# *Parent/Student Handbook*

**2022-2023**



**Cornerstone**  
CHRISTIAN ACADEMY  
FOR LEARNING & LEADERSHIP

## **Parent/Student Handbook**

**Vancouver Campus**  
10818 NE 117<sup>th</sup> Avenue  
Vancouver, WA 98662

**Battle Ground Campus**  
715 NW Onsdorff Blvd.  
Battle Ground, WA 98604

**Main Phone: 360-256-9715**

**Visit our Website**  
[www.ccak12.net](http://www.ccak12.net)

**FACTS SIS**  
[factsmgt.com](http://factsmgt.com) [District Code is CCS-WA](#)



# I. Introduction

## A Message from the Administration

Dear Families,

Welcome to Cornerstone Christian Academy for Learning and Leadership (CCALL)! For those of you who are new, we are so blessed to have you as part of our CCALL family. CCALL strives to provide our students and their families with a Christ-centered, Biblically-based environment and a strong sense of community.

The Student Handbook contains information about school programs, policies, and procedures. Please take time to go over this handbook and communicate any necessary information to your children in an age-appropriate manner.

Communication is key to maintaining a strong home/school partnership. Do not hesitate to contact your child's teacher(s) or the administrators if you have questions, suggestions, or concerns. We look forward to working closely with families to support our students' learning and spiritual growth.

Serving Christ through Education,

*Shelley LaValley*  
Elementary School Principal  
[slavalley@ccak12.net](mailto:slavalley@ccak12.net)

*Mike Stromme, Ed. D.*  
Middle School/High School Principal  
[mstromme@ccak12.net](mailto:mstromme@ccak12.net)

## **Mission Statement**

CCALL's mission is to transform our community and world through educational excellence and innovation, serving as ambassadors for Jesus Christ, reconciling all to God.

## **Vision Statement**

The vision of Cornerstone Christian Academy for Learning & Leadership is the development of Christ-centered servant leaders.

## **Our Promise**

We promise to provide a safe, nurturing, Christ-centered environment, with highly-qualified, born-again teachers who will stimulate and inspire the spiritual, academic, and physical development of all our students.

## **Christian Educational Philosophy**

Our program and beliefs are based on a God-centered, biblical view of truth and mankind as presented in the Bible. All life is created for the purpose of glorifying God. Being born a sinner by nature and choice, man cannot in this condition know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord.

The process of education is a means used by the Holy Spirit to bring the student into fellowship with God, develop a Christ-centered mind and train him or her for life. As children develop, they must learn to see all truth as God's truth and integrate and interpret truth through God's Word. The Bible is taught so a child may understand God and His nature. We recognize that each student must be ready to live and work with others at home, in the local church, and in a changing secular society. Success is achieved by parents and teachers who model this same perspective of life on a daily basis.

God has commanded that children be taught to love Him and place Him first in their lives. Parents are responsible for the total education and training of their children and that is why we strive to partner with parents to teach the truth of God's Word and inspire students to excel.

## **Anti-discrimination Policy**

CCALL admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. CCALL does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial assistance policies and athletic and other school-administered programs.

## II. Student Objectives

### Whole Student

Our objective at CCALL is to teach to the whole child. Each of the various aspects of student growth - spiritual, social, physical, and intellectual - is equally valued within our academic program.

### Priority Student Learning Results

CCALL has identified the following student learning results as our priority. All schools teach many things to their students, but the five areas listed below are the indicators which merit consistent attention in the curriculum, instruction, and assessment practices of the school.

**1. Students will be growing spiritually – We want to become more like Jesus.**

**Goals for our students:**

- Have accepted and follow Jesus Christ as their Lord and Savior
- Realize that the Bible is God’s truth to mankind and have developed a respect and love for His word
- Know they are uniquely created by God
- Are self-disciplined and responsible based on respect for and submission to God, family, and all other authority
- Understand the importance of the church and responsibility for evangelism
- Recognize their bodies are a temple of God which develops a positive attitude, healthy eating and sleep habits, and physical routines

**2. Students will foster Godly relationships – We love others with our words and actions.**

**Goals for our students:**

- Treat everyone with respect because all are made in God’s image
- Listen with understanding and empathy, follow instructions, and request clarification.
- Able to work collaboratively
- Demonstrate the principles of effective and godly communication. Be able to communicate to a range of audiences in a variety of ways.

**3. Students will be action takers – God calls us to act!**

**Goals for students:**

- Demonstrate integrity, responsibility and perseverance as productive members of society
- Are contributing members of their communities and are willing to serve others
- Understand, value, and are responsible for the resources God has provided them both personally and globally.

**4. Students will be deep thinkers – We ask questions and solve problems.**

**Goals for our students:**

- Can work independently which results in honoring the Lord
- Can convey information in written, oral, or artistic form
- Utilize creative and critical thinking skills
- Based on Biblical standards, reason logically and depend on God for wisdom

**5. Students will be life-long learners who – We pursue what we are curious about.**

**Goals for our students:**

- Value, appreciate, and love learning as one of God’s privileges
- Are responsible for continuing their own learning

### III. Admissions Policies and Procedures

#### Enrollment Fees

At the time of enrollment, families enrolling students in kindergarten through high school are required to pay an enrollment fee, as stated in the table below:

<b>ENROLLMENT FEES</b>	
<b>**All fees are non-refundable.**</b>	
Kindergarten/Elementary Enrollment Fees (per student)	\$250
Middle School Enrollment Fees (per student)	\$300
High School Enrollment Fees (per student)	\$300
<b>DISCOUNTS AVAILABLE</b>	
Enrollment Fee (per student, if paid by March 15, 2022)	\$75 discount
Full Tuition Payment (per student, if paid by September 6, 2022)	\$200 discount
Multiple Child Discount (applied to 2nd student's tuition balance)	\$150 discount
Multiple Child Discount (applied to 3rd student's tuition balance)	\$1,000 discount
Multiple Child Discount (applied to 4th, or higher, student's tuition balance[s])	\$2,000 discount
Referral Incentive (for each new family referred and enrolled for 6 months)	\$500 discount
FACTS Fees (waived if payment plan set up by Sept. 6, 2022 - additional fee thereafter)	\$50 waived

#### Tuition

CCALL has selected the FACTS Management Company to manage our tuition payment program.

- Convenient online payment plan sign-up
- Maintain your financial account information online 24/7
- Multiple payment options
- Online tuition payments
- Receive email payment reminders before your payment is due
- Automatic withdrawal with debit or credit card
- Security: FDIC insured, PCI compliant, Red flags compliant
- Web-based interface in real time for account viewing 24/7
- Application for financial assistance

As part of your enrollment submission, you will be required to set up a payment plan through FACTS Management either by selecting the Rollover Consent option on the Tuition Payment Agreement (returning families only) or logging in to FACTS and completing a new payment plan set up.

Tuition accounts and all other school fees must be current and remain current in order to register your child for the subsequent school year. Accounts must remain current through the spring and summer to keep your child on the class roster.

