

Parent/Student Handbook

2021-2022



MIDDLE SCHOOL

Middle School Campus
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Vancouver, WA 98662
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Office Hours:
8:00 a.m. – 4:00 p.m.

Visit our Website
www.ccak12.net

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I. Introduction

A Message from the Principal

Dear Families,

Welcome to Cornerstone Christian Academy for Learning and Leadership (CCA)! For those of you who are new to CCA, we are so blessed to have you 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 with your student.

Communication is key to maintaining a strong home/school partnership. Do not hesitate to contact your child's teacher(s) or one of us 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,

Mike Hoff

Middle School Principal

Parent Contract Information

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 keeping 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 in the event that 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, and fully support the Board of Trustees, 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 2021-22 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 2021-22 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 August 31st will be given a \$200.00 discount.

SERVICE HOURS: I/We understand that the philosophy of CCALL cannot be fulfilled without parental involvement, which shall include, but is not limited to: volunteering in the classroom or at special events, PTF activities, fundraising, etc. A total of 30 service hours are required by each family with students enrolled in Elementary or Middle School. 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 application for enrollment form at the time of application 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 in order to re-enroll our child, our account must be current. In the event of legal action on this account, I/we agree to pay any and 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: 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, lost or damaged laptops, iPads, and/or books from the classroom or the library must be replaced or paid for in order to receive report card(s) and/or student records. Enrollment fees are non-refundable.

CHAPEL: Attendance of chapel services and scripture memorization are mandatory for all Elementary and Middle School students. The ECE 3 ½ through 5 year old classes 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 in the school 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 that 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 which persons 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 ever 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. Of course, CCALL is required to maintain certain insurance policies. Therefore, this conflict resolution provision is conditioned upon agreement by CCALL's insurers that, in light of 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.

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.

SCHOOL ACTIVITIES: In submitting this application for my/our child, it is my/our desire to have him/her attend the school year 2021-22. 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 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 also waive and release CCALL from any liability in regard to these circumstances. If CCALL is unable to contact me/us or the provided emergency contact when circumstances indicate immediate action is required, the CCALL administration may make whatever 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.

Cell Phone Policy

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

1. Cell phone use is limited to communication between the student and 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.

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 the release in your Enrollment Packet, 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.

Technology Resources 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. Students may be allowed to check out their assigned laptop or iPad to take home when homework is required to be done outside of the regular school day. Laptops must be transported from school with a laptop carrying case and may NOT be kept in regular book bags or backpacks. 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. Failure to follow the guidelines below can significantly impact this experience. Parents agree to follow these conditions if the laptop or iPad is approved for checkout:

- When the laptop or iPad is checked out, parents will make sure it is returned to school the next morning fully-charged and with the power plug.
- The student and parent/guardian are responsible for the laptop or iPad from the time it leaves the school until it returns to school.
- Parents will make sure that the laptop or iPad travels safely between school and home in the bag issued by or approved by the school.
- Parents agree that no software applications, other than school-provided software, will be loaded onto the laptop or iPad while at home.
- Parents agree that there will be no tampering with the format of the laptop or iPad while it is at home.
- Parents agree to supervise the proper care and maintenance of the laptop or iPad while it is away from school.
- Parents agree to monitor student use of the computer while off school grounds, especially the internet websites their student accesses on unfiltered networks.

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.

History

Cornerstone Christian Academy for Learning and Leadership (CCALL) is a private, non-denominational, Christian school serving infants, toddlers, preschoolers, and K-8 students. It was a pioneer in Clark County for establishing a Christian school in 1982 and is recognized for its spiritual and academic excellence.

Mission Statement

The mission of Cornerstone Christian Academy of Learning and Leadership 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 and 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.

Statement of Faith

Please read our Statement of Faith carefully. It defines who we are and what we believe. Our mission is to partner with parents to teach the truth and love of God's Word and to inspire students to pursue excellence spiritually, academically, and physically while equipping them for spending a lifetime of service to Jesus Christ. 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. Through Adam's original sin, man fell from his original state of innocence and became corrupt in nature. As a consequence, 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, whereas 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. **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 Trustees is the school's final interpretive authority on the Bible's meaning and application.

