



*“...Christ Jesus Himself being the
cornerstone.”
Ephesians 2:20*

Student Handbook 2025-2026

5107 Oak Street
Eastman, GA 31023
478-559-1499

Parent and Student Handbook 2025-2026

I (we) have read and understand all policies mentioned in the CCA of Eastman Parent and Student Handbook and agree to abide by them to the best of our ability.

Signature: _____ (Father)

Signature: _____ (Mother)

Date signed: _____

Student name(s): _____

**This signature page must be returned to CCA of Eastman
no later than August 8, 2025.**

A copy of the Handbook may be found on our website: www.ccaofeastman.com

Dear CCA of Eastman Family,

It is with great excitement we enter the 2025-2026 school year! Our excellent staff looks forward to teaching your precious children all subjects with a Biblical worldview. We anticipate our students growing in wisdom, stature, and in favor with God. Our teachers look forward to working with you to ensure an excellent education for these little ones who don't stay little very long. Thank you for sharing your blessings with us!

Sincerely,

Kathy Cranford
Head of School

MISSION

Cornerstone Christian Academy of Eastman exists as a ministry of Eastman First Baptist Church for the purpose of providing academic excellence through a Biblical worldview with a desire to develop students who become complete in Christ, build critical thinking skills, and grow in Christ-like character; while providing a loving, safe, and nurturing atmosphere in a structured educational environment.

OBJECTIVES AND PHILOSOPHY

Eastman First Baptist and Cornerstone Christian Academy of Eastman hold that Christian education is a directive from God for the Christian family (Prov. 19:27; 22:6; Deut. 6:6-9; Col. 2:8). We believe that the process of education should be designed to encourage holistic growth by increasing knowledge and faith as well as developing character. Students should be grounded in biblical values, patriotism, citizenship, moral character, and superior academic knowledge. These are our goals

- To encourage children to think clearly, logically, and independently
- To achieve mastery in the tools of learning and communication
- To lead children to a personal knowledge of Christ as Savior
- To prepare children to serve God effectively throughout their lives.
- To prepare children to be responsible and productive citizens of our community and nation.

OUR CORE VALUES

Knowledge—producing life-long learners by

- offering a comprehensive academic foundation from a biblical worldview for students at various ability levels
- developing critical thinking skills in our students
- equipping students to effectively apply acquired knowledge
- preparing students for the ever-changing challenges of the 21st century

Faith—creating disciples by

- assisting students in developing a personal relationship with Jesus Christ
- teaching students to articulate the biblical foundations of the faith
- providing service opportunities that will impact others for Christ

Character – developing strength, humility, and integrity by

- insisting on honesty and integrity inside and outside the classroom
- teaching students the importance of treating each person as a fellow image-bearer
- developing an others-centered ethic of service in the home and community

STATEMENT OF FAITH

ARTICLE I

We affirm that the sole authority for the Church is the Bible*, verbally inspired, inerrant, infallible, and totally sufficient and trustworthy.

We deny that the Bible is a mere witness to divine revelation, or that any portion of Scripture is marked by error or the effects of human sinfulness.

ARTICLE II

We affirm that the authority and sufficiency of Scripture extends to the entire Bible, and therefore that the Bible is our final authority for all doctrine and practice.

We deny that any portion of the Bible is to be used to deny the truthfulness or trustworthiness of any other portion.

ARTICLE III

We affirm that the Bible reveals God to be infinite in all his perfections, and thus truly omniscient, omnipotent, timeless, and self-existent. We further affirm that God possesses perfect knowledge of all things, past, present, and future, including all human thoughts, acts, and decisions.

We deny that the God of the Bible is in any way limited in terms of knowledge or power or any other perfection or attribute, or that God has in any way limited his own perfections.

ARTICLE IV

We affirm that the doctrine of the Trinity is a Christian essential, bearing witness to the ontological reality of the one true God in three divine persons, Father, Son, and Holy Spirit, each of the same substance and perfections.

We deny the claim that the Trinity is not an essential doctrine, or that the Trinity can be understood in merely economic or functional categories.

ARTICLE V

We affirm that Jesus Christ is true God and true Man, in perfect, undiluted, and unconfused union throughout his incarnation and now eternally. We also affirm that Christ died on the cross as a substitute for sinners, as a sacrifice for sin, and as a propitiation of the wrath of God toward sinners. We affirm the death, burial, and bodily resurrection of Christ as essential to the Gospel. We further affirm that Jesus Christ is Lord over His Church, and that Christ will reign over the entire cosmos in fulfillment of the Father's gracious purpose.

We deny that the substitutionary character of Christ's atonement for sin can be compromised without serious injury to the Gospel or denied without repudiating the Gospel.

ARTICLE VI

We affirm that salvation is all of grace, and that the Gospel is revealed to us in doctrines that most faithfully exalt God's sovereign purpose to save sinners and, in His determination, to save his redeemed people by grace alone, through faith alone, in Christ alone, to His glory alone.

We deny that any teaching, theological system, or means of presenting the Gospel that denies the centrality of God's grace as His gift of unmerited favor to sinners in Christ can be considered true doctrine.

ARTICLE VII

We affirm that the Gospel of Jesus Christ is God's means of bringing salvation to His people, that sinners are commanded to believe the Gospel, and that the Church is commissioned to preach and teach the Gospel to all nations.

We deny that salvation can be separated from repentance toward God and faith in our Lord Jesus Christ.

ARTICLE VIII

We affirm that salvation comes to those who truly believe and confess that Jesus Christ is Lord.

We deny that there is salvation in any other name, or that saving faith can take any form other than conscious belief in the Lord Jesus Christ and His saving acts.

ARTICLE IX

We affirm that sinners are justified only through faith in Christ, and that justification by faith alone is both essential and central to the Gospel.

We deny that any teaching that minimizes, denies, or confuses justification by faith alone can be considered true to the Gospel. We further deny that any teaching that separates regeneration and faith is a true rendering of the Gospel.

ARTICLE X

We affirm that the righteousness of Christ is imputed to believers by God's decree alone, and that this righteousness, imputed to the believer through faith alone, is the only righteousness that justifies.

We deny that such righteousness is earned or deserved in any manner, is infused within the believer to any degree, or is realized in the believer through anything other than faith alone.

ARTICLE XI

We affirm that Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation.

We further affirm that Scripture reveals a pattern of complementary order between men and women, and that this order is itself a testimony to the Gospel, even as it is the gift of our Creator and Redeemer. We also affirm that all Christians are called to service within the body of Christ, and that God has given to both men and women important and strategic roles within the home, the Church, and the society.

We deny that the distinction of roles between men and women revealed in the Bible is evidence of mere cultural conditioning or a manifestation of prejudice against women. We also deny that this biblical distinction of roles excludes women from meaningful ministry in Christ's kingdom.

ARTICLE XII

We affirm that Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. An adequate system of Christian education is necessary to have a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*The Bible consists of the 39 books of the OT and 27 of the NT. The books of the Apocrypha, not being of divine inspiration, have no authority over the church.