### **Financial Assistance Policy**

A limited amount of funds are available to families in need of financial assistance for tuition. These funds are generated through donor gifts and/or fundraisers. Applications are completed online through FACTS and must be submitted by the deadlines listed on our website. The application is reviewed by a committee annually and awards are made on the documented needs and funds available.

### **Enrollment**

Applications for enrollment are available online at:

[www.ccak12.net](http://www.ccak12.net)

All forms must be read, completed, and fees paid before admittance into the program. These include, but are not limited to the following:

1. Application for Enrollment
2. Emergency Medical Information
3. Tuition Payment Agreement
4. Payment Plan Set Up (FACTS)
5. Statement of Faith
6. Parent Contract
7. Technology Resources Acceptable Use Agreement
8. Cell Phone Agreement
9. School Transportation Policy
10. Certificate of Immunization Status
11. Certificate of Exemption (if applicable)

### **Classroom Age Requirements**

**Kindergarten** - Children must be five on or before September 1 of the year entering.

**First grade** - Children must be six on or before September 1 of the year entering.

Kindergarten students new to CCALL will be assessed to determine kindergarten readiness. There is no charge for this assessment. New students entering in grades 1-8 **may** be asked to complete a skills assessment to help determine exact grade placement.

## **Classroom Size**

### **For Kindergarten – 9<sup>th</sup> Grade**

Class sizes over the last five years have typically ranged from 16 to 24 per teacher. In the event a student desires to enroll in a class which has reached its maximum class size, that student will be put on a waiting list and placed into the class in chronological order of their placement on the waiting list. The administration reserves the right to increase class size in our K-9 program.

## **New Students**

Prior to admittance, all new students will need to complete registration, and possibly undergo testing or provide report cards and/or test scores to demonstrate grade level readiness, as determined by the administration.

Children who have a history of disruptive behavior will go through an interview process. If such students are accepted, they will be put on a probationary contract. It is expected that students who attend CCALL will maintain a positive attitude toward the school, their teachers and fellow students.

Students with IEPs (Individualized Educational Plan), academic difficulties, or defined learning challenges will be accepted only if CCALL can provide a specific program that meets their needs. In some cases, students with significant academic disabilities may be accepted after counseling with parents outlining the limited program and reduced expectations for academic progress. Parents may desire the atmosphere of Christian nurturing more than the additional academic help provided by public school programs.

## **Student Withdrawal**

CCALL is a private, non-discriminatory Christian school. We reserve the right to enroll and/or withdraw students at our discretion. Parents who withdraw their student from CCALL during the year are asked to notify the office at the earliest possible date. Withdrawal forms are available in the school office and must be signed and returned to make the withdrawal final. Tuition is pro-rated as of the date of withdrawal. Enrollment fees paid are non-refundable. Academic records are not transferable until all accounts are paid in full. All cumulative records will be sent to the new school by the school office.

## **Extended Care Program**

Before and After School Care is available at both our Vancouver and Battle Ground campus locations. To enroll your school-aged child in extended care at the **Vancouver campus**, please contact Caitlin Smith at [caitlin.smith@ccak12.net](mailto:caitlin.smith@ccak12.net) or call 360-256-9714. To enroll in extended care at the **Battle Ground campus**, please contact Sarah Thulin at [sthulin@ccak12.net](mailto:sthulin@ccak12.net) or call 360-256-9715. There is a \$125 enrollment fee\* per student. All children (ages 5-12) participating in this program must be taken to and picked up from the designated area. Parents must sign students in and out.

Any student remaining on campus after carpool concludes, *who is not enrolled in the Extended Care Program*, will be escorted by a teacher to the school office. Families who arrive more than 15 minutes after dismissal time to pick up their student(s) will be charged \$10.00 for any part of the first 10 minutes and \$1.00 per minute thereafter per student. Late charges will be billed monthly through FACTS.

For the extended care program, you will receive a monthly billing stating the amount owed for the program from the prior month. All program bills will be deducted from the bank account you provide using the FACTS Management Company. Bills that are over 30 days past due will result in refusal of participation in the extended care program, until the balance is paid in full.

**[NOTE: Unpaid fees will be treated the same as all other school fees and tuition. Student report cards and cumulative records will be held until the balance is paid in full & participation in the program will be refused.]**

Children in the program are expected to adhere to the same policies and procedures for behavior and discipline we have during the school day.

## IV. Students

### Behavior

Our expectation is that all students and parents will live their lives in accordance with Biblical principles (Romans 12-13:5, I Peter 1:13-17). They are expected to:

- Conform to the values outlined in Scripture
- Recognize that God values every student and therefore every student has something valuable and positive to contribute to our school
- Be kind, respectful, and encouraging to all those around you
- Be diligent and prepared to do your best
- Solve problems or disagreements and/or issues impacting the school (students and/or parents) by following Biblical principles outlined in Matthew 5:23, 24 and 18:15-20
- Respect and obey all supervising adults
- Respect and properly care for the property of others
- Follow school dress code policy
- Adhere to behavioral expectations at school-sponsored activities

### Discipline Philosophy

*"It is for **discipline** that you endure; God deals with you as with sons; for what son is there whom his father does not **discipline**?" Hebrews 12:7*

Our goal is to train students in righteousness. To attain this, the CCALL staff will model mature Christian morality and conduct for our students, as well as teach them biblical principles in a formal academic setting. Consequences for inappropriate behavior will be enforced to keep

students from exhibiting behavior that is harmful to either themselves or to others, to keep them from developing destructive habits, and to keep them from making mistakes which may have long-term consequences.

Discipline is teaching a child the way he should go (Proverbs 22:6). We view discipline as an act of love that builds character in Christ. Children will make mistakes and need to be corrected to learn proper behavior. Our goal is to foster a positive relationship with our heavenly Father. It is in this spirit that all discipline is administered at CCA.

In the classroom, at recess, or in the lunchroom, the CCALL staff is authorized to deal with any inappropriate behavior. This could include things like: time-outs, clean up at lunch, or any other corrective measures deemed appropriate by the teacher or staff.

Students will be sent to the office if initial corrective behavior techniques are not sufficient or if the offense is such that the office needs to intervene immediately. The administration may decide the appropriate response to any infraction of the rules.

## **Sanction Descriptions**

### **Verbal Warning**

A verbal warning is a verbal reprimand from the school official to the student.

### **Send Home Early**

Students will be sent home early when they have behaved in a manner that makes it inappropriate for them to immediately return to the classroom. The parents will be called by an administrator and have the offense explained to them. The parents must then make arrangements to have the child taken home immediately.

### **Short-term Suspension**

A short-term suspension consists of removal from school for 1-3 school days. For a short term suspension to occur, the student has either created a situation that is unsafe for other children or staff members, disrupted the learning environment for other students, or repeated offenses and not appropriately responded to other discipline measures.

### **Dismissal**

Dismissal means permanently removing a student from school. This decision will be made by the school administration in conjunction with the superintendent. To invoke dismissal, a student must have committed an act, or series of acts, that created a harmful school environment or disrupted the learning environment for other students and staff members to an extensive degree. Students who are dismissed may reapply for school admission the following school year but are subject to the same application process of any new student.