II. Cornerstone Christian Academy for Learning and Leadership 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.

Students will be growing spiritually and are individuals who:

- 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

Students will be contributing citizens who:

- Demonstrate integrity, responsibility and perseverance as productive members of society
- Treat everyone with respect because all are made in God's image
- Are contributing members of their communities and are willing to serve others
- Respect our Christian and American heritage
- Understand, value, and are responsible for the resources God has provided them
- Are accountable for their actions and act responsibly towards themselves and others
- Can work independently which results in honoring the Lord
- Are good stewards of the environment

Students will be effective communicators who:

- Demonstrate the principles of effective and godly communication
- Effectively communicate to a range of audiences in a variety of ways
- Can convey information in written, oral, or artistic form
- Listen with understanding and empathy, follow instructions, and request clarification
- Are able to work collaboratively

Students will be informed, productive thinkers who:

- Use time wisely and value time as a God-given commodity

- Utilize creative and critical thinking skills
- Employ diverse strategies and multiple perspectives in solving problems, making decisions, evaluating results, and applying knowledge to real life situations
- Read and comprehend a variety of materials
- Use technology as tool for learning and collaboration, communication, and productivity purposes
- Based on Biblical standards, reason logically and depend on God for wisdom

Students will be life-long learners who:

- 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

After interviewing with each family, families enrolling students in 6th -8th grade are required to pay an enrollment fee, as stated in the table below:

ENROLLMENT FEES	
All fees are non-refundable.	
Kindergarten/Elementary Enrollment Fees (per student)	\$250
Middle School Enrollment Fees (per student)	\$300
High School Enrollment Fees (per student)	\$300
DISCOUNTS AVAILABLE	
Enrollment Fee (per student, if paid by March 15, 2021)	\$75 discount
Full Tuition Payment (per student, if paid by August 31, 2021)	\$200 discount
Multiple Child Tuition Discount (applied to 2nd, 3rd child's tuition balance)	\$150 discount
Referral Incentive (for each new family referred and enrolled for 6 months)	\$500 discount
FACTS Fees (waived if payment plan set up by Aug. 31, 2021 - additional fee thereafter)	\$50 waived

Tuition

CCALL has selected the FACTS Management Company to manage our tuition payment program. FACTS is used by 6,000 schools nationally. We are excited to be working with them because they are the best and most convenient online payment program available.

Here are some of the advantages of the FACTS system for tuition payment handling:

- 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 withdraw 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 setup.

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 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

All forms must be read and 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)
12. Student Reference Form (Middle School only)

Classroom Size

Class sizes over the last five years have typically ranged from 18 to 28 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-8 program.

New Students

Prior to admittance, new students will need to complete registration, and some may need to be tested.

Students who have a history of disruptive behavior will go through an interview process. If such students are accepted, they will be put on a 30-day 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 IEP's (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 papers 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. Academic records are not transferable until all accounts are paid in full. All cumulative records must be mailed to the new school by the school office. Enrollment fees are non-refundable.

Extended Care Program

An ECE enrollment packet is required to enroll any child in the extended care program. 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 at 3:15pm, *who is not enrolled in the Extended Care Program*, will be escorted by a teacher to the school office. Families who arrive after 3:15pm 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.

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. General Information

Entering / Exiting Campus

Closed Campus

CCALL is a closed campus. Parents who wish to take their child(ren) 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. Middle School students may walk or ride a bike to or from school with a signed Bike/Walk Permission Slip. These slips may be obtained in 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.

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 form. 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.

Drop-Off and Pick Up Area

Middle School drop off is at the front entrance of the school beginning at **8:15 am**. Students may be dropped off no earlier than 8:15 each morning.

Middle School Pick up is from **3:00-3:15pm**. Any student remaining on campus after carpool concludes at 3:15 pm, who is not enrolled in the Extended Care Program, will be escorted by a teacher to the school office. Families who arrive after 3:15 pm 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.

Transportation

Parents helping with transportation for any school sponsored activity must have and use seat belts/shoulder straps for each person riding in their vehicle.

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 bus or van.

Field Trips

Field trips are required school activities. Students are expected and required to attend all field trips including the Middle School Fall Retreat. 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.

School Closure / Emergencies

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)

KOIN - 6, Portland (www.koin.com)

KGW - 8, Portland (www.kgw.com)

KPTV - 12, Portland (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.

Natural 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 a school day. When an emergency 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 however may be used to call parents in the event of illness, change in school schedule and does require admin approval. Please do not text or call your student during the school day.

