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Note - Throughout the body of this manual we will use the generic form, "him", which is the accepted representation of all mankind, to describe students of both genders. It is not intended to elevate one gender over the other but is the accepted literary method that simplifies such writings.

MISSION STATEMENT

Cornerstone Christian Academy is a co-educational, college preparatory school established in 1983. It is the mission of Cornerstone Christian Academy to serve the Christian community of western Monroe, eastern Orleans and northern Genesee counties. The school will model and teach conservative Christian values and a Christ-centered worldview to the students. Our staff, curriculum and all school activities will be selected to fulfill the instructions for equipping the members of the body of Christ as described in Ephesians 4:11-16. We seek to nurture and train the next generation of Christians to glorify God in ministry, industry, education, government, and in all aspects of life.

PHILOSOPHY

The philosophy of Cornerstone Christian Academy is founded upon the God-centered view that all truth is from God and that truth is unchanging. The foundation also rests upon the belief that the Bible is the inspired, infallible Word of God. God created all things and sustains all of His creation. Therefore, the universe and all mankind are dynamically related to God and have the purpose of glorifying Him. As man is a sinner by nature and choice, he can only glorify and know God by choosing God's free gift of salvation through God's Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

It is our purpose, as a Christian academy, to provide the opportunity for each student to come to know Jesus Christ as his personal Savior and Lord. Further, we will offer each child an atmosphere and role models such that he is able to develop spiritual maturity along with intellectual, social, emotional, and physical maturity.

Our responsibility for the student encompasses the spiritual, intellectual, social, emotional, and physical areas. We believe these are inseparable, as through them runs the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone; the scarlet thread of redemption must be woven throughout the total curriculum.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking, using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university, or in a vocational training area.

Our aim socially is to provide a Christian perspective on the total world view from which will come a balanced personality and proper understanding and acceptance of a person's role in life at home, at work, at play, and at worship - all grounded in the Christian concept of love.

It is apparent then, that the types of activities we employ or permit in the classroom or school program will either facilitate or resist our basic philosophy. The spiritual must permeate all areas, or else we become textbook-oriented rather than student-oriented.

While education of children is the responsibility of parents, the school functions as an agent for parents. Teachers must cooperate closely with the parents in every phase of the student's development and both parties must seek to cooperate with one another and improve the process of Christian education.

PURPOSE AND AIMS (WITH SCRIPTURAL FOUNDATION)

Matthew 22:36-39

“Master, which is the great commandment in the law?’ Jesus said unto him, ‘thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.’ “

Deuteronomy 6:6-7

“And these words, which I command thee this day, shall be in thine heart: And thou shall teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest in thy ways, and when thou liest down, and when thou risest up.”

The school must act as an extension of the home, assisting the parents in fulfilling the instructions in these verses. We must understand that teaching Christianity encompasses every aspect and moment of the day. It is the purpose of the school to fulfill the commands of Matthew 22 and Deuteronomy 6, as well as the other commandments of the Bible. This will be accomplished by the example set by our staff and by keeping each day focused (centered) on the Lord Jesus and the Bible. This primary purpose will be carried out in a variety of ways. The balance of this manual will describe many of these ways.

Paralleling this primary purpose, the school will, under the guidance of the Holy Spirit:

1. provide a program imparting Christ-centered knowledge

Colossians 2:6-7 “As ye have therefore received Christ Jesus the Lord, so walk ye in Him, rooted and built up in Him and established in the faith, as ye have been taught, abounding therein with thanksgiving.”

2. train our students to produce actions commensurate with this knowledge

Romans 12:2 “And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.”

3. strive for excellence in all areas and work to pass this trait on to each student

Colossians 3:23 “And whatsoever you do, do it heartily as to the Lord, and not unto men;”

4. provide born-again, spiritually mature, qualified teachers in whom is evidence of God's call to teach and a lifestyle that clearly testifies of a sanctified life

Ephesians 4:11-13 “And He gave some, apostles; and some prophets; and some evangelists; and some pastors and teachers; for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ: Till we all come in the unity of the faith, and of the knowledge of the stature of the fullness of Christ.”

- 5. maintain on-going, extensive communication between school and home**
- 6. furnish the students with an education that is challenging, rewarding, and enjoyable**
- 7. consistently enforce high standards of discipline, following the principles set forth in the Bible**

Proverbs 19:18 “Chasten thy son while there is hope, and let not thy soul spare for his crying.”

- 8. welcome students of all racial, social, ethnic, and religious backgrounds who are willing to accept and support the Christian doctrines of the school**

Luke 14:23 “And the Lord said unto the servant, go out into the highways and hedges, and compel them to come in, that my house may be filled.”

GOALS

The goals of CCA are multi-faceted. Generally, we give each child the opportunity to be born again and then we provide a sound Christian-based education. We hope to join with parents to ensure the students are brought up in the way they should go. This is done that we might see the fulfilling of God’s promise that when they are grown, they will not depart from God’s way.

Each student will be challenged to stretch toward his intellectual and spiritual potential. We will provide the students with an education that meets or exceeds the levels of the best public schools while offering them the firm, loving, Christ-centered atmosphere of our Christian school.

We will not over-protect our students, as this can obscure their understanding of the concept of being in the world but not of it. Rather, we will teach them to face the world with an unwavering faith. Through the guidance and help of our Lord Jesus, we will see our students truly living as conquerors and overcomers in this world.

The current education system has limitations placed upon it in order to maintain the extra-constitutional concept of separation of church and state. Therefore, the full educational needs of the nation’s students cannot always be met in a public school. Each child has a body, a soul, and a spirit. CCA will not only address the education related areas of body and soul, but we will give extra attention to the growth of spiritual maturity.

The Bible instructs parents to, “Train up a child in the way he should go . . . “. The education and training of your child is an investment. It is an investment of time, prayer, and finances. It is our goal to form, in each child, a firm foundation upon which Jesus can build in each student’s life. This foundation will enable the students to fulfill their potential, which is the goal of your investment. We will emphasize teaching the basics,

the foundations, in order to establish in each child a personality and character of godliness. When confronted with pressures, many children make very costly mistakes. At times, there are consequences that they must live with for the rest of their lives. Friends at school will influence your child. Television bombards the mind with greed, pride, lust, infidelity, sex, violence, and cursing. Unfortunately, many children do not have a standard or basis upon which to make good decisions. We will continually reinforce the godly teachings that you support in your homes. We will provide an education and an atmosphere where students can learn to make sound choices, based upon a sound foundation of unchanging truths.