## **Dress and Grooming**

The following guidelines have been established in the development of the dress code for CCA. In the development of this dress code our first step was to go to the Bible for guidance, keeping in mind that our goals are to, above all:

1. Honor the Lord
2. Establish the best possible setting and atmosphere for a quality Christian education
3. Represent CCALL favorably in our community as a witness for our Lord

We realize there are many other kinds and styles of clothing that are acceptable and honoring to the Lord, but CCALL has chosen the following in establishing our dress code. We believe there is a definite relationship between dress habits, work habits, and atmosphere. Attire need not be expensive to be appropriate. The dress code is in effect in the building, on CCALL's campus during school hours and at all school sponsored events.

The following guidelines are used in the determination of suitability of clothing worn to school and school related activities.

### **SHOES**

- Flip flops and slippers are not allowed.
- All students K-8<sup>th</sup> are required to wear close-toed tennis shoes for PE class.
- Elementary students need to wear good shoes with heel straps when at school to support safe physical activity at recess.

### **HATS/HEAD COVERING**

- Students may not wear hats indoors.
- Hoods from jackets or sweatshirts may not be pulled up indoors.

### **ATTIRE**

- Clothing should be size appropriate and fit properly. Skin-tight, form-fitting clothing may not be worn.
- All clothing must fully cover the abdomen, back, and all undergarments when the child is standing, bending, and sitting. Shirts and dresses must have shoulder straps at least one inch in width (no spaghetti straps).
- Skin must not show through clothing. If wearing jeans with holes in the legs, leggings must be worn underneath.
- Shorts' and skirts' hems must not be more than three inches above the knee. Dresses must follow the same guidelines.
- Clothing must not have off-color or questionable sayings, promote violence, or advertise media that represent non-Christian values.
- Lounge pants, pajama pants, and sweatpants may not be worn.

### **JEWELRY**

- Boys and girls may wear stud or other small earrings that do not pose a hazard of being caught on objects or cause a distraction to other students. Gauges or other facial piercings such as nose, lip, and eyebrow piercings may not be worn at school.

### **HAIR**

- Hair length and style must not attract undue attention. If hair length and color does become a distraction to the learning environment, a conversation will take place between student, parent, teacher, and principal to resolve the issue.

### **TATTOOS**

- Students may not have tattoos.

### **ENFORCEMENT**

- Clothing will be evaluated by CCALL staff. If necessary, parents will be called to pick up the student or bring in a change of clothing or shoes. Suitable clothing may be offered as a substitute if available. Stricter discipline may be employed for repeat or blatant violations. We encourage parental involvement.

## **Attendance**

The school office keeps the official attendance records for all students, for both tardies and absences. These records are part of each student's permanent file. All students are expected to attend every day and to be on time to class. A student is considered "on time" when he is sitting at his assigned seat, ready to begin at the start of the day/class. Should a student be tardy, they must report to the office to get a tardy slip before they will be admitted to the classroom. Tardies are recorded and reported on the report card. Continued tardiness will result in a parent conference. Absences are considered excused for illness, family emergency, or by a prearranged agreement with the administration. Students must be in attendance no later than second period to attend or participate in any extra-curricular activity on the day or evening of the absence.

## **V. Academics**

### **Homework Policy**

Homework is an integral part of the school system and will be given to embed learning that is taking place at school. All homework given is expected to be completed neatly and according to the guidelines and turned in on time. Please communicate with the teacher if you have any concerns regarding homework.

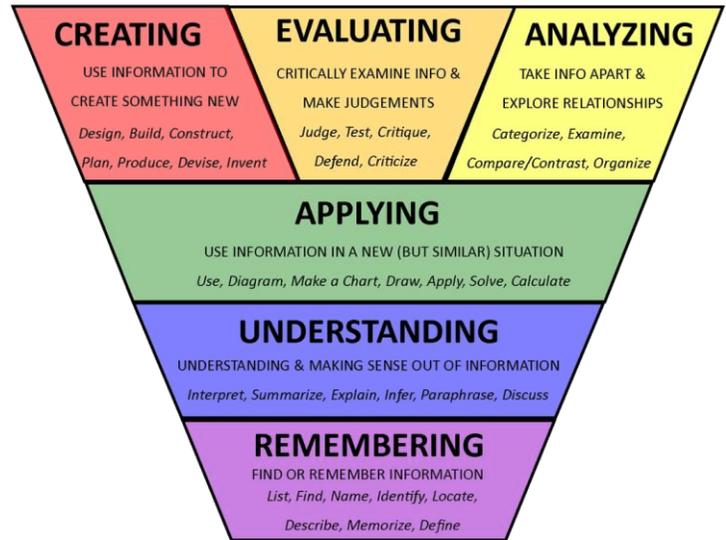
### **Grade Level Placement**

Grade level placement of students will be decided by teachers and administrators in conjunction with parents. The school reserves the right to assess all incoming students. If necessary, test results will be used in the process to determine appropriate grade level

placement. At the end of the year, if a child is in danger of failing a class, a parent/teacher conference will be held. The final decision to promote the student will be made by the administration.

## Grading Scale

- We use state standards and Bloom’s taxonomy to assess student’s work.
- Bloom’s taxonomy is a scale used to measure the difficulty and level of thinking required by a student to complete an assignment or assessment.
- Bloom’s taxonomy contains six levels of understanding moving from simple to complex. These levels will correspond to the score your child is able to receive on an assignment.



Your child’s progress will be evaluated and reported to you using the scales below:

<b>Student Academic Performance K-5</b>	
Meets grade level expectations	MG
Approaching grade level expectations	AG
Below grade level expectations	BG

<b>Student Academic Performance 6-8</b>	
Consistently performing at creating, evaluating, or analyzing level of grade level content and standards.	4
Consistently performing at an application level of grade level content and standards.	3
Consistently performing at an understanding level of grade level content and standards.	2
Consistently performing at a remembering level of grade level content and standards.	1

<i>Student's Habits of Success K-8</i>	
Excellent	E
Satisfactory	S
Needs Improvement	N

<i>Middle School Elective Classes</i>	
Excellent	E
Satisfactory	S
Needs Improvement	N

### **Parent-Teacher Conferences**

All parents will have a scheduled conference with the classroom teacher during the first grading period. Student-led conferences are held in May, and attended by both student and parents, for students to present their learning portfolios. Additional conferences may be requested at other times during the school year as deemed necessary by teachers or the parents.

### **Report Cards**

Report cards will be sent home following each grading period. **Any unpaid balance in fees (tuition, book loss or damage, service hour fees, outstanding fundraising items, sports uniforms etc.) will preclude the release of report cards and/or cumulative records at the end of the school year.**

### **Student Testing**

All students participate in NWEA MAP assessments fall, winter, and spring to assess each child's academic progress. Printed results will be sent home during the student-led conference in May. Additional schoolwide assessments may be administered throughout the year. Testing provides an academic profile of each student as well as the school as a whole; therefore, it is imperative that students are in attendance. Prearranged absences should not be scheduled during testing.