NOTICE OF NON-DISCRIMINATORY POLICY

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

Cornerstone Christian Academy of Eastman believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled or who manifest a disruptive behavior that impedes this school's philosophies or policies. We believe that the standards of Cornerstone Christian Academy of Eastman are easier to maintain when the students and parent's attitudes are in agreement with school philosophies and policies. This cooperation helps to support the stands we strive to enforce.

CCA of Eastman is not equipped, nor teachers trained, to facilitate children with learning disabilities or with ADD/ADHD. If such students are accepted in our school, it is up to the parents to provide extra services other than what the classroom teachers would do in the confines of the classroom.

POLICY CONCERNING ALTERNATIVE LIFESTYLE

The biblical and philosophical goal of Cornerstone Christian Academy of Eastman is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like lifestyle. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like lifestyle. Although parents may personally believe differently, while enrolled at Cornerstone Christian Academy of Eastman, all students are expected to exhibit the qualities of a Christ-like lifestyle espoused and taught by the school and to refrain from certain activities or behavior. Cornerstone Christian Academy of Eastman retains the right to refuse admission to, or to expel any student who engages in, condones, supports or otherwise promotes sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual (Leviticus 20:13, Romans 1:27).

REFUSAL OF ADMISSION OR DISCONTINUATION OF ENROLLMENT

CCA of Eastman's biblical role is to work in conjunction with the home to encourage and enable students to mature as Christlike individuals. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the mission, values, or biblical principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a student.

WAITING LIST POLICY AND PROCEDURE

When new applications are received, determination is made regarding the available openings in the grade level desired. If there are no available openings in the grade level desired, a letter will be sent to the parent/legal guardian indicating the inclusion of the student(s) on a waiting list. In the event that a parent/legal guardian chooses to withdraw their student(s) from the waiting list, the application fee will be refunded. Parents choosing to remain on the waiting list will receive pertinent information from the school. On the first

day of school, the parent/legal guardian of the student(s) on the waiting list will be contacted to confirm the decision to remain on the waiting list or have the application fee refunded. After the first week of school, the application fee becomes nonrefundable.

When an opening occurs in a grade level, the parent/legal guardian of the waiting list student will be called and placement will be offered. A decision to accept the placement must be made within three business days. If a decision is not reached or if placement has been declined by the parent/legal guardian; the parent/legal guardian of the next student on the waiting list will be called. In this case, the application fee is not refundable. Any student remaining on the waiting list throughout the year will have the opportunity to re-enroll the following school year and will not be required to submit an application fee for that year.

ADMISSION AND FINANCIAL INFORMATION POLICY

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

Cornerstone Christian Academy of Eastman believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept, for enrollment, students who are not in good standing with the institution in which they are presently and/or previously enrolled or who manifest a disruptive behavior that impedes this school's philosophies or policies. We believe that the standards of Cornerstone Christian Academy of Eastman are easier to maintain when the students' and parents' attitudes are in agreement with the school's philosophies and policies. This cooperation helps to support the standards we strive to enforce.

CCA is not equipped, nor teachers trained, to facilitate children with learning disabilities or with ADD/ADHD. If such students are accepted in our school, it is up to the parents to provide extra services other than what the classroom teachers would do in the confines of the classroom.

Financial Aid

It is the policy of Cornerstone Christian Academy of Eastman to utilize the FACTS Tuition Management Company for the review and recommendation of financial aid. Families interested in financial aid may apply through the FACTS Tuition Management website.

PROCEDURES

The admissions process begins by a parent or guardian of a prospective student acquiring and completing the application for admissions forms. Once these forms have been reviewed by the Head of School, an interview may be set up with the parents or guardians of the prospective student. The admission of a student to Cornerstone Christian Academy of Eastman will be determined based upon the application forms and the application interview.

2025 – 2026 Fee Schedule

Registration Fee:

Per student, non-refundable,
due at time of registration

K – 7th Grade:

Jan – March

\$375

April – June

\$400

July and after

\$425

**Annual Student Activity
and Technology Fee:**

\$240

Per student in
Kindergarten – 7th Grade.

Annual Capital*Improvement Fee:**

\$300

Per family at CCA

***For K – 7th Grade Families**

Tuition + Fees Above (not counting registration fee)

PROGRAM	ANNUAL	10 Month
Kindergarten – 7th Grade, Full Day, Mon-Fri Per Child	\$5,525	\$552.50

3% fee applies to all credit card charges

Tuition and Fees may be paid:

- **Annually and is due on June 5, 2025.**
- **On the 10-month plan conveniently billed beginning July 25, 2025.**

Tuition is due on the 25th of each month and is late after the 5th*. If payment is not received by the 5th, a late fee of \$50.00 per child will automatically be charged to the tuition account. When a student's account has accumulated three past due amounts within a school year, parents will be required to pay cash on the 5th of each month. If payment is not received

within 30 days of the due date, all students must be kept home until payment is brought up to date. *

* If payments are not current by May 5, 2026, students must be kept at home until payment is brought up to date. In addition, school records and report cards will not be released until all financial obligations are paid in full. These policies are necessary to ensure Cornerstone Christian Academy of Eastman is able to meet its financial obligations.

Returned Check (Including Electronic Checks)

Each returned check (including electronic checks or bank drafts) will be assessed a fee of \$50.00 on the student's account. When an account has accumulated two such fees on a returned check the family will either be required to pay with cash or a money order.

ACTIVITY/TECHNOLOGY FEES (Kindergarten – 7th Grade)

Rather than constantly asking our parents about extra activities and costs during the year, an activity fee will be assessed for each student. The activity fees cover the normal costs of the following:

Field trips (excluding meals), projects, special assemblies, scrapbooks, birthdays, Thanksgiving/Christmas parties, program and field day t-shirts, yearbook, red folders, new technology in the classrooms, and internet access to grades, homework, news, and activities through FACTS SIS.

ANNUAL CAPITAL IMPROVEMENT FEE

These funds will go directly toward the funding necessary for building and maintaining our facilities.

AFTER-SCHOOL CARE

After-school care for kindergarten – 7th Grade is available for the convenience of our parents. The charge is \$10.00 per day and is assessed monthly and paid separately from tuition. If your account is not current within 30 days your child will not be allowed to attend. You will be called to come retrieve your child from after-school care. After-school care begins each day at 3:35 pm and ends promptly at 5:15pm.

SUPPLY LIST

A supply list will be posted on our website and emailed to parents for each school year for basic general supplies in each class.

FUNDRAISING

Cornerstone Christian Academy of Eastman is a tuition-based school and exists on the basis of fees, donations and fundraisers. Fundraisers sponsored by the school are of necessity but will be kept to a minimum number. **PARTICIPATION IN FUNDRAISING**

ACTIVITIES IS MANDATORY. *

**Families may opt out of fundraising activities by donating \$1000 to the school, \$750 of which will be tax-deductible. Families will also receive tickets to performances (based on allotment), and other material goods that students would otherwise be required to sell.*

ACADEMIC POLICIES AND INFORMATION

CURRICULUM

The course of study at Cornerstone Christian Academy of Eastman is designed for the scholastic preparation of students by the acquisition of biblical truth and academic excellence. The following subjects constitute the **Core Curriculum**:

Bible/Theology, Language Arts (Reading, Phonics, Spelling, Classical Vocabulary, English, Penmanship), Mathematics, Science, History, and Physical Education.