It is our goal to:

- provide an atmosphere of positive faith and believing
- draw out and protect the sensitive child while directing the more aggressive child to use his talents properly
- channel the energy of your child toward good
- expose your child to a wide range of areas of interest
- help your child develop fully in spirit, mind and body
- observe talents and strong points in your child and to assist you and your child in the development of these areas
- teach your child to communicate well, including developing the ability to resolve conflicts with others
- teach students how to work diligently to resolve problems and how to “think through” difficult problems
- develop in the students a confidence and courage that they will use humbly, in love
- instill in each student an understanding of the Judeo-Christian heritage, including morals, the Protestant work ethic, the vital role of home and family relationships, and strong personal discipline

FACILITIES AND GROUNDS

The school is located in the historic school building at the corner of Holley St. and Utica St. in the heart of Brockport. The large, spacious building includes 12 classrooms, a gym, cafeteria and kitchen. The playground adjacent to the school belongs to the school grounds.

ACADEMIC PROBATION

Cornerstone enrolls students with varying ranges of academic capabilities. We expect each student to do their best work at the tasks assigned to them. This is expected by our Lord, by the parents, and the teaching staff. Each student will be given work at a level that allows him to succeed in passing the course. Most students will need to put forth a diligent effort to be successful. We will not promote nor graduate students who do not meet the criteria established by the school. We do not practice the policy of social promotion.

To this end, we have established an academic probation policy. Our policy is stated below.

Any high school student whose average drops below 75% or who has any grade below 70% at the time of an official report will be placed on academic probation. For the next five-week period, he will be ineligible for extra-curricular activities or other special tasks that would take time from his studies. If, at the end of the five week period, (when the next official report is issued), the student has not raised his grades, he may be dismissed from enrollment at the school.

The decision to continue or dismiss the student will be based upon evidence of genuine effort in class, completion of homework, use of study time during school, and willingness to seek and accept extra help. The parents, teachers, and administrator will meet to make this decision. The student will be present at the meeting. The final decision will rest with the administrator.

Along the same line of thought, a student who scores below 60% on the final examination for a course must have a final average of 75%, or greater, in order to receive credit for the given course.

ADVANCING GRADE LEVELS / EARLY GRADUATION (High School)

In general, it is not our desire to move students ahead of their class level work. They often have enough to challenge them at the normal pace of classes and would sacrifice some quality in academics and application, by taking more classes.

For those students who are clearly ready to take advanced classes, we generally advise them to take no more than one or two advanced classes per year. By taking classes in that manner, they may graduate early but they will not have sacrificed academic quality.

We are not realistically capable of adding more traditional format classes to the teachers' schedules; therefore, we will not utilize our normal classes for advanced work. If a student does take advanced classes that cannot be offered in his schedule, he will generally be given Alpha-Omega self-study packets. Although these can give students a decent quality of academics, they do not come up to the standard of our typical, traditional classrooms.

Students and parents must realize that there is not time for the teachers to devote to the extra classes, and that the students will need to be self-motivated in order to satisfactorily complete the courses. Additionally, the teachers will be required to do the grading, some guiding (teaching) and record keeping. This will be reflected in the charge for additional classes.

Any student who wishes to take advanced courses must meet an academic requirement. We will only offer advanced classes to students who have a cumulative average of 90% or above, with no current grades below 85%.

Our fees will be based upon the length of the class being taken and the costs of the packets needed. As of January 2004, the fees are as follows:

- ½ year Alpha – Omega course - - - - - \$300
- full year Alpha – Omega course - - - - - \$500

All fees must be paid up-front. No materials will be ordered until the fees are paid.

Senior students may wish to consider taking the “College Experience” courses through SUNY Brockport. They will earn some college credit while still in high school. More details are available through the school principal.

ACCOUNTABILITY

In order to maintain accountability for each student, we must be able to rely on the adults in the student’s life. To that end, we require that each student live with his parent(s) or legal guardian. Any student, who leaves their home or guardian, may be dismissed from school.

ATTENDANCE

In order for your child to benefit the most from school he must be in attendance consistently. Please do not ask him to be excused for reasons other than those stated below as “legal absences”. Each portion of each school day has a purpose. We ask that you make certain that your child is not tardy or prone to early dismissals. Remember, attendance in school is compulsory in New York State, and the school is obligated to help enforce such laws. Students must be in attendance a minimum of 90% of the days the school is open, including special activity days, in order to successfully complete a grade level. (Ex. For a 178 day school year, the minimum number of days a student must attend school, in order to pass each grade level, would be 160 days.) Repeated, unexcused absences will be grounds for dismissal from the school.

Legal Absences

Personal illness, severe illness or death of a family member, or medical appointments are all considered to be legal absences. If your child will miss more than two school days at any one time, we ask that you call to arrange to pick up schoolwork for your child. As the child will not be receiving classroom instruction, it may be necessary for the parents to assist the child with the work, as they are able.

Special Absences

Family travel that includes unique educational opportunities will be considered a legal absence if it is not excessive in length, and if the school has been notified at least two weeks in advance of the trip. With any planned absence, special or illegal, we ask that parents contact us in advance so that we may send extra work home with the student.

Illegal Absences

Generally, any situation not mentioned above is considered an illegal absence. Typical situations include: oversleeping, missing the bus, shopping, “senioritis” (which is skipping school for any reason they can find!), and conflicting work schedules. These are only a few of the possibilities.

Special Note

When a student misses school, for any reason, it is the student’s responsibility to find out what homework was given and to make sure he does the work.

Reporting Absences and Bringing an Excuse

Any time a student is absent, for any reason, the parents, not the student, must call the school office at the beginning of the day. Please call between 9:00 and 9:30. If no one is in the office, please leave the message on the answering machine. This procedure should be followed each day the child is absent, not just the first day of an extended absence.

Upon returning to school, the student must bring an excuse, explaining the absence. The excuse must be written and should be signed by a parent. If we do not receive a signed excuse, the absence must be recorded as an illegal absence. As accuracy is important, we will not accept excuses written over 30 days past the student’s return to school.

We strongly encourage parents to plan vacations when school is not in session. Students generally fall behind in their work when they miss school.

Early Dismissal

Parents wishing to have students dismissed early on a school day must submit a written request. The request should be given to the homeroom teacher as soon as the student arrives in the morning. Please include the time of dismissal, and we will have the student waiting in the school office.

Tardiness

Students who arrive in the classroom after 9:15 am will be considered tardy. A parental conference will be arranged to determine and resolve the cause of frequent or consistent tardiness.

Special Note

Both tardiness and early dismissals require written excuses. Both also count as a half-day absence. When students arrive late or leave early, they must be signed in or signed out on the sheet in the office.