## VI. General Information

### Chapel and Assemblies

Chapel is an integral part of our mission of growing Christian students up in the Lord. It is held once a week. Parents are welcome to attend. Our purpose is to lead students into a group worship experience based on God's Word and to enrich their spiritual lives. Assemblies are used to highlight special speakers or events.

### School Closure

Should it be necessary to close school due to inclement weather or other unforeseen circumstances, an announcement will be made over the following news services:

#### Internet

CCALL Facebook page

#### App

Flash Alert

#### Television Stations

KATU - 2, Portland ([www.katu.com](http://www.katu.com))

KOIN - 6, Portland ([www.koin.com](http://www.koin.com))

KGW - 8, Portland ([www.kgw.com](http://www.kgw.com))

KPTV - 12, Portland ([www.kptv.com](http://www.kptv.com))

When possible, we will try to send out a schoolwide email, as well. Because we have students coming from many areas, parents are encouraged to use their own discretion on inclement weather days. These absences will be excused.

### Emergency Information

#### In the event of a natural disaster:

- Please **do not** call the school. We must have the lines open for emergency calls.
- Turn your radio to major stations on the AM dial. Information and directions will be given over the radio for general safety instructions. As soon as it is deemed safe to travel, proceed to the school. If you work on the other side of the river, please have a backup available to get your children in case of major bridge or freeway obstruction.
- When you arrive at the school, please do not block roadways with your car, and remember to maintain a calm and positive attitude in the presence of the children. Children will be released only to authorized persons who will provide their signature on the sign-out sheet.
- The childcare programs are prepared to care for your child(ren) in times of critical situations if it takes you a while to get to school.

#### In the event the building has been evacuated:

- We will have emergency personnel on site to direct you to the evacuation site.
- Again, remember to maintain a calm and positive attitude in the presence of the children. Children will be released only to authorized persons.

Please notify the school office as soon as possible if you have a change of address or phone number, including cell phone number changes. **In case of emergency, we must have current information.**

### **Telephone Procedures**

It may be necessary for students to contact a family member during the course of a school day. When an emergency situation arises, students are asked to observe the following policy: Use of any telephone may only be used with permission from a school staff member. Students may only call immediate family members. Planning for after school activities with friends must take place prior to coming to school.

### **Office Phone**

Student use of the school office phone is restricted to emergency situations only such as illness or a change in school schedule.

### **Personal Electronic Devices and Cell Phones**

Personal electronic devices are NOT allowed to be used on campus. Such items may be confiscated at the discretion of any staff member. Cell phones that are used or ring during the school day will be confiscated. Confiscated phones must be retrieved by a parent from administration. Students may only use cell phones before and after school. If parents deem it necessary for their child to have a cell phone while at school, the following rules must be adhered to:

- Cell phone/smart watch use is limited to communication between the student and the parent/guardian only.
- Cell phones are to be turned off and stored during school hours.
- Cell phones must be stored in the student's backpack during school hours, unless specifically directed by the teacher.

### **Transportation**

#### **Closed Campus**

CCALL is a closed campus. Parents who wish to take their children from school must sign them out in the school office. When students are returning from an appointment during the day, parents must sign them in at the office before returning to class. Students will not be allowed to leave campus with someone other than their parent without prior notification to the school office. The school will not assume responsibility for lost or stolen bicycles. Student operated motorized scooters or other motorized vehicles are not permitted on school grounds. All visitors must check in at the office and get a visitor badge.

## Release Authorization

Only authorized adults may pick children up from school. Authorized adults include any family or friends listed by the child's legal guardian on the enrollment forms. Special permission may be given for other adults to pick up children only by written request or by a personal phone call to the administration made by the child's legal guardian as listed on the enrollment form.

## Carpool

Parents are asked to follow the flow of traffic lanes and use designated pick-up points and crosswalks when dropping off and picking up students. It is important that everyone consistently follow the same rules so that all can be equitably served, and students and parents can move safely about the campus.

## Drop-Off and Pick Up Area

School drop-off is at the front entrance of the school from **8:00-8:15 a.m. at the Battle Ground campus and from 8:15-8:30 a.m. at the Vancouver campus**. Students may be dropped off no earlier than 15 minutes prior to the beginning of the school day. More detailed drop off and pick up instructions for each campus will be emailed out to families before the beginning of each school year.

## Parking Lot Procedures

The children's safety is one of our highest priorities. Make sure to slow down (5 mph) and be patient when dropping off or picking up your children at school. To facilitate an even safer and smoother drop off and pick up time, we ask that you follow these rules:

1. Have your children's backpacks, lunches, etc., ready and in the vehicle (floorboard) so they can exit the vehicle without much delay.
2. Avoid placing your children's backpacks, supplies, etc., in the trunk of your car. We want to avoid having children going to the rear of the vehicles.
3. Have your children exit/enter curbside when dropping them off or picking them up.
4. Avoid parking in handicap areas.
5. Do not get out of your vehicle and block other cars from advancing. If you need to leave your vehicle, find a parking space in the parking lot.

# VII. Miscellaneous

## Field Trips

**Field trips are required school activities. Students are expected to attend all field trips.**

Parents will be notified in advance of field trip dates, purpose, time, and mode of transportation. We welcome and encourage parent chaperones on field trips. Service hours will be awarded for participants. All volunteers working with students **MUST** complete a background check and submit a copy of a valid driver's license and current auto insurance card.

Parents helping with transportation for any school sponsored activity must have and use seat belts/shoulder straps for each person riding in their vehicle. We support the Washington State law pertinent to the transportation of students: A booster seat is required for children shorter than four feet, nine inches (effective January 1, 2020). If a vehicle has a passenger side airbag, students are not allowed to ride in the front seat.

Parents are responsible for providing a copy of their insurance card and driver's license to the office when agreeing to transport students in their private vehicles. If available, classes may also use the school van.

### **Lunch Program**

We do not currently have a five day/week hot lunch program. Pizza is available to purchase on Tuesdays at \$2/slice (order must be placed with teachers the day before), and hot dog lunches can be purchased on Thursdays (placed two days before) for \$3/each (includes hot dog, chips, and applesauce). Money can be deposited to your family lunch account in the school office.

### **School Fines**

Students are frequently issued school property for their use (technology, books, etc.). Willful damage or unreasonable wear and tear may cause the student to incur fines equal to the replacement value of the property.

### **School Pictures**

School pictures will be taken annually. A make-up day will be announced for all students requiring retakes.

### **Lost & Found**

Lost & found will be located in a designated area. Unclaimed items will be taken to lost and found. Periodically, unclaimed items will be donated to charity. To ensure items are returned to their rightful owners, **please write your child's name on backpacks, coats, sweatshirts, lunch bags, etc.**

### **Parent Service Hours**

CCALL could not function without the dedicated and wholehearted service of our students' families. It is only because so many families participate so enthusiastically in service to the school that we are able to maintain our quality programs and facilities while keeping tuition costs at an affordable level.

Service hours at CCALL give families an opportunity to be involved in the lives and education of their children through volunteering in programs and working on projects of their choice. There is a range of opportunities, programs, and projects from which to choose. Some of these include chaperoning field trips, helping with school events like Walk-a-Thon or Payback Book sales, art class helper, working in the office, serving on committees, working in classrooms,

supervising at lunch and recess, and many more.