Personal iPods, MP3 Players, Video Games, Tablets and Cell Phones

Personal iPods, MP3 players, video games, IPADS, and tablets are NOT allowed to be used on campus. CCALL will provide all necessary technology for each student. 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 8:30 a.m. or after 3:00 p.m. ***Please see Middle School Cell Phone Agreement.***

V. Miscellaneous

School Fines

Students are frequently issued school property for their use (computers, balls, books, etc.). Willful damage or unreasonable wear and tear may cause the student to incur fines equal to the replacement value of the property. Accidents caused by students that involve negligence may require restitution.

School Pictures

School pictures will be taken annually. Pictures that are ordered will be on a prepay basis only. 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 distributed to needy families. To ensure items are returned to rightful owners, write your child's name on backpacks, coats, sweatshirts, 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 Grandparents' Day, tutoring, library, art, 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 fulfill 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.

VI. Students

Student and Parent Expectations

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 each 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

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
4. Be as "parent friendly" as possible

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.

- Clothing must be neat, clean and in good taste
- Clothing must not attract undue attention to the wearer or interrupt the focus on learning in classrooms. Clothing must not have off-color or questionable sayings, promote violence, or refer to magic or the occult. Clothing also must not advertise non-Christian values such as alcoholic beverages, drugs, rock groups, radio stations, or inappropriate movies.
- Shorts' and skirts' hems must not be more than three inches above the knee. Dresses must follow the same guidelines.
- Pants and shorts must be neat. Clothing with frayed hems and holes may not be worn.
- Lounge pants may not be worn (except with prior approval for certain events).
- Students may not wear flip flop-type sandals or slippers.
- Retreat swimsuits must be "one-piece". No bare midriffs.
- Girls and boys may not wear hats in the buildings.
- The shoulders and midriff must always be covered. Sleeveless, backless, low cut, or spaghetti strap dresses or tops may not be worn.
- Clothing must be size appropriate and fit properly. Tight, form-fitting clothing including tank tops, shirts and pants may not be worn.
- Leggings are only allowed when worn under dresses or skirts, or with a long shirt/sweater that covers the legs to within three inches of the knee. If leggings are worn, skirt and short length still apply.
- Girls' shoes must not be higher than a 1" heel.

Proper Attire for Physical Education (PE Uniform)

- School PE uniforms are required for 6th, 7th, and 8th grade as follows: school PE shirt (this may include any Cornerstone PE shirt), athletic shorts, athletic socks, and clean tennis/athletic shoes with non-marking soles. Shorts must be worn at the waist. Torn or altered uniforms are not acceptable. No jean shorts are allowed. No yoga or tight-fitting spandex type pants allowed. However, mid-thigh to knee-length spandex may be worn under the shorts (not required).

Runner's shorts are only allowed if mid-thigh or knee-length spandex are worn underneath (this is required).

- Uniforms must be kept clean. Please take them home and wash them at least once a week. One shirt is provided for each student in PE class, but if any student would like to purchase another one, the cost is \$15.00 payable to the middle school office.
- No jewelry should be worn during class as it may pose a safety hazard.
- Classes are held outdoors. Students need to be prepared daily with a jacket, sweatshirt, and/or sweatpants.
- Items normally worn to school may not be substituted for PE attire. Absolutely no lettering is allowed on PE sweatpants that go across the gluteus maximus.

Jewelry: Boys may not wear earrings or other body pierced jewelry at school or school-sponsored activities. Girls may wear earrings, but no other body-pierced jewelry at school or school-sponsored activities.

Hair: Hair length and color must not attract undue attention. Hairstyles, always, must not cover the eyes. Temporary hair color for school spirit or other events is acceptable.

Tattoos: Students may not have tattoos – temporary or permanent. Students are asked not to draw on themselves.

Enforcement: Teachers and administrator will evaluate clothing. If appropriate, students may be restricted from class or activities, parents may be called, or suitable available clothing may be offered as a substitute. Stricter discipline may be warranted for repeat or blatant violations. We encourage parental involvement.

Attendance

The school office keeps the official attendance records for all students, for both excused and unexcused 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 station/seat, ready to begin at the start of the day/class. Should a student be tardy, he must report to the office before he will be admitted to the classroom. Tardies are recorded during each trimester 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. Prearranged absences must be made-please fill out a pre-arranged absence form for extended absences in advance. 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, unless approved by an administrator. Extended absences (even with prior approval) may have an impact on final student grades or result in loss of credit.