Truancy

Truancy is when a student does not attend school, and the parent is unaware. It is commonly called hooky or skipping school. We consider this a serious offense as it is planned to deceive both the parents and the school. If such a problem continues, suspension or dismissal may result. We have established the following guidelines to help resolve the problem before it gets to the point of suspension.

- First occurrence - the school will notify parents and the student will receive counseling from the principal, plus discipline from the school and at home
- Second occurrence - the principal will set up a conference with parents and student to seek resolution
- Third occurrence - a conference will again be held with all parties present; in-school-suspension is mandatory and probation begins
- Fourth occurrence - the student will be suspended from school with length and permanence of suspension to be determined in a conference. The main factors that will determine whether this remains a short-term suspension or becomes a dismissal will be the parents' ability to bring this under control and the student's arguments why he should not be dismissed.
- Fifth occurrence - dismissal is automatic; the home school district will be notified that the student no longer attends CCA

BREAKS

As a practice of diligence, students will be monitored at all times. When classroom breaks are taken, students will be required to remain with the group, whether in the room or outdoors. These times may be quiet and relaxing, or they may be an active recess time.

CAMPUS POLICY

All students must behave in a manner that is consistent with Biblical teachings. Students in junior and senior high will uphold the Code of Honor that they have signed. What has become known as the Golden Rule will be the general standard. Foul or abusive speech, physically abusive or menacing behavior, and all similar behaviors, will not be tolerated.

Students must remain in the school building during the school day unless excused to leave by written permission (see Early Dismissals). Students must stay in the supervised areas of the school.

When parents are present in school, we ask them to honor the teachers by allowing the teacher's authority to be preeminent. Please do not ask your child to do something out of the routine while they are under a teacher's direction.

CORRESPONDENCE FROM SCHOOL OR HOME

Our goal is to develop and maintain a flow of information between the home and the school. We believe this is necessary for the smooth workings of the school and for your ability to maintain confidence in the school. It will allow us to develop consistent expectations and responsibilities for the students.

We expect our teachers to correspond regularly with parents. This will include an official report every five weeks. It may include a variety of other means as well. We may telephone; send home quizzes, tests, and homework assignments; send short notes to keep you informed; etc. All written communications need to be returned the very next school day, with both parents' signatures. This method keeps the parents (including fathers who are often unaware of such things) informed, and your signature lets the teacher know you actually received the communication. In the event that only one parent is available, one signature will suffice. Please do not allow this to be reason for disregarding the general procedure.

At any time you have a question or concern, please call or write. If the question deals with specific classroom information, please contact the teacher. If it is a general question, please feel free to contact the school office. We covet your input. It helps us meet specific needs and keeps small problems from festering. It also helps dispel any rumors that start, cleansing the rumors with truth.

COUNSELING

There are two distinct forms of counseling that the school offers. We have guidance counseling which is primarily for assisting students in college preparations and career planning. We also offer, to a limited degree, pastoral counseling.

Our guidance program helps each student with choice of classes while in high school. We administer the two preliminary exams that correspond to the two main college entrance exams. The preliminary tests, the PSAT /NMSQT and PLAN, are administered in our school. We also give each student the registration materials for the SAT and ACT. These tests are given at various testing centers around the area. The guidance program also instructs students when to apply for colleges and offers a variety of promotional materials to give the student an idea of what colleges are offering.

The principal, who is also an ordained minister, does our pastoral counseling. Due to the large time consumption of counseling, and the time constraints of the principal's job, we offer this type of student/family counseling on a limited basis. In any situation that is going to be lengthy in resolution or is beyond the ability of the principal, we will refer the person to professional Christian counselors.

DATING AND OTHER BOY/GIRL CONTACT

We do not encourage dating for students up through the high school years. We believe that dating is intended to be a time of looking for a spouse, a time of courtship leading to marriage - a time to find out about the person they may be marrying. As few high school students are looking for God's choice of their spouse, dating often has other results:

- friendships suffer because the new date takes all of their friend's time
- friendships suffer because of a common interest in the same potential date
- breakups cause deep hurts, similar to the hurt of divorce

- dating relationships become too serious and a variety of problems result

Most people do not end up marrying their high school sweetheart. Instead, they learn to look for superficial reasons to date rather than looking for Godly characteristics in a person. Once this pattern is set, it is often used as the measure by which they choose their spouse.

We cannot and do not prohibit dating. We have, however, established a “no physical contact” rule for the school hours. We do not allow handholding or kissing etc.

DIPLOMAS

CCA has registered with the New York State Education Department and is, therefore, qualified to issue regents diplomas. Although all of our courses are at least at the level of regents’ courses in a public school, we have not chosen to actively pursue regents’ diplomas for our students. There are three main reasons for this decision.

First, we keep in contact with all of the admissions offices at the surrounding colleges. These colleges include RIT, U of R, Brockport, Roberts Wesleyan, MCC, GCC, St. John Fisher, and others. Each school assures us that they do not consider a regents diploma any higher than a local diploma. They each look at what courses the student has taken, the grades he earned in those courses, and the student’s overall average. Next they look at SAT or ACT scores. We have concluded that it is unnecessary for our students to take the regents exams.

Second in our thoughts is the amount of time consumed preparing for the specific exam. Our school year is packed with information. Because of transportation issues, our school day is about an hour shorter than most high schools. As a result, we use the entire year to accomplish the greatest level of understanding of a subject. Because the regents’ exams cover materials differently than we may, it is necessary to take time to prepare for each specific exam. We would have to choose between what we believe is a better all around understanding of a subject or skipping some materials in order for the student to do very well on one exam.

Our last concern is related to the nature of some of the test questions. We teach creationism, while the science tests seek answers related to evolution. We teach a strong nationalistic, patriotic history; some Social Studies exams seem to be looking for pro-socialist, one-world government answers. We teach good stewardship of the earth; some exams will be looking for environmental extremist answers. We teach strong traditional values, including a strong family. Some tests may begin to challenge these beliefs or encourage various alternate life styles. We realize that some of these concerns are speculative, based upon the past history of the testing programs. We also realize that there are other courses of action we could be taking. It is our firm belief, documented by our students’ test scores and college success, that we do not need to be further involved with the regents’ exams. We realize that some students may transfer from CCA to a public

school. As we do not administer the regents exams that they require, students may find they will lose credits and need to take a number of exams for the courses they have already completed here. It is not our intent to hinder such transfer decisions, nor is it our intent to compromise our plans in order to facilitate such transfers.

DISCIPLINE

In order for optimum moral training to occur and be effective, the home and school must agree on disciplinary outlooks. Only a philosophy and practice that is based upon the revealed Word of God is acceptable. Some guidelines, as we build toward such an outlook, follow.