Each CCALL family is asked to fulfill a 30-hour service requirement per year. Any family member, including parents, grandparents, aunts, uncles, and/or family friends may contribute hours towards the requirement for your family. Some Cornerstone families choose to participate in the program financially rather than through service. If this option works better for your family, the fee is \$15 per hour not served. Single parent families are half the time or cost. (CCA reserves the right to adjust or temporarily suspend this requirement based on current COVID-related restrictions.)

All adults serving at CCALL must have a completed “Background Check Authorization Form” on file. A full background will be completed by the administration prior to the adult having contact with any student and/or staff.

## **Athletics**

CCALL currently partners with Firm Foundation Christian School’s athletic program to offer a variety of competitive athletic teams throughout the year. All required paperwork (registration forms, a current physical, any requested waivers (concussion form, etc.), and sports fees must be turned in before the season begins. Students may not practice or participate in games until all items are on file.

The following organized sports will be offered. These sports programs will be dependent upon student interest and availability of volunteer coaching staff.

### **Middle School:**

Fall: Girls’ volleyball

Winter: Boys’ and girls’ basketball

Spring: Coed track & field

### **High School:**

Fall: Girls’ volleyball and boys’ golf

Winter: Boys’ basketball

Spring: Coed track & field

## **Athletic Code of Conduct**

Athletes are required to read and comply with the following standards:

- Attend every practice, game, or function.
- Participate to the best of your ability.
- Meets grade level expectations for eligibility.
- Honor God. Model good sportsmanship. Specifically, display a good attitude and be respectful towards coaches, officials, and fellow athletes, including the opposing teams, at practices and games.
- Commitment to the team is expected until the end of the season.
- Participation on a team is a privilege. Violations will result in game and/or practice

ineligibility. Continual faults in sportsmanship or character traits which are not conducive to team unity and growth may be cause for removal from the team.

- Students must be in attendance no later than second period to attend or participate in any extra-curricular activity on the day or evening of the absence.

### **Academic Eligibility for Athletics**

All students who are involved in athletics must meet the following eligibility requirements:

- Meets grade level expectations for eligibility (Grade report each Friday for the following week eligibility).
- Has all student work turned in.
- Does not fall below grade level expectations on report cards or progress reports.
- Behavior/Effort grades must be satisfactory. Failure to meet any of the above requirements will result in the inability to play in games until the next grading period.

## **VIII. Health Policy**

### **Health Attendance Policy**

To ensure the health of everyone, it is imperative that children who are sick stay home from school if they have had a fever in the last 24 hours of 100° F. or more, or have one or more of the following symptoms: earache, headache, sore throat, rash, or fatigue that prevents participation in regular activities, vomiting, diarrhea, open sores, lice, nits, or any other contagious illness. For suspected communicable skin infections such as impetigo, pinkeye, or scabies, the child may return twenty-four hours after starting antibiotic treatment. Barring extenuating circumstances, if a child is too sick to go out to recess, then they are too sick to be at school. Because of space limitations, the office is not able to accommodate sick children staying in from recess.

### **Allergies**

For students with severe allergies, an allergy care plan must be filled out and kept on file in the school office. The child's health care provider must sign this form, list the specific allergies, and in the case of food allergies list all foods to avoid, give a brief description of how the child reacts to the food, and list any appropriate substitute food(s). Any necessary emergency equipment, such as epi-pens or inhalers, must be kept in the front office.

Any student with major food allergies must bring his/her own snack and lunch each day. The CCALL staff will not be responsible for providing snacks and lunch.

### **Medications**

#### *Parent/Guardian Consent*

Medication will only be given with prior written consent of the child's parent/legal guardian. This consent (The Medication Authorization Form), will include the child's name, the name of the medication, reason for the medication, dosage, method of administration, frequency,

duration (start and stop dates), special storage requirements and any possible side effects (use package insert or pharmacist's written information). All medication *must* be kept in the front office. Children should *not* be in possession of medication.

A parent/legal guardian is the only person authorized to give consent for the school to administer medication. Even with consent, the medication meets all the following criteria:

- The medication is over-the-counter
- The medication is in the original container and labeled with the child's name
- The medication is not expired

### **Health Care Provider Consent**

A licensed Health Care Provider's consent, along with parent/legal guardian consent, will be required for prescription medications

A licensed Health Care Provider's consent may be given in 3 different ways:

1. The provider's name is on the original pharmacist's label (along with the child's name, name of the medication, dosage, duration and expiration date); *or*
2. The provider signs a note or prescription that includes the information required on the pharmacist's label; *or*
3. The provider signs a completed Medication Authorization Form.

### **Medications for Chronic Conditions such as Asthma or Allergies**

For chronic conditions (such as asthma), the parent/legal guardian written consent (Authorization for Administration of Medication form) must be renewed each school year.

### **Emergency Medical Care**

Emergency medical procedure/care may include, but is not limited to, the following:

- Attempt to contact the parent or guardian.
- Attempt to contact the parent through any of the persons listed on the emergency information form provided by the parent.

If the parent cannot be contacted, we will do one or more of the following:

- Call a physician or paramedic
- Have the child taken to an emergency hospital in the company of a staff member.

Any expenses incurred in the procedure above will be the responsibility of the child's family.

## **IX. Appendix**

### **Contracts & Forms**

The following section contains the wording of all contracts and agreements signed during the enrollment process.

#### **Parent Contract**

**ADMISSIONS POLICY:** I/We understand that my/our child's attendance at Cornerstone Christian Academy for Learning & Leadership (CCALL) is a privilege and not a right. If at any time my/our child's conduct, academic progress, or cooperation with CCALL's authorities is not in agreement with CCALL's requirements, regulations, and/or the CCALL Statement of Faith; I/we understand that the school administration reserves the right to dismiss my/our child. Further, I/we agree that if I/we cannot continue to support CCALL relating to the progress of my/our child, I/we agree to withdraw my/our child from CCALL in a quiet and orderly fashion. I/We understand and accept that if I/we withdraw, or are requested to withdraw my/our child, there will be no refund of enrollment fees and tuition reimbursement, if applicable, will be prorated in accordance with CCALL policy. CCALL is a private, non-discriminatory Christian school and reserves the right to enroll and/or withdraw students at our discretion.

**PARENT-STUDENT HANDBOOK:** As a parent/guardian, I/we have read and accept all regulations of the school as presented in the CCALL Parent/Student Handbook, including the CCALL Statement of Faith. I/We fully support the Board of Directors, administration, and staff in observance of such regulations and doctrine and support the Christian learning environment created by CCALL. I/We understand and acknowledge that CCALL has the right, without prior notice, to modify or amend policies and practices within the limits and requirements imposed by law.

**STATEMENT OF FAITH:** I/We understand and agree with the mission and purpose of Cornerstone Christian Academy for Learning & Leadership and with the CCALL Statement of Faith.