Christianity cannot be compartmentalized and taken out for church on Sundays. It must be central to our every thought and action. Every class at Cornerstone Christian Academy of Eastman is taught from a distinctively Christian perspective by teachers committed to both the Lord and academic success. As our students learn to view everything from a coherent, biblically grounded system of thought, they are able to grow both spiritually and academically.

We live in a world where people have difficulty thinking that God is ultimately in control of all things. Since we believe that there is only one Truth and only one Standard by which everything should be measured, a biblical worldview is central to every subject we teach, every problem we face, and every decision we make. Therefore, the selection of curriculum for use at Cornerstone Christian Academy of Eastman falls within the following seven criteria:

1. Theological Presuppositions
How does this material address a Biblical world/life view?
2. Moral Tone
How is this material measured by the Ten Commandments?
3. Aesthetic Qualities
What characteristics contribute to this material's artistic value?
4. Developmental Propriety
Where is the appropriate grade level for this material?
5. Public Reputation

- What place in the tradition of western civilization does this material have?
6. Private Conviction
To what extent do concerns of individual and collective conscience apply to the use of the material?
 7. Personal Taste
Preferences of genre, style, etc.

CURRICULUM REVIEW SCHEDULE

Teachers are to use the texts and curriculum as provided through the school. Curriculum will be reviewed and updated as follows:

Bible (years ending in 0 or 5)	Language Arts (years ending in 3 or 8)
Science & Health (years ending in 1 or 6)	Math (years ending in 4 or 9)
History/Geography (years ending in 2 or 7)	

ELEMENTARY COURSE OF STUDY

Bible/Theology, Language Arts (Reading, Phonics, Spelling, Classical Vocabulary, English Grammar, Penmanship), Mathematics, Science, History, and Physical Education

The elementary curriculum is designed to foster the development of the whole child. Learning is a total process where children are prepared for life. Beginning with concrete development activities, your child manipulates real objects, learns through all five senses, and gains understanding necessary for future mastery of academic skills.

GENERAL ACADEMIC AWARDS

HONOR ROLL

Head of School's Honor Roll: 95.5 and above

Honor Roll: 89.5 – 95.4

1st – 2nd Grade—Math and Language Arts Only
3rd – 7th Grade—All subjects excluding PE and Electives

For either Honor Roll a student must have no “C” or lower on any single report card throughout the year.

***HEAD OF SCHOOL'S AWARD FOR HIGHEST OVERALL GPA**

1st – 2nd Grade—Math and Language Arts Only
3rd – 7th Grade—All subjects excluding PE and Electives

***STAR AWARDS FOR OUTSTANDING ACHIEVEMENT (grades 3-7)**

Writing Star
Science Star
Mathematics Star
History Star

READING ROCKS AWARD

Awarded to each student in the 1st – 7th grade with the greatest total number of reading minutes (the student must have turned in his/her reading log on time each month in order to win this award).

BIBLE SCHOLAR AWARD

Awarded to each student in the 3rd – 7th grade with the highest GPA in Biblical Studies.

CHARACTER AWARDS

Kindergarten – Happy Heart Award – awarded to the student who always displays a Philippians 2:14 attitude.

1st Grade - Cheerful Heart Award - awarded to the student who under all circumstances keeps a cheerful attitude.

2nd Grade - Servant's Heart Award - awarded to the student who seeks opportunities to help and serve whether or not they have been asked.

3rd Grade - Caleb Award - awarded to the student who has demonstrated diligence and persistent effort in all subjects.

4th Grade - Barnabas Award – awarded to the student who demonstrates the ability to encourage their fellow students.

5th Grade – Timothy Award - awarded to the student who exhibits a teachable spirit in all areas of academics and character qualities.

6th Grade – Daniel Award-awarded to the student who always does the right thing even when no one is watching.

7th Grade-TBD

BOOKS AND EQUIPMENT

The safekeeping of books is the responsibility of the students to whom they are assigned. Lost or damaged books will be charged to the student responsible for the books.

FAILING A CLASS

The following actions may be taken when a student has failed a class for the quarter (Grades 1st and up):

1. Any indication of significantly decreasing or failing quarter grades will result in teacher-initiated contact with parents before the end of the quarter.
2. Students failing a class may be put on a contract.
3. When a student fails a course(s) in the first and/or third quarter, the teacher will further discuss the situation with parents at conferences if necessary. At the end of the second quarter the parents/legal guardian will be contacted by phone. The phone call will be made prior to the report card being sent home.
4. Parents/legal guardians may use *FACTS SIS* for access to regular grade and homework updates. Additionally, teachers will be available by phone or email throughout the quarter to provide grade updates and progress reports.

GRADE SYSTEM AND REPORT CARDS

Students in **standard or honors classes** are graded on the following scale:

98.0 – up	A+
93.0 – 97.9	A
90.0 – 92.9	A-
88.0 – 89.9	B+
83.0 – 87.9	B
80.0 – 82.9	B-
78.0 – 79.9	C+
73.0 – 77.9	C
70.0 – 72.9	C-
Below 70	F

Final Report Cards (Fourth Grading Period) will not be distributed until all fees are reconciled through the school office and bookkeeper.

Student records and cumulative files will be kept in the office in a locked file cabinet. All of a student's records are open to his/her parents, and parents may retrieve copies of the files at the cost of duplication ***PROVIDED THERE IS NOT AN OUTSTANDING BALANCE ON THE STUDENT'S BILL.***

VISITING YOUR CHILD'S CLASSROOM

Parents are always welcome at Cornerstone Christian Academy of Eastman because you are an integral part of the education of your child. However, for safety and security reasons, parents are **NOT** allowed to enter the classrooms without first making an appointment with the teacher or the school office.

COMMUNICATION WITH STUDENTS

Lunches, homework, books, and other items that may need to be delivered to your child should be left in the office. If you need to send a message to your child during school, please call the office, and the message will be delivered to your child. We **DO NOT** call students to the phone except in case of an emergency. A message may be given to a student to call a parent during a convenient break (i.e., lunch).

RE-ENTERING THE BUILDING AFTER SCHOOL IS DISMISSED

For safety and security reasons students and parents are **NOT** allowed to re-enter the school building after 3:20 p.m. to retrieve forgotten textbooks or personal items from classrooms. **Exceptions:** Students who are working on a project with a supervising teacher are allowed classroom access after 3:20 p.m. Additional exceptions may be made provided a teacher or administrator accompanies the student.

PARENT/TEACHER CONFERENCES

While we make every effort to accommodate all requests for conferences, “drop-in” conferences after school do not allow adequate time for our teachers to prepare to share with you all that is happening with your child. Parents who desire a conference with teachers, school administration, or the headmaster should telephone the school office or write a note to arrange a convenient appointment. Any situation involving a teacher and student which causes parental concern should first be discussed with the respective teacher. If a satisfactory solution cannot be achieved, an appointment for a conference with that teacher and the administrator should be made. For safety and security reasons, under no circumstances should a parent seek to re-enter a classroom after 3:20 p.m. unless you have set up an appointment with the teacher.