The responsibility and authority to discipline come from God. (Ephesians 6:1-4) At CCA, the school is an extension of the parents' responsibility to train the children. We believe the line of delegated authority is from God to parents to principal to teacher. Authority is delegated from the top down but is supported from all directions. Therefore, a teacher stands in the parents' stead during the time the child is in school. The teacher has God-given responsibilities and authority similar to what God has given the parents. Teachers must never usurp authority from the parents nor should the parents give away their parental responsibility to the teacher.

Christian love should be at the heart of all discipline. One side of love is correction and chastening. This firm consistency is an essential part of love. Firmness without love becomes harsh and provoking. Love without firmness is sentimentality. (see Proverbs 3:11-12) All discipline is to be done in the spirit of restoration, building the character traits of self-discipline and self-control. As discipline is an inherent part of disciplining, it is intended to cause healthy growth in the child.

There are many scriptural references that instruct us that children are to be disciplined in all areas of their lives. Some of the scripture references are as follows:

- "Children, obey your parents in all things: for this is well pleasing to the Lord." (Col. 3:20)
- "Obey them that have the rule over you, and submit yourself." (Hebrews 13:17)
- "He is in the way of life that keepeth instructions: but he that refuses reproof errs." (Prov. 10:17)

The school seeks to cooperate with the home in developing the following characteristics in each student:

- cheerful obedience to all authority
- respect for God's Word, for devotional periods and for spiritual values
- responsibility in doing all assigned or expected tasks on time and to the best of his ability
- cooperation with others inside and outside of the classroom

- courtesy and respect for others; such as being quiet in class and study hall, raising a hand before speaking, not interrupting others, walking in the buildings, eating with proper manners, etc.
- cleanliness in person and property; such as putting all trash in proper containers, picking up paper on the floor or grounds, keeping clean and neatly dressed
- truthfulness in work and life
- respect for property of the school and other people
- promptness in attendance and assignments
- morally good conduct as it relates to recreation, social relationships, and language

The use of, possession of, or personal involvement in the use of tobacco products, alcohol or non-medicinal drugs, or chemical abuse of any kind, will result in the immediate suspension from school. The abuse of medicinal drugs will be treated in the same manner. The final action to be taken with such violations will be determined by the administrator, the parents, and the school staff. Although we understand that some students come to us with a history of such abuses and that other students will be tempted with such actions, we believe that such actions are detrimental to a person's health and as such they are less than God's plan for our lives. We also believe that the influence of such behavior often spreads to other students and this can not be tolerated as it our goal to maintain an atmosphere where people can be set free from such problems, not learn them. As it is our desire to help each child learn to please God in each area of life, we cannot accept these abuses, for the sake of the person involved as well as for the effect his life may have on others.

Our discipline will be based on our expectations, as stated throughout this manual. You must therefore decide if you agree with our expectations for actions, attitudes, dress code, etc. If you agree, we will expect your full support and cooperation with discipline that is given, just as we expect your cooperation when we encourage your child. Both encouragement and discipline are forms of edification. If you do not agree with our expectations, please do not put either yourself or the school in a compromising position. Either resolve the disagreements or reconsider the appropriateness of enrolling your child here.

If, during the time your child is in the school, you disagree with a disciplinary action, please apply the following:

- Don't assume your child's version is the whole truth. (We won't assume that everything they say happens at home is the whole truth either!)
- Don't override the discipline as this allows the student to develop techniques for avoiding consequences of their actions.
- Don't criticize the teacher's decision in front of the child.
- Contact the teacher in writing or by telephone during the school day and seek answers to your concerns, being careful not to prejudge the situation.
- Express your concern, but listen for the teacher's explanation.

- Give options you would prefer the teacher use instead if you do not agree with the discipline given.
- The teachers have been instructed to listen to you and to work out any concerns that arise, in a manner that is respectful and attentive to your thoughts.
- If the teacher realizes he overreacted or misunderstood the student's action, he has been instructed to apologize to the student.
- If no agreement can be reached, contact the principal for a follow-up meeting.

Please consider that the teachers are in constant contact with the children for about 6 hours each day. They see the children in a different setting than you do. Sometimes, as parents, we assume that our children always behave as they do in our presence. This is often a false expectation. When you refuse to allow a needed discipline, you not only harm the cooperative relationship between home and school, you may also deny your child the growth necessary in that area of his life.

Disciplinary Means

A student will not be disciplined for something for which he could not, by age, be held accountable. This type of inappropriate behavior will be dealt with by instruction. Whenever possible, discipline will be done by the teacher, rather than sending the students to the school office. If a student is involved in persistent or severe trouble, the student will be sent to the principal.

Discipline is intended to discourage inappropriate actions and attitudes, then to restore the offender to good standing. Our rules are intended to be followed to the intent or spirit of the rule, not seeking loopholes. Breaking rules or pushing the loopholes is either willful disrespect and rebellion or a lack of understanding of the rules. As in the legal system around us, ignorance of the rules is not an excuse. We will attempt to discern the difference, but we cannot overlook the problems as we would be neglecting our responsibility to the individual, the parents, and the other students.

Our discipline will include loss of privileges, separation from other class members, oral (not abusive) correction, detention, in-school or out-of-school suspension, cleaning and repairing property which was damaged, or paying for the repair of property damage. With the state of our nation's legal system, and the range of litigation related to corporal discipline, we will not consider spanking as an option for discipline here at school. We may recommend that a parent consider it at home however. If necessary, we will physically restrain a student who endangers others or who attempts to walk away from a teacher who is correcting him.

When a child is verbally corrected, the issue will generally end there. If a child needs repeated warnings or is involved in a serious offense (such as abuse of another person or of property), the parents will be contacted. This contact may be written or by telephone. All written communications, whether about positive or negative behavior, need to be signed and returned the following day. This keeps matters current and assures us that you have been informed of the progress of your child.

When detention is given, please try to honor it on the day it was given. Detention takes place from the end of the school day until 4:00. Parents are responsible to provide transportation home.

DISMISSAL

Students are to wait quietly in their classrooms until their bus, or other ride, is called over the public address system (PA). Students may then walk, not run, to their bus.

Students may not ride home in any way other than their own bus unless the parents send a note that gives such permission. The note must include the identity of the other driver, the date for which your child has permission, and any other information you believe we should know.

No vehicles, other than busses, should be at the curb in front of the school (Holley St. side) or during bussing hours. From 8:45 through 9:30 in the morning, and again from 2:15 through 3:00 in the afternoon, please do not even enter that area.