**FINANCIAL AGREEMENT:** I/We agree to pay all tuition and fees for my/our child for the 2022-23 academic school year. I/We agree to fulfill all financial obligations promptly. I/We agree to set up my/our online payment plan through FACTS Management Company at the time of enrollment as required by CCALL. Enrollment is not complete until a 2022-23 FACTS Payment Plan has been set up. A \$25.00 late fee will be assessed to all accounts not paid by the due date. A \$30.00 fee will be assessed for returned payments. All fees are NON-REFUNDABLE. Tuition reimbursement will be prorated upon early withdrawal in accordance with CCALL policy. **ECE:** Tuition will be paid in equal monthly payments. **Elementary and Middle School:** Tuition will be paid in 10 or 12 equal monthly payments, beginning in July. Tuition paid in full by September 6<sup>th</sup> will be given a \$200.00 discount.

**SERVICE HOURS:** I/We understand the philosophy of CCALL includes parental involvement; however, health emergency restrictions and guidelines may temporarily alter this requirement. Parental involvement includes, but is not limited to, volunteering in the classroom or at special events, PTF activities, and fundraising, etc. A total of 30 service hours per year is required by each family with students enrolled in K-9<sup>th</sup> grades. If these service hours cannot be completed, a \$15.00 fee per hour not worked will be assessed. **(CCALL reserves the right to alter this requirement based on COVID-related restrictions.)**

**REFERRAL INCENTIVE:** I/We understand referral discounts are available to CCALL families who are listed by a new family on the enrollment application form at submission. Referral discounts will be applied as a tuition reduction at the end of the 6th consecutive month in which the new family is enrolled and in good standing. Although limitations may apply relating to new families receiving tuition assistance or attending part-time, there is no limit on the number of families that may be referred and for which a referral discount may be received.

**PAST DUE ACCOUNTS:** I/We understand my/our child will not be permitted to continue attending school if our account becomes 45 days or more past due. I/We understand that to re-enroll our child, our account must be current. In the event of legal action on this account, I/we agree to pay all costs of such suit, collection, and attorney fees. I/We understand and agree that late payments and unpaid accounts are subject to late fees and interest charges as outlined in the Tuition Payment Agreement.

**DAMAGES:** I/We agree to assume full financial responsibility for damages caused by my/our child.

**PLACEMENT:** I/We understand that CCALL has full discretion in the class placement of my/our child.

**SPECIAL NEEDS:** I/We understand that by signing this Parent Contract that CCALL has a very limited ability to accommodate children with special needs (physical, educational, behavioral & dietary), and these needs will be taken into consideration during the review process prior to admission. All applicable federal and state laws will be reviewed and adhered to during the admissions process.

**EARLY WITHDRAWAL:** To receive report card(s) and/or student records, I/We understand that if I/we withdraw our my/child before the end of the school year, prorated tuition and School Age Extended Care Program fees must be paid in full as well as lost or damaged laptops and iPads. Books from the classroom or the library must be replaced or paid for. Enrollment fees are non-refundable.

**CHAPEL:** Attendance of chapel services and scripture memorization are mandatory for all Elementary and Middle School students. The ECE classes for 3 ½ through 5-years old will attend chapel services weekly. Parents are welcome to attend chapel services.

**COMMUNICATION:** I/We understand that I/we will be responsible for reading school newsletters, emails, and other school communication concerning my/our child's grades/homework, events, and other school information.

**DISCIPLINE AND CONDUCT:** I/We agree to support the school in the discipline of my/our child as outlined in the CCALL Parent/Student Handbook. I/We further agree to require our child to show respect for those in authority over them such as administrators, teachers, assistants, custodians, and staff. I/We understand that a student who persists in unacceptable conduct will not be permitted to remain in school.

**BIBLICAL CONFLICT RESOLUTION:** I/We agree to follow the conflict resolution strategy outlined in Matthew 18:15-16. "Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that "by the mouth of two or three witnesses every word may be established." Should a situation arise in the classroom, the first course of action will be to communicate directly with the teacher about the issue. If resolution cannot be reached, then the next step will be to bring it to the principal. The final step will be to schedule a meeting with the superintendent. I/We agree to follow these steps should conflict arise. I/We agree not to use social media as a vehicle to air any school-related grievances.

**RELEASE OF STUDENTS:** I/We hereby attest that I/we have legal physical custody of my/our child, and no other person has legal physical custody of my/our child. I/We acknowledge and agree that CCALL may release my/our child to the custody of any person possessing legal physical custody of my/our child, or to any person duly authorized in writing by any person possessing legal physical custody of my/our child.

I/We promise to notify CCALL immediately in writing of any change regarding persons who have legal physical custody of the student and any change regarding the authority of CCALL to release the student to the persons designated above. Additionally, I/we promise to notify CCALL immediately in writing of the existence of any custody dispute involving the child, including any custody dispute existing at the time of this Agreement.

**MEDICAL INSURANCE:** I/We understand that I/we are responsible to maintain adequate medical insurance to cover my/our child's medical needs or emergencies while attending CCALL and CCALL sponsored activities.

**SCHOOL HEALTH POLICY:** I/We understand that in the event my/our child becomes ill or sustains an injury which is of an urgent nature while in the care of CCALL, 911 will be called and the child transported to the nearest hospital for care. If the illness or injury is of a less serious nature, CCALL personnel will evaluate and notify the parent/guardian. NO medications will be administered without proper written permission from the physician and the parent/guardian. I/We understand that all medication brought to school must be accompanied with a physician's permission slip. I/We give permission for CCALL staff to administer first aid or CPR as deemed necessary.

**LIABILITY:** I/We release CCALL and staff from all liability, except negligence, while my/our child is under school care and responsibility.

**PROCEDURE FOR GRIEVANCES:** In the highly unlikely event that I/we are unable to resolve a dispute with CCALL, I/we agree to attempt to resolve the dispute without litigation by following the Biblical principles set out in Matthew 18. By signing this Agreement, I/we agree with CCALL that any claim or dispute arising from or related to this agreement and my/our child's attendance at CCALL shall be settled by mediation and, if necessary, legally binding arbitration. I/We will attempt to mediate and resolve all disputes within CCALL structure as outlined in the CCALL Parent/Student Handbook. However, if an agreement is not reached, then we will mutually agree to an outside arbitrator. Judgment upon an arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of Washington State and venue for the mediation/arbitration will be in Washington State. CCALL is required to maintain certain insurance policies. Therefore, this conflict resolution provision is subject to agreement by CCALL's insurers that consider the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by CCALL.

**FAMILY INFORMATION RELEASE:** I/We understand that my/our name and contact information have been added to CCALL's database and I/we may receive school publications as well as information (letters, phone calls, etc.) regarding school activities and enrollment information, etc.

**SCHOOL DIRECTORY INFORMATION RELEASE:** Directory information consists of parent names, student names, addresses, phone numbers, and email addresses. This directory is for social and/or school-related issues only and is not to be used for solicitation. I/We understand that I/we are to respect the privacy of all families attending CCALL. If you would like to be exempted from this list, please contact Sarah Thulin at [sthulin@ccak12.net](mailto:sthulin@ccak12.net).