CUSTODIAL PARENTS/NON-CUSTODIAL PARENTS

All parents (both Father and Mother) who have students attending Cornerstone Christian Academy of Eastman are considered custodial parents unless legal documentation stating otherwise is presented to the Administration. The relationship that CCA of Eastman has will be with the parent/parents who have signed the contract with the school. If a dual-custody situation arises, CCA of Eastman will send all correspondence to the primary parent who then will be responsible to communicate or furnish information to the secondary parent. CCA of Eastman is not equipped to send duplicate information mailings, due to the large quantity of information which goes home from various sources.

Only the parent with whom we have a contractual relationship can request such information.

GENERAL HEALTH AND SAFETY GUIDELINES

Students who become ill during the day will be referred to the school office. The office personnel will determine whether or not the student is well enough to remain in school until the end of the day. Students are not to call home before checking in with the office for evaluation.

The following guidelines will be followed in this determination:

1. Elevated temperature greater than 100.0 degrees
2. Vomiting, nausea, diarrhea, sore throat
3. Discharge from anybody opening
4. Sore indicating impetigo or ringworm
5. Rashes from unknown causes or of a contagious nature
6. Paleness or listlessness
7. Head lice

When one or more of the above symptoms are present, a parent/guardian will be contacted to arrange transportation for the student. Adequate contact information must be on file at the school at all times.

Students must remain at home for a minimum of 24 hours after the last episode in the following cases:

1. Elevated temperature 100.0 degrees or higher
2. Vomiting
3. Diarrhea

MEDICATION

No medication will be given without permission from the parents. If medication (including Tylenol and cough drops) is to be given at school, clear and precise written instructions must accompany the medicine given. If a student requires regular medication, prior arrangements must be made with a doctor's prescription. No medication will be administered by faculty or staff without doctor's orders. All prescription drugs must be kept in the office.

The school secretary cannot administer medication unless it is accompanied by a note containing the following:

- a. Name of medication
- b. Date
- c. Exact dosage
- d. Time to be administered
- e. Duration of time medication is to be given
- f. Doctor's name
- g. Parent Signature

COMMUNICABLE DISEASE

Any staff member and/or student who contracts any communicable disease will not be allowed to attend school during the duration of the illness. This action is taken in the best interests of the non-infected students and staff.

Such communicable diseases include, but are not limited to the following: Influenza, Pneumonia, Strep, Whooping Cough (Pertussis), Acquired Immune Deficiency Syndrome (AIDS), Mumps, Measles, Chicken Pox, Diphtheria, Conjunctivitis (Pink Eye).

If a child becomes ill during the day, he/she may be excused to go home. A parent or authorized person will be notified to arrange care. Only pre-authorized persons may transport students from school.

LICE

If it is determined that a student has lice, the parents will be notified immediately. After treatment, the student may return to school but will be checked for 5 school days following his/her return.

SUSPECTED CHILD ABUSE

If a teacher or staff member suspects a child is being abused (mentally or physically) or neglected, the concern will be brought to the attention of the headmaster immediately. The suspicion of abuse is enough to warrant the notification of the Department of Family and Children's Services. The Head of School, in conjunction with the teacher or staff member, will determine the need to contact the Department of Family and Children Services. The Head of School makes final decisions and initial contact. Both the Head of School and the teacher/staff member will document the incident.

FIELD TRIPS

Field trips are an extension of the academics at CCA of Eastman and there is much to be learned by sharing these experiences with classmates. Therefore, all students will **RIDE TOGETHER** in CCA of Eastman approved vehicles on any CCA of Eastman sponsored field trip. As with any other academic day, students may be checked out from the field trip by a parent or guardian and return home in a private vehicle. However, travel **TO and FOR** the duration of the instructional time of the designated field trip is limited to CCA of Eastman approved vehicles ONLY.

CHAPERONES/DRIVERS FOR FIELD TRIPS: Only parents, grandparents, step-parents, and court appointed guardians are allowed to serve as chaperones and volunteer Drivers for CCA of Eastman field trips and must submit themselves to a criminal background check and complete the necessary driver and insurance information

questionnaire. Chaperones/Drivers **MAY NOT** stop at restaurants, convenience stores, etc., without prior consent of the supervising teacher.

There are a limited number of chaperones/drivers needed for each trip and CCA of Eastman will make every effort to include you throughout the year. If you are not needed in one of these capacities, you may still attend the field trip in your own vehicle, but you will not be assigned as a chaperone.

PLEASE NOTE: Due to our trips being academic in nature, pre-school (K-4 & younger) children are **NOT ALLOWED** on any CCA of Eastman field trip. This is for the benefit of all students and teachers. Please make other arrangements for the younger children if you desire to go.

PERSONAL PROPERTY AT SCHOOL

No personal property may be brought to school other than items needed to function in a normal day. No toys, tape recorders, radios, knives, or anything considered to be a weapon are allowed at school. If any valuable personal property is lost, the school will not be responsible.

LOST AND FOUND

Lost and found articles that are turned into the school office will be placed in the lost and found closet. All students' clothing items that are plainly marked with names written inside will be returned to the owner (no initials please). Parents and students may schedule a time to look through the lost and found closet.

BOOKS

The safekeeping of books is the responsibility of the student to whom they are assigned. Lost or damaged books will be charged to the student responsible for the books and billed to their tuition account.

SUPPLY LIST

A supply list will be emailed during the summer months for each school year for basic general supplies in each class.

LUNCHES/SNACKS

Each student should bring his or her own lunch each day, a snack for recess, and a snack for after-school care (if applicable). If a parent delivers lunch to the school, the parent should clearly mark their child's name on the lunch and leave it with the front office personnel.

RETENTION POLICY

The general policy of the school is to retain (fail) students based on the following criteria. Should there be academic concerns, a conference will be set with the Head of School and teacher at the semester to pray, plan, and discuss possible retention.

Kindergarten – 1st Grade

Teacher recommendation based upon two or more of the following:

1. Personal observation
2. Below grade level performance in academic subjects
3. Below grade level on standardized testing
4. Lack of sufficient mastery on basic skills as outlined on the skills mastery form for the student's grade level. The student may be required to pass an end of year skills assessment.
5. Social/emotional maturity

Grades 2-7

1. Failure of two or more core academic subjects based on yearly average (math, science, history, reading, language, Bible)
2. Grade levels of 1.5 below norm in standardized testing in total reading and math
3. Social/emotional maturity
4. Failure to follow through on tutoring
5. Lack of sufficient mastery on basic skills as outlined on the skills mastery form for the student's grade level.

STANDARDIZED TESTING

Standardized achievement tests are administered annually to all students in kindergarten – 7th Grade. During testing weeks, class homework will be kept to a minimum.

Achievement test data is placed in each student's file and is used to determine appropriate placement and educational programming. A copy of the test result will be given to parents with the year-end report card. Standardized achievement tests are administered 2-4 days of the designated test week. (See school calendar for dates.)