Students who drive to school may be required to wait until the busses have gone. The person using the PA system may dismiss them earlier if there is no apparent conflict with the busses.

DRESS CODE - UNIFORM

We believe that decency and decorum are associated with Biblical Christianity. We also believe, and have observed, that students often act differently when they are dressed up than they do when in play clothes or work clothes. To whatever degree this is true, proper attire contributes to a more productive academic environment. Our observation that students' attitudes and classroom performance are both enhanced by proper attire and appearance has been repeatedly confirmed here at school. We do not believe that the outward appearance is always a measure of the character or godliness of the person. The purpose of the dress code is to help maintain a peaceful, attentive academic environment in the classrooms. It may also help alleviate the fashion competition that often arises between students. It also provides us with daily opportunities to equip the students with character traits like submission to authority, obedience, the faithful application of standards, and their overall integrity. (Each student in junior and senior high has signed a code of honor, pledging to uphold the standards of the school.)

We do not wish to place undue emphasis on outward appearance, to the neglect of weightier matters (1 Samuel 16:7); however, to be consistent with our philosophy, students are required to conform to the following minimal standards while attending school or school functions. As a parent, you are agreeing to uphold, without dissension, the standards of the code and financially provide the necessary apparel. We also ask that the parents take time, regularly, to check what their child is wearing to school. The first place of dress code enforcement is the home. Please do not push the limits of the dress

code. Also, please remember that the bus ride is part of the school day, and the dress code is to be upheld there as well.

General

All clothing should be clean and neat. The school requires all students to wear our designated uniform. Specific information regarding the uniforms is included on a separate sheet which is included in our registration packet. Any student arriving for school in other than the uniform will be sent home.

Girls' uniforms include: slacks, skirts, blouses, sweaters, vests, fleece, socks or stockings, and dress shoes. All shirts must be buttoned to the top, non-collar button, even if an undershirt is worn. If sweaters are worn, a shirt must be worn underneath, and the shirt must be tucked in.

Boys' uniforms include: slacks, shirts, sweaters, fleece, socks and dress shoes. Unsafe footwear such as sandals or clogs may not be worn. Beach footwear such as flip-flops are not acceptable. If dress sandals are worn, they must have a heel strap to keep them securely on the feet.

Students' hair should be neat and clean. Hair should be cut or styled in such a way that it stays out of the student's eyes. Boys' hair should be at or above the collar in back. Partially shaved or multi-level styles are not acceptable. No hair colors that are not common to the human race are acceptable. Spiked hair and "tails" are unacceptable. Boys must be clean-shaven.

Girls may wear make-up but we encourage light amounts. Make-up on faces or nails should not be distracting.

Girls may wear jewelry, in reasonable amounts. Boys may not wear jewelry that is typically, historically for women, such as earrings. No body art or facial art, including glitter, is acceptable. Piercings of other than the earlobe are generally unacceptable. Tongues, noses, eyelids as well as most other places are clearly unacceptable.

We endeavored to make the uniform as inexpensive as possible while maintaining good quality items. Each year, at the end of the year, we will have a "Uniform Day" where used uniforms can be purchased at very reasonable rates. We will also have a representative from Stitchworks here to measure for the uniforms needed in the fall.

Uniforms may be purchased at Stitchworks, or through the school. Information is available in the school office.

Physical Education Attire

Gym clothes are going to get dirty, muddy and wet. Even underclothes will get wet from perspiration and moisture of the ground. Students will also need freedom of movement which would either be restricted by school clothing or cause that clothing to rip. For these reasons we ask all students to bring a full change of clothing for every gym class. As this class is required, students may not miss class. Students need the following:

1. sneakers (Remember, they will get wet and muddy!)
2. white socks (Yes they will get muddy too but the dye in colored socks may lead to infections if the child gets a cut or blister.)
3. shorts – part of the school uniform
4. T-shirt – part of the school uniform
5. underwear (So they don't have to sit around in wet underclothes after gym class.)
6. sweat shirts and sweat pants – an optional part of the school uniform

At any time, but especially during cool weather, (we will still go outdoors in cool weather), students may choose sweat pants and sweatshirts. All gym clothing must be from the school uniform list.

Summary of the Dress Code

Please uphold the spirit of the rules. Parents may reduce some of the conflict at home by placing the insistence of the uniform on the school, but parents must be involved.

If a student comes to school out of uniform, he will be sent home to change. Occasionally we will miss a violation, but this will not become consent for that student or others to assume that the code has varied. Help us make this an easy standard to uphold.

EMERGENCY PROCEDURES

Illness or Injury of a Student

If a student becomes ill or is injured during the school day, the school will attempt to contact the parents for instruction in dealing with the problem. In the event that the parents cannot be reached, we will call the emergency number given by the parents for such purposes. If the emergency contact person is not available, the school will employ whatever means feasible and necessary for the aid of the student.

Inclement Weather or Other Disaster

Should it become necessary to dismiss school early due to foul weather or some other disaster, parents will be notified as soon as possible by means of telephone and by radio announcements on WHAM (1180 AM). If parents can not be notified, we will call the emergency number given by the parents and ask that person to meet the child at home when the bus arrives, or come here and pick up the child. As our school does not have its own transportation system, students will be transported by their usual bus, unless the

situation only involves our school. If bussing is not available, students will be evacuated to a safe location until such time as parents can pick them up or regular transportation is available. If necessary, we will move the students to another building for safety until their transportation arrives.

ENROLLMENT – REGISTRATION

We have an open enrollment policy, enabling any child who agrees to abide by the precepts of this manual to attend our school. Cornerstone Christian Academy admits students and staff of any race, color and national or ethnic origin. If, in the discretion of the administrator, a child has such learning disabilities that we can not adequately teach him, we will refer him to the public school or another Christian agency that specializes in meeting the needs of that child.

Each year, in January and February, we will send out information such as tuition costs, policy changes and other pertinent information. This will be the time of major advertising as well. During that time, registration forms must be completed, registration fees must be paid (these are non-refundable), and transportation forms must be filled out. There may be other forms as well, but these may vary from year to year. Current families have the first opportunity to register for the new school year. Any family that does not re-register during that time may be subject to a higher tuition rate that new families are charged.

Students in junior and senior high will be required to sign a Code of Honor. This pledge is to show their intent in following school rules and be a positive influence to those around them.

FIELD TRIPS

Each teacher will arrange to take the students on field trips during the year. We will look for interesting and educational places that we believe will enhance the overall program of the school. Small fees may be charged for the field trips. The school may require a special dress code that will be appropriate for the field trip. We will also seek parent volunteers to assist us in transporting and overseeing small groups of students. (Volunteer drivers must have a current copy of the Volunteer Driver Safety Questionnaire on file in the office.)