**MEDIA RELEASE (PHOTOGRAPHY & VIDEO):** I/We understand and agree that any photos and/or video taken during this school year may be used for advertising and/or promotional purposes to include promotional videos, literature/brochures, CCALL Facebook postings, etc. I/we hereby give permission to CCALL to photograph and/or video my/our child for publicity. If there is a reason your child cannot be photographed or recorded, you must submit this request in writing to [sthulin@ccak12.net](mailto:sthulin@ccak12.net).

**SCHOOL ACTIVITIES:** In submitting this application for my/our child, it is my/our desire to have him/her attend the school year 2022-23. I/We give permission for my/our child to take part in

all school activities, including athletics and CCALL-sponsored field trips away from CCALL premises, and I/We absolve CCALL from any liability to me/us or my/our child because of any injury to my/our child at CCALL or during any CCALL activity. In case of an accident, allergies, or serious illness, I/we request that CCALL contact me/us, but I/we waive and release CCALL from any liability in these circumstances. If CCALL is unable to contact me/us, or the provided emergency contact, when circumstances indicate immediate action is required; CCALL administration may make arrangements deemed necessary in their best judgement.

**INDEMNIFICATION:** I/We agree and promise to indemnify CCALL against any damages arising from any misrepresentation made herein and against any damages arising from the undersigned's failure to timely notify CCALL pursuant to the promises set forth in the preceding paragraphs.

By signing this Agreement, I/we state that I/we have read, understand, and agree to be bound by this Agreement and the CCALL Parent/Student Handbook, including but not limited to the Statement of Faith and the Biblical Conflict Resolution clause. I/we have read, understand, and agree to be bound by all CCALL policies.

## Statement of Faith

*Please read our Statement of Faith carefully. It defines who we are and what we believe. Our mission is to transform our community and world through educational excellence and innovation, serving as ambassadors for Jesus Christ, reconciling all to God. Our Statement of Faith is meant to be inclusive and not exclusive. We welcome you as we travel down the road together.*

1. **The Scriptures:** We believe that the Old and New Testaments are inspired revelations from God to man, and that the original documents are inerrant in fact and infallible in truth. The Bible thus constitutes the Word of God and are the believer's only rule for faith and living. (Isaiah 40:8; John 17:17; II Tim. 3:16)
2. **The Godhead:** We believe in the one living and true God, who is one in essence, but eternally existent in the three persons of the Father, Son, and Holy Spirit, each having the same nature and attributes. God is the creator of all things, and the source of all truth. He is separate from the world and universe, yet everywhere present as the sovereign ruler and sustainer of all things. (Gen. 1:1, 1:26-27; Is. 43:10, 13; Ex. 3:13, 14; Matt. 28:19; Col. 1:17)
3. **The Creation and Fall of Man:** We believe man was created in the image of God for the divine purpose of glorifying Him. But through Adam's original sin, man fell from his original state of innocence and became corrupt in nature. Consequently, man is under the wrath of God and is eternally lost apart from salvation through faith in the Lord Jesus Christ (Gen. 3:1-24; John 3:16-18; Rom. 3:23, 4:12-21, 6:23)
4. **The Person and Work of Christ:** We believe that Jesus Christ, the second Person of the Trinity, was the pre-existent, eternal son of God; that He was conceived by the Holy Spirit and born of the virgin Mary; that He was fully God and man, yet without sin; that His death

on the cross fully satisfied God's divine justice and accomplished our redemption; that His bodily resurrection from the dead confirmed His deity and atoning work, and fully guaranteed the redemption of all who believe; that He is now seated at the right hand of God in heaven, where as a High Priest, He serves as Intercessor and Advocate for all believers, that He is the only Mediator between God and man, the Head of His body (the church), and coming universal King. (Matt. 1:18; John 1:1-3, 14; Acts 4:12; Rom. 1:4; II Cor. 5:21; Eph. 1:1-14, 22; Col. 1:15, 2:9; II Tim. 2:5; Heb. 4:14, 10:18; Rev. 12:5)

5. **The Holy Spirit:** We believe that the Holy Spirit, the third Person of the Trinity, began His work in this present age at Pentecost, when He came as promised by Christ. In relation to unbelievers, He convicts of sin, righteousness, and judgment; in relation to believers He regenerates, baptizes into the body of Christ, indwells, sanctifies, instructs, bestows gifts and empowers for service, and preserves to the day of redemption. (Matt. 28:19; John 14:26, 16:7-15; Acts 1:5, 1:8, 2:1-40; Rom. 8:9; I Cor. 12:4-14; Eph. 1:13, 14)
6. **Salvation:** We believe that salvation is a gift of God's grace and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced by Christ-like character, righteous living, and good works, as the believer submits to the indwelling Holy Spirit, in obedience to the Word of God. (Gal. 5:22-23; Eph. 2:8-9; I Tim. 1:5; II Tim. 1:9, James 1:21-27)
7. **The Church:** We believe that the church is the body of Christ, composed irrespective of denominational or organizational affiliation. Members of this spiritual body are directed in Scripture to associate together in local assemblies. The mission of the Church is to make disciples of all people and nations, and to bring them to maturity in Christ. (Matt. 28:18-20; I Cor. 12:13; Eph. 2:11-22, 4:11-16; Col. 1:28; Heb. 10:23-25)
8. **Satan:** We believe that Satan exists today as the enemy of God and the accuser of God's people. He persistently seeks to counterfeit the works and truth of God. (Is. 14:12-14; Eze. 28:12-17; Acts 26:18; Eph. 6:10-13; Rev. 12:1-17, 19:17-21)
9. **Future Things:** We believe in the personal return of the Lord Jesus Christ. We believe in the bodily resurrection of all the dead; the saved to eternal life, dwelling forever with Christ; the unsaved to everlasting judgment and condemnation. (Matt. 24:28-30; Acts 1:11; Rev. 21:1-6)
10. **Marriage/Sexuality:** We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5).
11. **Sanctity of Human Life:** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage of condition from conception through natural death. We are therefore called to defend, protect, and value all

human life.  
(Ps. 129)

- 12. Final Authority for Matters of Belief and Conduct:** The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Christian Academy for Learning & Leadership's faith, doctrine, practice, policy, and discipline, our Board of Directors is the school's final interpretive authority on the Bible's meaning and application.

### **Cell Phone/Smart Watch Policy**

Cornerstone Christian Academy for Learning and Leadership discourages cell phones/smart watches on campus. However, if the parent/guardian deems it necessary for their child to have a cell phone/smart watch while at school, the following rules must be adhered to:

1. Cell phone/smart watch use is limited to communication between the student and the parent/guardian only.
2. Cell phones are to be turned off and stored during school hours.
3. Cell phones must be stored in the student's backpack during school hours, unless specifically directed by the teacher.

If the student does not comply with these rules, the cell phone will be confiscated and must be picked up by the student's parent/guardian. The student will lose the privilege of having a cell phone at school if there are repeated violations during the school year. By signing below, you agree to follow the above rules for cell phones and agree to release CCALL and staff from responsibility for any illegal or inappropriate student behavior, damage, or loss of a cell phone.

ALL parents/guardians and students must sign below and return this form to the school office as confirmation that this policy has been read and as agreement of compliance regardless of whether the student currently brings a cell phone to school.