FACTS SIS

All parents/guardians will be given login information within the first week of school to access *FACTS SIS*. CCA of Eastman will use *FACTS SIS* to communicate student's grades to parents and students. Cornerstone Christian Academy of Eastman urges you to familiarize yourself with this website. Any questions or concerns regarding logging on, please call the front office.

ATTENDANCE POLICIES AND INFORMATION

ATTENDANCE POLICY

In order to obtain the maximum benefit from our academic program, students should be in class every day. The following rules are designed to help the student maintain good attendance, help parents fulfill their responsibility, and allow the student to receive all the educational benefits to which they are entitled.

EXCUSED ABSENCES

The following shall constitute a valid excused absence for non-attendance of part or all of a day/class for a student at school, provided satisfactory evidence is provided to the school office in writing on the day the student returns to school:

- Personal illness or injury (a doctor's note may be required, see attendance policy below)
- Death, illness or injury within the immediate family
- Instances where attendance by the student would be hazardous
- Prior approval or special absences (see below)
- School-related activities
- Validated doctor appointment*
- Validated appointment for driver's license test date*

*We strongly encourage appointments to be made outside of normal class time.

PRE-ARRANGED ABSENCES

During the course of a school year, if it becomes necessary or if families desire to take an extended trip out of town, for the student and teacher's sake, we ask for the following considerations:

- In the case of extended planned trips (1 week or more), please give a minimum of two (2) weeks' notice in writing to your student's teacher. This allows the teacher adequate time to plan and collect student's assignments for the period to be missed. For trips of less than a week, one (1) weeks' notice will be appreciated.
- Assignments are due back to the teacher on the student's day of return to classes.
- Any tests missed during the student's absence will be made up at the teacher's discretion within one week of the student's return to classes.

ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order for a student to participate in extracurricular activities (i.e., a school performance), he/she must be in school on the day before the activity for rehearsal/practice, in school by 8:30 am on the day of the activity, and arrive no more than 10 minutes later than the posted time for student arrival. Exceptions may be granted by the administration for doctor's appointments, pre-arranged absences, or justifiable emergencies.

ABSENCE POLICY

Because of the level of study and the challenging pace of our courses, K – 7th grade students of Cornerstone Christian Academy of Eastman are allowed **14 absences for the year** for general purposes (i.e. sickness or family trips).

Any tests missed during the student's absence will be made up at the teacher's discretion within one week of the student's return to classes. If a student is absent on the day any assigned work (this includes reading logs, projects, book reports, or homework) is due, the policy is as follows:

- **If the work was assigned and published on FACTS SIS or in a newsletter 3 or more days before the student's absence, the work is due on the day of the student's return to school.**
- **If the work was assigned and published on FACTS SIS or in a newsletter less than 3 days before the student's absence, the work is due on the day following the student's return to school.**

After 14 absences (including absences received for excessive tardies):

- Each absence because of illness or personal injury requires a note from the student's doctor indicating the student was too ill to attend school. Any absence not excused will result in a zero for all work missed.
- Satisfactory evidence as defined above will be required in order for an additional absence to be considered excused. Any absence not excused will result in a zero for all work missed.

If a student is absent more than 15 days (including absences received for excessive tardies) excused or unexcused, the student may not be considered for promotion. Parents may be required to provide additional information for these absences.

TARDY POLICY

Teachers will begin taking their students to the classrooms at 7:55 AM. **At 8:00 AM the tardy bell will ring.** Any student not in his or her classroom by the time this bell rings will be required to be signed in by their parent in the administrative office. The student must receive a tardy slip from the administrative office in order to be admitted to class.

Please note that each student must be in school until noon to be counted present for the entire day. Students who are late, but arrive by 11:30 am are counted present for the whole day.

Tardy consequences (per grading period):

First Tardy—Student receives a verbal warning.

Second Tardy—Student receives a written warning.

Third Tardy—Students are documented as having **one absence** for the nine weeks and must serve a 30 minute after school detention on the last Thursday of the month. A \$10 fee will be assessed to cover supervision time by a teacher.

With each subsequent three tardies, the student will receive not only an **additional absence**, but will also receive detentions compounded in thirty-minute intervals (i.e., the 6th tardy = 1 hour of after school detention, etc.). Supervision fees will be charged at \$10 per half hour.

We believe this policy will help ensure the prompt arrival of students, facilitate better use of the classroom time, and avoid disruptions to the learning of your child and others in his or her class.

HOSPITAL/HOMEBOUND POLICY

PURPOSE

The hospital/homebound policy is a service for students who are physically unable to attend school for a period of ten (10) consecutive days or more.

QUALIFICATION

Any CCA of Eastman student who has a physical condition medically diagnosed by a licensed physician, which restricts them to their home or hospital is qualified for this program.

PROCEDURE

The hospital/homebound request form must be completed in its entirety and returned to an administrator. This includes the medical certification section of the form, which is completed by the physician. Once completed, CCA of Eastman administration will determine if the student is eligible for the program. If eligible, the student will begin the program immediately.

INSTRUCTIONAL PROCESS

Student assignments will be provided weekly by the classroom teacher. Some deviations may be required. For example, physical limitations may increase the time needed to complete assignments or may require that all or part of the work be done orally with the school liaison. The student will be counted present each day if he/she is receiving instruction. Grades are determined by the classroom teachers, school liaison, and parent records. Grades are posted on the permanent records by the classroom teacher.

GOVERNING POLICY

The primary objective of hospital/homebound instruction is to enable students with medically diagnosed conditions to continue a planned educational program during the time when regular school attendance is not possible. A physician should reasonably be able to project that the student will be absent a minimum of ten (10) school days and is physically able to profit from educational instruction. Students are not eligible if the absences are due to expulsion or suspension.

Any student on homebound status who is not making adequate progress or not completing the assigned work will lose his/her homebound status, and his/her absences will be counted as unexcused. The student will have ten (10) days after each semester to complete his/her work including final exams or an amount of time reasonable to complete assignments (approved by an administrator). Otherwise, the grade will be changed permanently to an F.

As soon as the student is physically able to return to his/her normal routine and functioning, regular school attendance must resume. In some cases, dual instruction through regular attendance and hospital/homebound may be used in returning the student to full day instruction.

All forms are available through the school office.

STUDENT ARRIVAL

School doors open with supervision at 7:40 AM. Students are to go directly to their assigned waiting area for their teacher to get them at approximately 7:55 AM. **At 8:00 AM the tardy bell will ring.**

STUDENT EARLY DISMISSAL

If your child has to leave early from school, you or the person picking the student up must come by the office and sign the student out.

STUDENT DISMISSAL

The bell for dismissal rings at 3:00 pm on full days. Parents are **NOT** allowed to enter the school building after 2:30 pm to pick up their students and must either come through the carpool line or stand at the front door of the school where your child will be sent to you. **The carpool line is open until 3:20 pm on full days.**

CARPOOL LINE SAFETY AND ETIQUETTE

When picking up and dropping off your child(ren):

- Be patient, careful, and watchful
- Go slowly
- Take turns
- Face forward when moving
- Stop at least six feet from the car in front of you
- No cell phone use at the pick-up/drop-off location as this can be a *significant* distraction
- Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle
- Please do not try to have a conversation about your child(ren) with school staff as they are working.