FINANCES

Tuition is our primary source of income for the school. It is crucial that payments be made in a timely fashion. The responsibility for tuition payments lies with the parents. The school will pray for families, encourage them, and offer financial counsel. The school will not carry the burden of unpaid tuition, act in the capacity of a credit company or collection agency, or allow debts to be in arrears without taking action. We have established a variety of payment plans to fit the needs of our school families. These plans are explained in detail on a separate form.

We require a registration fee at the time of registration. This fee is non-refundable. It is in addition to the stated tuition fee. The fee is intended as evidence of the family's definite commitment to send their child.

Portions of the tuition are also non-refundable. Should a student leave the school at any time after we have purchased curriculum and hired our staff, the school will keep or expect payment of 20% of the total tuition. The purpose of this is to cover expenditures made by the school based upon your commitment to send your child. Any tuition you have paid above that amount will be refunded on a prorated basis. We will prorate the amount the school is owed by dividing the balance of the tuition by 10, the number of months in the school year. As an example: If a student registers for school and attends through the end of October, the school would expect to keep the registration fee, 20% of the total tuition, and one fifth (two tenths) of the balance. Exceptions to the refund policy will be for any student, who is expelled for misbehavior or who, by lack of effort, is expelled for failing to complete their assigned work. In either of these cases, no refunds will be given.

A student may not be considered officially enrolled if he has an outstanding balance at another school. We will not forward the records of any of our students until his outstanding balance is paid.

Tuition is to be paid on time. If you have a difficulty that precludes you from making a payment on time, please contact the school office in advance of the payment. This courtesy allows us to work with you and gives us time to try to adjust our own budget.

The school may apply late fees for past due tuition. This will be determined by the frequency of late payments as well as the cooperation of the parents in contacting us in advance.

Re-enrollment for an upcoming school year may not be allowed if an outstanding tuition balance exists. A conference with the family will be held to determine what action will be taken.

FIRE DRILLS

The school will conduct regular fire drills to prepare the students for an efficient emergency evacuation of the building, and to test the condition of our alarm system. We will conduct fire drills each year. Each drill will be timed to be certain that speedy evacuation is achieved. We have an annual fire inspection from the local Code Enforcement Officer. This report is required by, and filed with, the State of New York.

When the alarm sounds, ALL classes will immediately leave via routes labeled on the classroom wall, or the nearest exit if they are not in their classroom. The last person out of the room will turn off the lights and close the door. All students will proceed in a quiet, straight and orderly line, to the southwest corner of the building, in front of the old brick schoolhouse. The administrator will get a head count to be sure all students and staff

have been evacuated. Classes must not return when the bell is silenced. This does not mean the building has been deemed safe. The administrator will announce the time when the building may be re-entered.

GRADE REPORTING

Written evaluations of the student's progress will be submitted to parents every five weeks. At ten-week intervals, we will issue the official report card. At the midway points between report cards, we will issue a simple mid-quarter report. Both reports must be signed by the parents and returned to school within 3 days. This prevents children from withholding a report from their parents, and allows us to be certain the report was received.

At the time of the first report card, we will request that every parent attend a conference with the teacher to discuss their child's progress. Parents are urged to seek a conference at any time they think it is necessary. The teachers and administrator may seek a conference at other times as well. It is our desire that questions or problems be solved so that we may function as an effective team.

As it is the purpose of the school to provide both academic and spiritual training, we must evaluate both. On reports, please take note of the marks or comments related to behavior and spiritual growth. These are generally subjective in nature but they may give you some insight into how your child lives when outside of your home and sight.

Our academic requirements have been developed to meet or exceed the regents level courses prescribed by New York State. These will be graded on a percentage scale. Where letter grades are used, the report card will give a chart to explain the corresponding number grade.

HEALTH

Students are to be examined by their family doctors prior to entering school. Forms for these examinations will be given by the school and are to be turned in at the time of registration or as soon after that as possible. All immunizations must be current and student's files must be updated. Unless medically contraindicated or forbidden by religious beliefs, all immunizations required by the State of New York must be current. In a case where you believe an exception should be made, a written statement from a physician or clergyman must be presented to the school. Such a statement will become part of the child's permanent record.

The school is endeavoring to prevent the spread of contagious diseases within the school. Your cooperation is essential. Please notify the school when your child is ill. If we know that one child has strep throat, for example, we can advise others to beware of it. We realize that children will contract colds, and that they cannot afford to miss school for two weeks with each cold. With your help, we will teach children to cover their mouths when coughing or sneezing, to wash their hands regularly, etc.

Other than colds or similar illnesses, please do not send your child to school when he is ill. A child should have a normal temperature for 24 hours prior to returning to school after an illness. He should be symptom-free.

HOMEWORK

As a basic philosophy, it should be understood that the progress of the class (and the individual student) should not depend on homework assignments in the lower elementary grades. It is important to begin to train students how to study at home, and there will be times when homework is necessary in order to reinforce classroom lessons. Once a student reaches the middle school level, his homework will greatly affect his understanding of the subject and his grades.

There are several purposes for giving homework. It helps a student develop the habit of studying at home. It helps children learn the responsibility of taking work home and returning it for class the next day. Homework gives students the opportunity to practice and apply some of the skills learned in the classroom. It also serves to acquaint the parents with the work the child is doing. Homework also gives the student some activities that further challenge his abilities.

The elementary years provide a foundation and training for high school and college. Students need to learn good study habits at an early age. Homework assignments serve as training for students to prepare for independent work later in life.

The school recommends the following amounts of daily study/homework time:

1. Students in grades K-2 should spend a minimum of 15 minutes nightly in homework, study or practicing reading skills.
2. Students in grades 3-6 should spend a minimum of 30 minutes nightly in homework, study and reading.
3. Students in grades 7-12 should spend a minimum of 60 minutes nightly in homework, study and reading.

Parental Responsibility Regarding Homework

The attitude of the parents toward their child's homework is most important, for it has a great influence on the way the child will feel about doing homework. In order that parents may help the children make the best use of their time, we suggest the following:

1. Set a definite, specific time and place for study.
2. Make certain the room is free of distractions such as radios, televisions, stereos, etc.
3. Observe them as they work. It will help them to be more diligent when they have some accountability.

4. Ask them questions from their books to help with review and to see how well they did their work.

The following section is a copy of the homework policy that must be signed yearly. It applies to all students in junior and senior high and may be applied in lower grades with slight modifications.