### **Technology Resources Acceptable Use Policy**

The mission of Cornerstone Christian Academy for Learning & Leadership is to transform our community and world through educational excellence and innovation, serving as ambassadors for Jesus Christ, reconciling all to God. Students at CCALL are provided access to technology in classrooms, library, and labs to assist in achieving this mission. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access. The following acceptable use guidelines have been established for all students.

The technology resources available to CCALL students may include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication devices, printers, servers, filtered Internet access, and local and wide area networks. All activities conducted

using CCALL's technology resources are governed by this Agreement and include, but are not limited to, email, Internet, blogging, podcasts, interactive websites such as social networking, Web sites, chat rooms, video conferencing, etc.

### **Purpose**

CCALL provides technology resources for student use to: 1) promote CCALL's spiritual and educational goals by facilitating resource sharing, innovation, and communication; and 2) assist in preparing students for a Godly and fruitful life by providing students with knowledge and skills regarding the safe and appropriate use of technology resources.

### **Privilege**

The use of CCALL's technology resources is a privilege, not a right. Laptop computers or iPads issued through the one-to-one program are the property of Cornerstone Christian Academy for Learning and Leadership. Students have no ownership, interest, or right to title in these devices. If problems occur with the student's laptop or iPad, this should be reported to the student's teacher immediately. All repairs will be conducted by Cornerstone Christian Academy for Learning and Leadership.

Inappropriate use of these resources may result in disciplinary action. The principal and/or teacher may limit, suspend, or revoke access to technology resources at any time. Because all technology and network resources are property of CCALL, staff has the right to monitor, inspect, copy, review, and store any and all usage of CCALL's technology resources including transmitted and received information, if staff suspects or is advised of possible breaches of security, harassment, or other violations of other school policies or rules.

### **Filtering and Monitoring**

Given much of the material on the Internet is not consistent with the philosophies or educational goals of CCALL or a Biblical worldview, software safeguards, proper supervision, and careful instruction of students is a CCALL priority. Christian teachers, students, and families need to discern the varying worldviews represented on the Internet.

As required by the Children's Internet Protection Act (CIPA), content filtering and monitoring technology is used to restrict access to unacceptable materials on all Internet access provided by CCALL. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites, will be subject to discipline outlined in the CCALL Parent/Student Handbook.

CCALL staff has the right to monitor, inspect, copy, review and store any and all usage of CCALL's technology resources including transmitted and received information at any time and without prior notice. All technology and network resources are the property of Cornerstone

Christian Academy for Learning and Leadership. CCALL will fully cooperate with local, state, and federal officials in any investigation related to activities on the CCALL network.

## Parent Guidelines

The parents/guardians should understand that the assigned CCALL laptop or iPad will be used in classes to enhance teaching and improve student learning. Also, the use of a one-to-one device in classes will be a very important part of the educational experience.

Students may be allowed to take a school laptop home for a limited time if there are extenuating circumstances where they do not have access to a family computer. This must be pre-arranged with the office, and a consent form must be signed by the parent. Unlike our school technology, the loaner student laptops **DO NOT HAVE FILTERING SOFTWARE ON THEM.** It is the responsibility of the parent to monitor the use of the laptop at all times while it is in the student's possession.

CCA's number one priority is the safety of our students. 70% of kids ages 7-18 have accidentally encountered online pornography, and we want to make sure our students do not become part of this statistic. As a result, certain sites may be blocked (i.e., YouTube) and will not be opened. We encourage you to talk to your student about what they do online, appropriate and inappropriate behaviors, expectations, and healthy practices. Please remind your student to never clear the browser history from a school computer. This only gives our tech team red flags about the content the student has been viewing. Our tech team does run reports to monitor students' browsing history. Digital citizenship and internet safety are part of our instruction at every grade level, but it is important to continue this conversation at home. Thank you for your support and follow through to keep your children safe!

- I will monitor my student's computer usage at all times.
- My student will only use his/her computer to complete homework or assigned special projects.
- My student will treat his/her computer in a respectful manner. **Students will continue to be responsible for any damage above and beyond normal wear and tear and parents will be charged a fee for the replacement of item(s) damaged.**

## Student Guidelines

Cornerstone Christian Academy for Learning and Leadership provides computers, the Internet, and other technology resources for educational use. As a student, I must act appropriately online and follow these rules:

1. I will only use the school's technology resources with the *teacher's permission* and for the purpose the teacher requests. Personal devices (iPads, laptops, phones) are not

usually allowed and can only be brought to school and used with the teacher's permission.

2. I will respect *copyright laws* and will make sure to show where I found information and will not copy it without permission.
3. I will be *polite and show respect* and never *cyber-bully* others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people and if someone cyberbullies me or sends me inappropriate pictures or messages, I will tell my parents or teacher right away.
4. I will *stay safe* on the Internet. When I am on social networking sites, in chat rooms, or on other sites that ask for information about me, I will not share personal information about myself or others such as: home address, phone numbers, passwords, age, personal photos, or Social Security numbers. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
5. I will *tell my teacher immediately* if I or someone else accidentally opens an inappropriate web site or page; or if I see someone breaking any of the rules about using technology resources.
6. I will respect the technology resources and *take good care* of the school's equipment I use and know that I cannot use personal technology tools at school without permission.
7. I will *only use passwords* that have been given to me by the teacher.
8. I will not put any disks or portable drives into the computer unless they are *approved by the teacher*.
9. I will not upload or download any files or apps, including MP3s and images without *permission* from my teacher.
10. I will not attempt to *install, uninstall, or modify* any of the school's hardware or software systems.
11. I will *not buy or sell anything* using the school's computers or technology resources

## **School Transportation Policy**

It is a privilege for a student to ride in school-arranged transportation, including busses, vans, or parent-owned vehicles. It is the responsibility of both the driver and student to do everything possible to make it a safe ride. The privilege of a student to ride in these vehicles is contingent on observation of safety rules and acceptable behavior.

1. Please enter and exit the vehicle in an orderly manner.
2. Be respectful towards everyone both verbally and physically.
3. The driver is in full charge of the vehicle and students. The driver will assign seats if necessary, and students must sit in the assigned seat facing forward during the entire ride.
4. If the vehicle is in motion, do not walk or run toward the vehicle. Approach the vehicle once it has come to a complete stop.
5. Students are responsible for the area in which they sit. No food or drinks in school-owned vehicles.
6. Unnecessary conversation with the driver is prohibited. Classroom noise level and behavior are the expected standards in a vehicle.
7. To prevent injury, do not place objects, heads, hair or hands out of windows.
8. Students must sit in their seats facing forward. All aisles, emergency exits, and stairwells must be kept clear at all times; this includes students and/or objects.
9. To prevent injury and driver distractions, passengers are not allowed to stand or move around while the vehicle is in motion.
10. Aggressive behavior toward the driver or other passengers is unsafe and prohibited.
11. Throwing, spitting, kicking, or shooting items inside the vehicle or out the windows is hazardous and prohibited.
12. Student will pay for any damage caused by the student to the vehicle.