SUBSTITUTE RIDES HOME

Most students ride home with the same one or two people each day. While we do ask parents to provide names on the Authorization to Pick Up Form at the beginning of the year, if your student will not be riding home with their regular rides, please give the office a courtesy call to let us know your student will be riding home with someone already on your authorized list.

Should an occasion arise where your child will ride home with someone who is NOT on the authorized pick-up list, please call the office granting permission for the student to leave school with that person. Please include the other person's name and make and color of the car. If possible, please have the school name tag attached to the mirror of the car so we can identify it. Also, please inform the office if this person is to be added to the Authorization to Pick Up Form.

SUPERVISION AFTER SCHOOL HOURS

Except for participating in official practices, rehearsals, and meetings, or help with classes, students are expected to leave the campus no later than 15 minutes following the end of the school day. Each family should make arrangements for students to be picked up.

APPEARANCE POLICIES AND INFORMATION

PHILOSOPHY

Cornerstone Christian Academy of Eastman believes that the use of school uniforms projects an atmosphere of uniformity, pride, loyalty, and equality among students. Uniforms help in removing some of the distractions normally confronted when children face the dilemma of possessing the latest designer fashions or the latest fad sweeping the nation at any given time. School uniforms also tend to involve students more and to make them part of a "team" at the school. This is not so much to erase their individuality, but to include everyone at the same level as far as image and dress is concerned.

UNIFORMS

We expect students to adhere to CCA of Eastman's dress code. All students who do not abide by the dress code will lose their day of FREE DRESS. This is on the last day of each month and is a reward for those students who are exhibiting responsible uniform dress on a daily basis.

Dress Code Infractions:

- 1st Offense – verbally warned by teacher or administration
- 2nd Offense – Written up in FACTS SIS and copy of referral sent home to parents requiring signature.
- 3rd Offense – Written up in FACTS SIS and a loss of free dress day privileges for that month.

Please note that the following list is not exhaustive. We reserve the right to interpret it as we see fit. If you have concerns, please contact the office during regular business hours.

Please note the following as it relates to all articles of clothing, uniform or free dress attire (including pants, shorts, shirts, socks, belts, jackets, shoes, hoodies, hair accessories):

- If there is writing on any attire worn on the CCA of Eastman campus all words should honor and glorify the Lord. Any words or images that promote rebellion, unsafe activities, anti-Christian values, or belittle others will not be allowed. Political slogans or political organization logos are NOT allowed.
- The only flag allowed to be displayed on any attire worn on the CCA of Eastman campus is the United States of America Flag or the Christian Flag.

	Boys Daily Dress
Slacks or shorts	<ul style="list-style-type: none"> ● Khaki, black or navy slacks ● Khaki, black or navy walking shorts provided they meet the following 3" rule: Shorts must not be any shorter than 3" from the bend of the knee. When a student kneels on the floor, it will be measured from the floor up. ● Embellishments/flashy designs on pockets or elsewhere, holes, rips, and tears in slacks or shorts are NOT allowed. ● Cargo pants/shorts or carpenter pants/shorts are NOT allowed. ● Jeans may be worn every Friday.
Shirt	<ul style="list-style-type: none"> ● Any solid-colored polo shirt (long or short sleeve) Shirts must be tucked in at all times (this will not be enforced in Kindergarten). ● All logos must be smaller than a credit card. ● Spirit wear T-shirts may be worn every Friday! ● Current or previous school year field day and performance T-shirts may be worn every Friday.
Socks	<ul style="list-style-type: none"> ● White, blue, gray, black, or khaki
Shoes	<ul style="list-style-type: none"> ● Tennis shoes, boat shoes, loafers. ● No Heelys. No flip flops. No Crocs. ● Sandals with backs may be worn on free dress days. ● Tennis shoes MUST be worn for PE. ● If in doubt, please check with administration prior to wearing or purchasing.
Belt	<ul style="list-style-type: none"> ● Cordovan, black, brown, white, khaki, or navy (or any combination of these colors in any pattern) ● Belts are to be worn if pants have belt loops (this will not be enforced in kindergarten).
Sweaters, Sweatshirts/Hoodies, Overcoats/Jackets	<ul style="list-style-type: none"> ● Solid colored as long as the logo is smaller than a credit card.

Girls Daily Dress	
Slacks/Shorts/Capris/Skorts	<ul style="list-style-type: none"> ● Khaki, navy, or black slacks/capris/skorts ● Cargo pants/shorts or carpenter pants/shorts are NOT allowed. ● Khaki, black, or navy walking shorts provided they meet the following 3" rule: Shorts/skorts must not be any shorter than 3" from the bend of the knee. When a student kneels on the floor, it will be measured from the floor up. ● Embellishments/flashy designs on pockets or elsewhere, holes, rips, and tears in slacks or shorts are NOT allowed. ● Jeans may be worn every Friday.
Dresses	<ul style="list-style-type: none"> ● Any solid-colored polo dress (long or short sleeve) Provided they meet the following 3" rule: dresses must not be any shorter than 3" from the bend of the knee. When a student kneels on the floor, it will be measured from the floor up. ● Solid colored shorts or leggings must be worn with all dresses.
Shirts	<ul style="list-style-type: none"> ● Any solid-colored polo shirt (long or short sleeve) Shirts must be tucked in at all (this will not be enforced in Kindergarten). ● All logos must be smaller than a credit card. ● Spirit wear T-shirts may be worn every Friday! ● Current or previous school year field day and performance T-shirts may be worn every Friday.
Socks	<ul style="list-style-type: none"> ● White, blue, gray, black, or khaki
Shoes	<ul style="list-style-type: none"> ● Tennis shoes, boat shoes, loafers ● No Heelys. No flip flops. No Crocs. Sandals with backs may be worn on free dress days. ● Tennis shoes MUST be worn for PE. ● If in doubt, please check with administration prior to wearing or purchasing.
Belts	<ul style="list-style-type: none"> ● Cordovan, black, brown, white, khaki, or navy (or any combination of these colors in any pattern) ● Belts are to be worn if pants have belt loops (this will not be enforced in kindergarten).

Sweaters, Sweatshirts/Hoodies, Overcoats/Jackets	<ul style="list-style-type: none"> ● Solid colored as long as the logo is smaller than a credit card.
---	--

HAIR

Hair must be neatly combed and brushed with no unnatural color.

The hair accessories allowed are barrettes, bows, clips, rubber and elastic bands, Headbands, and scrunchies.

NOTE: Any exceptions to the above policy on hair on the basis of academic or athletic events will be approved by administration.