Homework Policy

We anticipate that each student in grades 7 - 12 will need to spend a minimum of one hour each night on homework and study. It is our suggestion that each family set aside a specific time each night during which the student will complete any specific assignments and then spend the balance of the hour re-reading from texts, reviewing text questions, studying past tests and quizzes, making and using information flash cards, etc. (studying!)

The student homework assignment book should be filled in on a daily basis. Failure to fill in all assignments will, for many students, increase the risk of forgetting to do all or part of the assignments. We encourage parents to check the assignment book and completed work on a nightly basis. This will keep you, the parents, up to date on how your child is doing on his homework. Another purpose for this is to be sure that students are not waiting for the bus ride in to school to complete their work. That time does not tend to be very effective for real study.

We have revised our homework policy, to allow for the rare times when students genuinely cannot get their homework completed. The policy will be renewed at midyear, giving students a total of 10 "grace" days during the year. Days left from the first semester will not carry over to the next semester.

If a student has incomplete homework we will apply the "GRACE" formula as described in the following steps:

- 1st offense - verbal warning, parents contacted "G" of grace is given and recorded
- 2nd offense - parents contacted, "R" is given and recorded, ineligibility list for 5 days
- 3rd offense - parent/student/teacher conference set up, "A" is given and recorded, student assigned 1 night detention, ineligible for 10 days
- 4th offense - parents are contacted again, "C" is given and recorded, student receives a grade of zero for missed homework, ineligible for 1 month
- 5th offense – "E" completes the giving of GRACE. Parents/student/teacher/principal conference to determine if student be allowed to remain in school (expulsion is a strong possibility)

The students have pledged to give their full effort to school, and to do assignments on time. We recognize that circumstances may arise that prevent the completion of homework, but that these occasions must be very rare. Grace will be extended, but must not be abused. Just because the days are given does not mean the students must use them!

I have read and understand the homework expectation. I realize that homework is a required part of my education and that I am responsible to do it.

INTERSCHOLASTIC ATHLETIC TEAMS

Our teams have been established for the purpose of enjoyment, fellowship, and learning teamwork. We will always play with the hope of winning, but our goal will be to have fun and to do our best while exhibiting Christ-like behavior. Students who become overly aggressive or too competitive will be taken out of the game until such time as they can resume play with a gentle spirit. We will play each team member a minimum of half of each game.

As athletics can be very strenuous, we insist that each player train well and exhibit the physical ability to play in a game safely. We will drop any student from a team roster who does not practice or who is unwilling or unable to develop good physical conditioning. Parents must be willing to pay a fee to help with the cost of uniforms and transportation. These costs will be minimal and will be announced pre-season of each sport. Further rules and policies will be stated at the time of registration for each individual sport.

KINDERGARTEN

Bussing

Your child will receive a nametag in the mail, prior to the beginning of the school year. Please have him wear it for the first week of school as it helps us ensure that he will get on the right bus.

Please send the child to school on the bus the first day of school. The public schools and our school need to recognize who will be on each bus so that we can be certain that we have the right child on the right bus. We do enjoy having parents greet the bus at school the first day. It gives the child an extra feeling of security. We know it helps the parents feel more at ease too.

We do not have any voice in the routes or times of the bussing. Your local school district will publish that information in mid-summer. Please watch your town papers and mail for this information. It will tell you when and where your child will make connections with the bus.

Helpful Hints for Parents of Kindergartners

Please be certain that your child gets to bed early during the week prior to school. It is helpful to use this week to have him arise at the time he will need to in order to be ready for school. This may be a change in his schedule so it is best to help him adjust before the school year begins.

Children should arise early enough to ensure that they have time to wash themselves, dress themselves in their school clothes, eat a nutritious breakfast and use the toilet. (The bus ride can be very long when a child needs to go to the bathroom!) They will need

time to pack their lunch if it was not done the night before. They will need time to locate and pack their books or gym clothes for school. (Yes, we do realize that the parents will help with many of these tasks, but we encourage parents to train the child to do many of these things for himself.)

What Will Your Child Do At School?

Through formal teaching and play times he will learn the following:

- to get along with others . . . to be cheerful, polite and fair
- to share toys, games and experiences with others
- to explore new activities and ideas
- to express himself with words, paint, crayons, clay, music, etc.
- to plan and set goals
- to listen to instructions, stories and the ideas of others
- to look at books and learn to read them
- to use new words learned from live experiences, visuals, books, pictures etc.
- to differentiate colors, sizes, shapes and sounds
- to care for himself and his belongings, to organize and keep his desk and storage space orderly
- to write by learning phonics-based reading and writing
- to count
- to play well with others in outdoor activities, developing large muscle groups and learning cooperation
- to eat with others using good manners
- to care for pets and plants which are in the classroom
- to think of others through daily contact and in celebration of birthdays of others
- to act in a manner which keeps him safe and to learn who is around in any situation who will protect him

LIBRARY BOOKS AND FINES

The school library is available for all students, school families and DLP families.

LOST AND FOUND

All articles left in classrooms, hallways, restrooms and school grounds will be placed in the lost and found. At monthly intervals, any items that have not been claimed, will be displayed to the students for them to reclaim. Any items that remain after that will be donated to Volunteers of America or some similar organization.

LUNCH PROGRAM

We do not have a hot lunch program. Students must bring their lunch with them. The school will offer 100% fruit juices, juice drinks and pop, at prices announced each year. Students who bring their own beverages should not use glass containers.

The school cannot provide refrigeration or cooking facilities for students. We request that lunches be nutritious, not filled with snack items or items with high fat and sugar content. Our experience, and various studies, have shown that students who have nutritious breakfasts and lunches are able to function well in the afternoon, while students who have loaded up on sugars and fats tend to be less prepared to learn. Some students react to the sugar by becoming overly stimulated and end up misbehaving.

Students will pray together prior to each meal. The lunch period will be approximately 20 minutes in length. Students will be monitored by teachers or parents and must remain seated and reasonably quiet during the lunch period. Upper grade students will be responsible for lunchroom cleanup.

MANDATORY ABUSE REPORTERS

Private school teachers and administrators are considered “Mandatory Abuse Reporters.” Simply, this means that we are required to report suspected child abuse. That can include a variety of concerns, but the most common we have faced are physical abuse and educational neglect.

Physical abuse is typically identified by bruises, red marks or comments children make. We do not jump to conclusions, but by mandate, we do need to report apparent abuses. Educational neglect is most commonly evidenced by multiple absences. Generally, but not always, these are unexcused, illegal absences. The result is the inability of the student to learn the required materials.

Please be loving in your discipline so the children are trained and nurtured, not beaten or neglected. Be wise in the days your child is absent, making sure they are in school whenever they are not truly ill.