Academics

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. The 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

Below are the three reporting indicators used for grades 6 – 8:

<i>Student Academic Performance Indicators</i>	
Exceeds grade level expectations	EG
Meets grade level expectations	MG
Approaching grade level expectations	AG
Below grade level expectations	BG
No mark for this trimester	NM

<i>Student Academic Growth</i>	
Consistently progressing	C
Sometimes progressing	S
Needs attention	N

<i>Life-long Learning Skills</i>	
Exceptional	4
Usually	3
Sometimes	2
Seldom	1

Parent-Teacher Conferences

All parents will have a scheduled conference with the classroom teacher during the first grading period. 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 fees, outstanding fund-raising items, sports fees, 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 MAP assessments in the fall and spring to assess academic improvement. Printed results will be sent home at the end of 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.

Athletics

CCALL offers a variety of competitive athletic teams throughout the year. To participate, the following is the athletic fee schedule: Basketball and Volleyball – 5th- 8th grades - \$150.00. Cross Country and Track – 5th- 8th grades \$75.00. Cheer-\$25.00 (students purchase uniforms). The athletic fees will be charged each school year. A completed Athletic Registration form, a current physical, Athletic Waiver, Concussion Sheet, and sports fees must be turned in to the school office before the season begins. Students may not practice or participate in games until all items are on file in the school office.

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

Fall	Winter	Spring
Girls Volleyball 5 th - 8 th	Girls Basketball 5 th - 8 th	Girls Track 6 th - 8 th
Co-ed Cross Country 5 th - 8 th	Boys Basketball 5 th - 8 th	Boys Track 6 th - 8 th

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.

Activities

Awards

It is the desire of CCALL that students receive positive recognition throughout the year in a variety of areas.

- **Christian Character:** is awarded to a student who exemplifies Christ-like behavior
- **LifeSaver Awards:** These are awarded for exhibiting positive behavior, academic performance, or social achievement (Elementary only)
- **Athletic Awards:** is awarded for contribution to their respective team

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.

VII. 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.

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.

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, 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. Students 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 and is one of the following:
 - Antihistamine
 - Non-aspirin fever reducer/pain reliever
 - Non-narcotic cough suppressant
 - Decongestant
 - Ointments or lotions intended specifically to relieve itching or dry skin
- The medication is in the original container and labeled with the child's name; *and*
- The medication has instructions and dosage recommendations for the child's age and weight.
- The medication is not expired; *and*
- The medication duration, dosage, and amount to be given does not exceed label-specific recommendations for how often or how long to be given. For all other medications the written consent may only cover the course of the illness.

Health Care Provider Consent

A licensed Health Care Provider's consent, along with parent/legal guardian consent, will be required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, supplements, and fluoride).

A Health Care Provider's written consent must be obtained to add medication to food or liquid.

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, frequency (can NOT be given "as needed"), 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 must be renewed often. An individual care plan must be provided which lists symptoms or conditions under which the medication will be given.

Emergency Supply of Medication for Chronic Illness

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case of an earthquake or other disaster.

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.

VIII. Middle School Student Guidelines

Student Responsibilities

- Attend school daily and on time.
- Move quickly from class to class. Enter each room quietly. Take your assigned seat and be ready to listen and work when the bell rings.
- Be prepared to work every day. Bring all necessary equipment and/or supplies to each class that is required for learning. Do your best every day.
- Do homework when assigned.
- Eat only in designated areas. **Chewing gum is prohibited on campus.**
- Physical and/or verbal violence is not acceptable behavior. Solve your problems biblically. (Matthew 5:23-24 and 18:15-20).
- Respect our campus, building, and property. Graffiti or defacing any part of the building will be disciplined. Clean up after yourself.
- Dress according to the dress code.
- Inappropriate behavior including social media, inappropriate texting, harassment, bullying, **on or off campus** by CCALL students may result in suspension or expulsion.
- Practice courtesy and consideration in association with fellow students as well as respect their person and property.
- Respect the authority of teachers, administrators, and staff members.
- Abstain from profanity and vulgar or abusive speech and actions.
- Do your own work. Do not give or receive help on tests or homework unless the teacher has granted this privilege on a project. See guidelines on cheating/plagiarism.