—

CCA OF EASTMAN HONOR CODE

The CCA of Eastman Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another, and remaining silent when a student has knowledge of these actions. In the CCA of Eastman community, lying, cheating, stealing, defaming others and intentionally damaging the property of others and remaining silent when a student has knowledge of these actions cannot be tolerated:

- **Lying:** A student lying or purposely misrepresenting the truth violates the Honor Code.
- **Cheating:** A student giving or receiving unauthorized help on a test or graded assignment, or a student submitting the work of another as his/her own, violates the Honor Code.
- **Stealing:** To take (the property of another) without right or permission. To present or use (someone else's words or ideas) as one's own.
- **Defaming others:** A student writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.
- **Intentionally damaging the property of another:** A student deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.
- **Remaining silent when a student has knowledge of these actions:** When a student has personal knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority (teacher, coach, administration, etc.).

“A CCA of Eastman student will not lie, cheat, steal, defame others or destroy their personal property, nor tolerate those who do.”

THE HONOR CODE COMMITMENT:

I, _____, desire to attend Cornerstone Christian Academy of Eastman and am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at CCA of Eastman. I understand that Christian teachers are in partnership with my parents. I will strive to obey them also as they seek to train me according to God's Word. Because I believe that honor toward God and man is essential, I promise not to lie, cheat, steal, defame others, intentionally damage the property of another, or remain silent when I have knowledge of these actions. I understand that failure to uphold these principles and guidelines of the Parent-Student Handbook will result in disciplinary action and possible dismissal from CCA of Eastman.

DISCIPLINE POLICIES AND INFORMATION

Discipline is a learning process in which an individual learns self-control and recognizes his responsibility to God and man. Discipline includes living by an established standard or set of rules. It is rooted in discipleship and aims at restoration and improvements of character. Bringing glory to Christ through proper conduct is the goal of discipline.

The discipline policy of Cornerstone Christian Academy of Eastman is rooted in two presuppositions concerning human nature. First, man is created in the image of God, by an act of God's power, for the glory of God. This gives man a high degree of dignity which he would not have if he were merely a more highly developed form of animal life. Second, due to the fall, mankind is born in sin and is by nature at enmity with God, his creator. The belief that man is basically good is demonstrated by Scripture and experience to be false.

In holding to these presuppositions, two commonly held beliefs are forcefully denied: 1) that man, as a result of evolutionary process, is merely an animal and 2) that man is basically good. Therefore, discipline must be taught as an essential part of a person's character building. It is not assumed that an individual will naturally discipline himself, but in time with proper training will become a disciplined person.

SPECIFIC STATEMENT OF DISCIPLINE

Students are taught personal discipline by adhering to the classroom and school policies of Cornerstone Christian Academy of Eastman. At times corrective discipline is needed in order to correct behavior. Discipline, as a God ordained method of correcting behavior and developing character, will be enforced at Cornerstone Christian Academy of Eastman.

DISCIPLINE CATEGORIES AND CONSEQUENCES

Misconduct has been classified and divided into three categories, depending on the severity of the violation. The category and the consequences are at the discretion of the teachers and/or Head of School.

All teachers' individual classroom policies are posted in their classroom and are explained during Open House.

Category I

The following list is not to be considered as all-encompassing of Category I offenses:

Tardiness to school/classes

Dress/Hair code violation

Violation of cell phone policy

Passing notes in class

- Talking or disrupting class
- Running in the hallways

- Chewing gum
- Public display of affection
- Failure to follow directions

Consequences: May result in one or more of the following: a firm rebuke, silent lunch, revoking privileges, student/head of school conference.

Category II

The following list is not to be considered as all-encompassing of Category II offenses:

- Cheating and plagiarism*
- Leaving school grounds without permission
- Using inappropriate language
- Disrespect of authority
- Destroying school or personal property
- Lying
- Violation of student driving policies
- Violation of the technology and social media policy
- Three or more Category I offenses

* **Plagiarism:** It is presenting as your own work the words, ideas, opinions, theories, or thoughts of another which are not common knowledge. Students who present others' words or ideas as their own without fair attribution [documentation] are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair to have included a source within a citation page without having carefully cited the source within the text of the document. Plagiarism also includes, but is not limited to the following acts when performed without fair attribution: directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline; paraphrasing all or part of another person's words without documentation; stating an idea, theory, or formula as your own when it actually originated with another person; and purchasing (or receiving in any other manner) a term paper or other assignment, which is the work of another person, and submitting that work as if it were one's own. (This statement on plagiarism comes from Brewton-Parker College. We are adopting this statement school-wide).

Consequences: May result in one or more of the following: 2 or more days of silent lunch or In-School Suspension (ISS), loss of privileges, parent/head of school conference, after-school detentions, writing letters of apology to the parties offended, and Out-of-School Suspension (OSS) from 2-3 days with a zero for all missed work. Each teacher will determine their own consequences for plagiarism within the class ranging from reassigning the work with a deduction in grade for the first offense, to a zero for subsequent offenses.

Category III

The following list is not to be considered as all-encompassing of Category III offenses:

- Violation of U.S., state, or local laws
- Bullying of any kind
- Fighting
- Sexual and/or racial harassment including inappropriate touching of any kind (please see the Sexual Harassment Policy on following page)
- Threats of any kind—physical, verbal, written, or implied.
- Stealing
- Implying or the actual possession of a weapon or other dangerous item at school
- Blatant disrespect for authority
- Blatant violation of the Technology and social media Policy
- Sexual immorality or misconduct (on or off the school property)
- Defacing or destroying school or personal property
- Using or possessing drugs, alcohol, or tobacco (including vaping), on or off the school campus
- Possession of printed or digital pornography
- Use of profane or vulgar language
- Two Category II offenses

Consequences: Offenses will result in Out-of-School Suspension (OSS) or expulsion.

SUSPENSION/EXPULSION

When suspension/expulsion from school is the proper course, the following model will be used:

- The parents will meet with the head of school and/or Board of Directors to discuss the offense(s) warranting suspension/expulsion.
- The decision to suspend a student will be made by the head of school.
- The decision to expel a student will be made upon the recommendation of the head of school to the Executive Committee of the Board of Directors.

SEXUAL HARASSMENT

Cornerstone Christian Academy of Eastman is committed to maintaining an academic environment in which all individuals treat each other with honor and dignity. Sexual harassment is a form of sexual discrimination. CCA of Eastman desires to maintain a learning environment conducive to the spiritual and academic growth and development of students enrolled. CCA of Eastman prohibits any form of sexual harassment and sexual violence. It is a violation of this policy for any student, employee, or volunteer of CCA of Eastman to harass a student, employee, or volunteer through conduct or communication of a sexual nature as defined by this policy. It is also a violation of this policy for any student, employee, or volunteer of CCA of Eastman to be sexually violent to a student, employee, or

volunteer. Furthermore, teasing and/or joking will not be accepted as an excuse for sexual harassment or sexual violence.

Cornerstone Christian Academy of Eastman will investigate all formal and informal complaints that are either verbal or written concerning actions or statements which may constitute sexual harassment or sexual violence. Disciplinary actions will follow for any student, employee, or volunteer who sexually harasses, is sexually violent, or intimidating toward a student, employee, or volunteer of CCA of Eastman. CCA Eastman also reserves the right to discipline any student, employee, or volunteer for sexually related statements or conduct that does not constitute sexual harassment or sexual violence but are still inappropriate in nature.