MUSICAL INSTRUMENT INSTRUCTION

The school subcontracts for instrument lessons. This means that the fees paid for lessons must be paid, by the family, for each individual lesson. The cost of lessons will be announced at the beginning of each year and must be paid, by the parents, directly to the music teacher. Lessons will be given during the school day. Generally, the parents must provide the instruments as the school does not have any supply of instruments.

OFFICIAL SCHOOL DAY

The school day actually begins when the student steps on the bus and does not officially end until he arrives home again. This means that all school rules are in force during that time. **This includes the prohibition of radios, stereos (of any kind), cassettes or compact discs with ungodly content, handheld video games etc. It also includes behavioral expectations as explained in this manual. Based upon a number of recent studies, we are, in the 2010-2011 school year, waiving our prohibition on gum chewing. Studies indicate that chewing gum may help students concentrate.**

The continuance will depend upon proper disposal of gum and the politeness used in chewing.

PARENTAL INVOLVEMENT

The involvement of the parents in the school is essential. We offer opportunities for parents to help in various positions during the school day. We also need assistance on field trips, sports trips and other outings.

We require parents to attend three specific school functions. These will be on the school calendar that we hand out to all families. There will be two all-school meetings that will be held on an evening in the early fall and early spring. At these we will discuss upcoming fund-raising events, school business and progress, parental concerns, and any other issues that need attention. The third meeting will be the Parent/Teacher/Student conference that we hold during two days immediately following the issuance of the first report card.

We believe the health of the school, the education of the children and the maintenance of the line-of-authority require this minimal parental involvement. Any family who fails to attend these meetings will face the likelihood of being withdrawn from the school enrollment.

PART-TIME ENROLLMENT

In general, it is our policy that all students in grades K-12 are to be enrolled on a full-time basis. Exceptions may be made at the high school level; however, all students must take at least 75% of classes and must attend both chapel and all gym classes. A normal school year includes 6 credit hours; therefore a 75% load would be a minimum of 4.5 credits.

If you wish to be considered for part-time enrollment, you must set up an appointment with the principal. Each case will be considered individually.

PHYSICAL EDUCATION

PE (gym) is required for all students. Exemptions from gym will be made only on the basis of a written note from a physician. One-day exemptions may be made on the basis of a note signed by a parent, or if the teacher believes the student should not participate. In any other situation the student must participate. As a general rule, we expect all students to participate, even if they have some minor ailment. Minor health problems will not typically be aggravated by exercise.

Our emphasis, as explained in other sections, is to develop the mind, body and spirit. Gym class will help the student to become physically fit or maintain a high level of fitness. Team sports skills will be taught as well as lifetime activities, yet the main emphasis will remain on aerobic and anaerobic fitness. At times the work will cause muscles to become stiff and sore. This may be a new experience for some students, and they may think it best to skip the next class. We encourage them to attend the next class as this soreness is not harmful, only a sign that they have worked hard. We will teach students to properly stretch and warm up, in order to avoid injury and help eliminate soreness.

The clothing worn for gym class is important. Information regarding proper attire is in the Dress Code section of this manual.

SCHOOL CALENDAR

Each year, in June or July, the school will issue the official calendar for the upcoming school year. It will include vacations, holidays and conferences. Please keep it in a safe, conspicuous place.

SEX EDUCATION

We believe that the teaching of intimate details of sexual behavior is most appropriately done in the home. We believe that it is evident that one child is not prepared to hear or deal with this information at the same time as another child. Each individual child needs to be taught as they are ready, and in a private atmosphere that allows for honest questions and answers. Although this subject is difficult for many parents to face, we do not believe it can be done appropriately in school. In addition to the “how to” of sex education, we will not teach about methods of contraception and birth control (except abstinence). Once again, we believe these need to be done in the home.

With the onset of HIV and AIDS, we have been required to teach AIDS Education courses. We teach that people should only have sexual relations with their husband or wife and that divorce is not an option for Christians. (We do recognize that there are scriptural exceptions. We also make use of this time to reinforce the importance of avoiding being unequally yoked with unbelievers, even in dating situations.) AIDS and other sexually transmitted diseases will not be a problem, generally, if a person lives a life of abstinence from extra-marital sex. In our teaching we do address the other ways in which AIDS can be contracted. We discuss methods they can use to reduce the risk of infection.

STAFF

Our professional staff will be chosen carefully for their abilities and dedication. We will employ people who are both spiritually able to teach and model sound doctrine, discipline and morals, as well as demonstrating clear qualifications to teach. Generally this will include holding a teaching certificate from an accredited college or university.

STANDARDIZED TESTS

We will administer national standardized testing each year. Generally we have chosen the Stanford Achievement Tests as they seem to be the most challenging for the students and give us a good measure of the students' abilities.

We will also administer the following additional tests:

- Preliminary Scholastic Aptitude Tests / National Merit Scholarship Qualifying Test (PSAT/NMSQT), a preliminary to the SAT, a college entrance exam
- PLAN (which is the current name for the PACT, another preliminary college entrance exam)
- ASVAB (which is a great aptitude test offered by the armed services)

We are not a test center for the SAT or ACT examinations but we do have all of the registration information and forms. Juniors and seniors are given these forms each year. We encourage the students to take the examination required by the college they hope to attend, in the late Spring of their junior year or the early Fall of their senior year. Waiting longer may impede their application to college.

TEXT BOOKS

Textbooks are the property of the school. They are on loan to the student. There is no additional charge for use of the textbooks. They are to be returned at the end of each school year. Students are expected to take care of these books. The longer we can use each book, the lower we are able to keep tuition. Students should cover their books to help eliminate unnecessary wear and tear. A replacement fee will be charged for lost, damaged, or altered books.

TRANSPORTATION

CCA has met all New York State requirements to be eligible for transportation by the public schools. The public school must transport our students to and from school. There are certain mileage guidelines but generally, families living in the following districts qualify for bussing:

Albion	Brockport	Byron-Bergen	Churchville-Chili
Gates-Chili	Greece	Hilton	Holley
Kendall	LeRoy	Spencerport	

In order to receive transportation each family must submit a request form before April 1. Failure to do so could result in losing that privilege for a full year. Special rules apply to someone who recently moved into a school district.

Parents and students must remember that behavioral standards and dress code standards are to be fully observed while on the bus. Transportation is not a right, it is a privilege. Those who abuse it will not be allowed to participate in it.

WRITING STANDARDS

As it is clear that the written word is such an important means of communication, we will uphold high standards for penmanship, spelling, vocabulary and grammar. Work that is below the ability of the student will be returned to be rewritten.