Not Allowed on Campus:

- Drugs
- Firearms
- Knives and other weapons
- Explosives
- Electronics; MP3 players, video recorders, video games
- Pornography
- Bullying/Fighting

Make-Up and Late Work

Student assignments missed or not turned in during an absence is the student's responsibility. Work is to be turned in as defined by the teacher. A test, quiz, or assignment announced before a single day's absence will be made up on the day of return.

Standards for Assignments

The standards for middle school written work are as follows:

- All assignments must be done neatly.
- A proper heading should be used in the upper right-hand corner as instructed by your teacher, if the assignment is hand-written.
- Use proper grammar, margins, punctuation, spelling, etc.
- All math must be done in pencil. All other assignments must be done in either **blue or black** ink unless otherwise instructed by your teacher
- All typed and written work must show proficiency.
- Be on time with each assignment.
- Following an absence, students have one week to turn in missed work.
- Students need to refer to Classroom and ask the teacher for the missed assignments the day they return to class.

Cheating

Cheating results in a conference with administration and parents. Cheating is defined as:

- Looking at another student's test or quiz paper
- Using a 'cheat sheet'
- Any form of communication during a test or quiz
- A student doing or copying another student's homework, project, or paper
- Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person
- Forged parent signatures

Interpersonal Relationships

CCALL promotes wholesome friendships among its students. In keeping with this, exclusive relationships of any kind, including cliques and boyfriend-girlfriend relationships, are not

encouraged. Exclusive “groups”, “clubs”, and “gangs” will not be permitted. Public displays of affection, including hugging, handholding, and kissing, are not appropriate. Therefore, we do not allow the following at school or at any school sponsored functions:

- Pairing off and separating from the main flow of students or activities.
- Physical contact that could be interpreted as having an affectionate or romantic intent.
- Bullying/harassment will result in automatic suspension and/or dismissal.

Bullying or Harassment

CCALL is committed to maintaining a school environment in which all individuals treat each other with dignity and respect which is free from all forms of intimidation, including provoking, exclusion, mean teasing, exploitation, disparaging social media posts, and harassment, including sexual harassment. Bullying or harassment is defined as verbal, visual, or intimidating physical conduct that denigrates or shows hostility or aversion toward an individual for any reason.

Disciplinary Actions

The following are successive steps of disciplinary action that may be taken for any violations of the standards of conduct, dress, or attendance. Severe cases may skip steps. As the school partners with the home in training the student, school-parent communication is eagerly sought and earnestly desired through each level of discipline.

- 1. Verbal Warning by teacher or staff.**
- 2. Student is given a “strike”. Discipline note sent home. Three “strikes” and student serves an after-school detention.**
- 3. Parent phone call or student sent to the office**
- 4. Student serves a before or after-school 1-hour detention**

Detentions will be used as corrective discipline for repeated and/or serious offenses.

Students must complete a detention worksheet with no talking, resting, or eating. Students dismissed from detention for talking or misbehaving will be referred to the principal.

Students will not be excused from detention to participate in student activities.

- 5. Student serves an Out-of-School suspension.**

Out of School Suspension (OSS) is used as a corrective discipline for severe cases or when a student fails to respond appropriately to school discipline and/or guidelines. A student may not be on campus any part of the day of the OSS and forfeits participation, including spectating, in any school activities for that day. Students may still do assignments and quizzes for the days serving OSS. If a test is missed, the student is responsible to make arrangements with the teacher to take the test.

- 6. Student faces dismissal.**

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.

Student discipline including learning lunch assignments, detention, and suspensions will be documented and parents will be notified. Re-application and student interview process will be required for severe offenses.

Community Service

At CCA, we believe that we are all called by the Lord to serve others and students will be taught to be responsible citizens who help make our community a better place. As a portion of the Bible grade, each student must complete required community service each trimester. Requirements are 5 hours per grade, per semester. Community service is described as something you do for someone who is in need, other than a relative, for which you do not get paid.

D.C. American History Tour

Each year, our 8th grade students can participate in an American History Tour to Washington, D.C., and other areas along the East Coast. This trip provides an exciting opportunity for students to learn more about our country's history from a Christian perspective. The cost of the tour will be announced each September. Parents are invited to attend as chaperones.