TECHNOLOGY POLICIES AND INFORMATION

ACCEPTABLE USE POLICY

In signing this Acceptable Use Policy, I understand that I am making a pledge of compliance before the Lord and the administration of CCA of Eastman. I choose to abide by the rules and guidelines of this Acceptable Use Policy when using technology provided by CCA of Eastman. My choice is based upon my willingness to have a biblical standard of moral conduct which reflects my relationship with Jesus Christ, my Lord and Savior. My willingness to obey is an outworking of the love that I have for Him and the desire I have to please Him. I know this commitment will be accomplished through the help of the Holy Spirit at work in me.

The use of technology at CCA of Eastman is a privilege and not a right. I understand that these privileges can be revoked at any time should I violate the rules for appropriate use. **I have read the policies and procedures in the handbook and agree that when using CCA of Eastman technology:**

1. I will use computers and computer services for school purposes. Any form of misuse will result in my privileges being restricted or revoked.
2. I will use appropriate communication at all times according to the policy guidelines outlined in the student handbook and in the description of "Netiquette."
3. If assigned a personal profile, I will not share my username, ID, or password with others.
4. I will use the internet for school purposes. I understand that my access will be monitored, and data may be retrieved and read because it is considered to be part of the official records of CCA of Eastman, which is subject to disclosure to law enforcement and/or third parties.
5. If I accidentally access an inappropriate, offensive, or pornographic site, I will notify the principal immediately.
6. If I accidentally receive an "Access Denied" notice, I will notify the teacher immediately. I understand that if I fail to report this, my internet browsing history may be reviewed to determine if there has been other related activity.

7. I will honor and respect all copyright laws regarding software, information, and attributions of authorship.
8. I will not download any software to school equipment.
9. I will not attempt to gain unauthorized access to another organization's systems and/or information.
10. If assigned a personal profile, I will always log off the computer so another person will not be able to access my account.

I will follow the simple guideline of "If in doubt, don't!" I understand that CCA of Eastman is dedicated to the safety and protection of those who are allowed to use the school's technology. It is my responsibility to use CCA of Eastman technology in an ethical and lawful manner. I understand that my use of the computer systems may be suspended immediately upon the discovery of a possible violation of the CCA of Eastman technology policies. A violation of the provisions of this agreement and policy may result in disciplinary action up to, and including, termination.

"Whatever you do, in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17

My use of technology at CCA of Eastman is a privilege and not a right. I choose to be in agreement with what is asked and expected of me in this Acceptable Use Policy to the honor and glory of God.

SOCIAL MEDIA POLICY

Social networking can be an effective means of communication when used appropriately. Content-sharing sites like YouTube along with Facebook, Twitter, blogs, and podcasts are a few commonly used forms of social media. CCA of Eastman has established rules and guidelines to protect students, parents, staff, and administration from potential liability as well as slander. Responsible use of social media can be an asset. As a result, it is very important that students, parents, staff, and administration understand network etiquette which is referred to as "Netiquette."

When using social media, students, parents, staff, and administration must remember they represent CCA of Eastman, but more importantly they represent Jesus Christ. As a result, careful attention must be given to what is said or written and how it is said or written. Words are very important to our heavenly Father. He created the world with them! We must be careful to frame our world and the world of others with words that please Him. Ephesians 4:29 states, *"Let no foul or polluting language, nor evil word nor unwholesome or worthless talk [ever] come out of your mouth, but only such [speech] as is good and beneficial to the spiritual progress of others, as is fitting to the need and the occasion, that it may be a blessing and give grace (God's favor) to those who hear it."* Embracing and applying the principles of "netiquette" is one way to appropriately use social media. Listed below are simple guidelines to follow:

1. Be polite. Be kind. Use appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent or threatening language is prohibited.

2. Avoid communication that may be offensive to others. Do not use, make, distribute, or redistribute jokes, stories, or other material that is based upon stereotypes or slurs relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Guard and protect the identities of others and their reputations. Integrity and honesty are vital. People believe what they read. The Word of God says “love covers a multitude of sin.” People will always make mistakes. As a child of God, we do not need to broadcast others’ faults to the world. The Golden Rule is a great guide to follow when using social media. It states, “Do unto others as you would have them do unto you.”
4. Remember Thumper’s rule from the Disney movie, Bambi, "If you can't say (write) something nice, don't say (write) nothing at all."

Readers who know that you go to a Christian school will connect your personal life to your school life; so, your use of social media should be consistent with your testimony as a child of God and disciple of Jesus Christ. You are to be a reflection of Jesus in words, actions, and deeds both in and out of school. The world, to whom we desire to reach for Jesus Christ, knows the standard by which we are to live. They hold us to a higher moral and ethical standard and judge us according to that standard. We want what we say, how we act, and what we do to be pleasing to the Lord and to give Him glory and honor. Therefore, be responsible, careful, polite, and kind when using social media.

VIOLATIONS

CCA of Eastman will investigate and respond to all reports of violations of the social media policy. Disciplinary action will follow according to the consequences in the Discipline Policy- detentions, suspension, and/or dismissal which will be determined by the content of the blog or post. In addition, students will lose the privilege of using a laptop or cell phone while on the school property.

*And whatever you do [no matter what it is] in **word or deed**, do everything in the name of the Lord Jesus and in [dependence upon] His Person, giving praise to God the Father through Him. Colossians 3:17.*

GUIDELINES FOR PERMITTED ELECTRONIC ITEMS

CELL PHONES/SMART WATCHES

Currently there is no need for students to have cellphones or smart watches on campus. If a parent wishes for the child to have a cellphone, it must remain off and in their book bag while on campus. Phones going off and students on their devices causes a disruptive learning environment and will not be tolerated.

First offense: The teacher will take the device and give it to Administration, record the violation in FACTS SIS, and write a discipline referral indicating 1 session of lunch detention. The discipline referral will require a parental signature and must be returned the

following day. The student may pick up the device at the end of the day the offense occurred.

Second offense: The teacher will take the device and give it to Administration, record the violation in FACTS SIS, and write a discipline referral indicating 3 days of lunch and break detention. The discipline referral will require a parental signature and must be returned the following day. The student may pick up the device at the end of the day the offense occurred.

Third offense: The teacher will take the device and give it to Administration, record the violation in FACTS SIS, and write a discipline referral indicating 2 days of In-School Suspension (ISS) as well as requiring the student to surrender their device to Administration upon arriving at school for 30 days. The discipline referral will require a parental signature and must be returned the following day.

Parents who need to contact students during the school day should call the school office.

EXCEPTIONS:

1. For those whose health is monitored through their phone and communicated to parents.

ELECTRONIC LISTENING DEVICES (iPods, MP3 players, etc.)

These items are NOT permitted during the school day. These devices will be permissible under specified guidelines during some co-curricular and extra-curricular activities.

ELECTRONIC RECORDING DEVICES (cameras, tape recorders, etc.)

These items are only permitted during the school day if permission has been granted by a teacher for academic purposes. These devices will be permissible under specified guidelines during some co-curricular and extra-curricular activities. Any use of these items for the purpose of cheating, harassment, vulgarity or any other activity deemed inappropriate by the administration will result in serious consequences.