

CHRIST THE CORNERSTONE ACADEMY

Faith, Family, Academic Excellence



40 Years of Excellence

Student/Family Handbook

2021-2022 Academic Year

www.ctc-academy.org

(858) 566-1741

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This Policies and Procedures Manual is the property of Christ the Cornerstone Lutheran Parish Board of Christian Education. The Board of Christian Education may make changes to the handbook at any time. The Board of Christian Education Secretary is responsible for updating and keeping of the Policies and Procedures Manual.

THE PARENT PLEDGE

In order to assist your child in getting the most out of a Lutheran education, we would ask that parents pledge themselves to fulfill the following responsibilities:

- ❖ To pray for my child and all involved in his/her education
- ❖ To provide a Christian atmosphere in our home which is the most vital influence in my child's life
- ❖ To attend worship services faithfully with my child and to involve the family in Bible Study
- ❖ To encourage and admonish my child to obey teachers' and school rules cheerfully and promptly
- ❖ To cooperate with, and to uphold the teachers, in the exercise of Christian discipline and in the training of my child
- ❖ To go directly to the teacher in a Christian manner if questions or concerns arise (Matthew 18:15)
- ❖ To take an active role in parent/teacher conferences, meetings and other education programs that provide "parenting" help
- ❖ To take an active role in seeing that my child's assigned homework is completed and to provide an opportunity for completing the task
- ❖ To take into account my child's extra-curricular involvement and to encourage completion of these activities
- ❖ To fulfill my financial obligation to Christ the Cornerstone Academy, realizing the importance of prompt payment

With the grace and help of God, I,
a Christ the Cornerstone Academy parent,
pledge to follow through on the objectives stated above.

HISTORY & PHILOSOPHY

The Lutheran Church, Missouri Synod establishes and maintains Christian elementary schools in the United States, thereby giving tangible witness to the importance our National Church places on training our children in fundamental doctrines of Christian faith. For this purpose Christ the Cornerstone Academy was established in 1978. We want our children to be truly brought up in the nurture and admonition of the Lord through daily contact with the great teachings of the Holy Bible and the love of Christ. **"Train up a child in the way he should go, and when he is old he will not depart from it."** Proverbs 22:6 At Christ the Cornerstone Academy, Christian Education makes a difference - ***not CHRIST AND EDUCATION, but CHRIST IN EDUCATION.***

OBJECTIVES

We believe that, in order to “Grow in the grace and knowledge of our Lord and Savior, Jesus Christ”, II Peter 3:18, we should have the following objectives:

- ❖ To develop sincere Christians who practice Christian living when dealing with God and others.
- ❖ To develop in our children an understanding of the Christian’s obligation to make full and wise use of his/her God-given talents, time and treasures
- ❖ To develop in our children a positive, Christian self-image so that they know they are created and loved by God
- ❖ To guide the children in their development spiritually, socially, intellectually, physically, and emotionally
- ❖ To develop in our children the ability to think clearly and to employ good work habits
- ❖ To develop in our children a competence in all subjects in the curriculum
- ❖ To maintain a curriculum superior to local schools such that children leaving our school find themselves prepared for attendance at the school of their choice
- ❖ To aid each Christian home in its primary responsibility of educating and training children in the discipline of faith and love
- ❖ Teach students how to treat others with respect and to avoid bullying behaviors toward other classmates

The objectives of a Christian education cannot be accomplished fully in a school day. It is very important to have the same aims and directions being reinforced in the home.

During the year we encourage the school children to share their joy in Christ with the members of Christ the Cornerstone Lutheran Church in worship service. We urge you to share this experience with your child. If you have no church affiliation, feel free to make Christ the Cornerstone your church home.

If you have any questions, please call Pastor Quincy Koll at 402-314-3574 or email: pastorquincysd@gmail.com Brochures that explain Lutheran beliefs are available in the office.

Church and School Structure

Jesus Christ

Voter's Assembly

Pastor

Executive Board

Director of Schools

Elementary School Teachers | Daycare Staff | Aides | Preschool Teachers

ADMISSION POLICIES

Non Discrimination Policy

Christ the Cornerstone Academy welcomes 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. Christ the Cornerstone does not discriminate on the basis of race, religion, color, national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school programs.

Members of our congregation support Christ the Cornerstone Academy, and as such we serve the needs of our church families first. However, families not making CTC their home church but who display a sincere desire for a Christian education will be considered for admission to the school as well.

Enrollment Requirements

All students are required by law to have an official immunization record on file. Parents of all students entering Christ the Cornerstone Academy are required to have their child's immunization records up to date before he/she begins school. A TB test is highly recommended by State Health Department authorities, and therefore, will be part of the entrance requirements for all students at CTCA. Proof of a negative Mantoux skin test will be required of all new students. Other requirements for each grade level are enumerated below:

- A child enrolling in Transitional Kindergarten is for children **turning 5 by December 2nd**, and a child enrolling in Kindergarten must be **5 years old by September 1st**, and must successfully complete a readiness test administered by the Kindergarten Teacher/School Administrator. (This date may change in the upcoming school years pending California Law changes).
- A child enrolling in 1st Grade must be 6 years old by October 15, 2018. If not, he/she must successfully complete a readiness test administered by the teacher or the school administrator. A grade placement test may be required. (This date may change in the upcoming school years pending California Law changes).
- A proof of a doctor's physical examination that has been done anytime during the 18 months prior to enrollment is also required. The "Report of Health Checkup for School Entry", which includes dental, must be completed and submitted with the rest of the enrollment packet before the first day of school.
- A child enrolling in 2nd through 5th Grade must show evidence of successful completion of the prior grade level.

If a child is applying to enter a grade level other than age appropriate, a letter of recommendation must be received from his/her former school. A student may be evaluated in classroom participation and the teacher will then recommend proper grade placement. Grade level placement may be based on an acceptable score on a previously administered standardized achievement test or an entrance examination prepared by the teachers.

Enrollment Priorities/Timetable

Enrollment for the fall begins each year in February. The priority list and timetable to

enroll are as follows:

- Children already enrolled from the previous year may start re-enrolling on March 1.
- Siblings of currently enrolled students and children of the members of our congregation may enroll beginning March 1.
- Children of members of sister churches and children from the community may enroll starting on March 15th, provided space is available.

No places will be reserved for students without full registration fee payment and completed paperwork.

Re-enrollment

Parents wishing to re-enroll their child must fill out an enrollment application. **The account must be current** before the application will be accepted. There must be space available in the child's class if re enrolling during the school year. If re-enrollment is for the next school year, all other required paperwork must be completed and submitted before the fall session begins.

Enrollment Packet

Listed below are the forms contained in the enrollment packet. It is important that all be filled out and submitted to the office prior to school attendance.

- ❖ Enrollment Application
- ❖ Tuition and Fee Schedule
- ❖ Enrollment Contract
- ❖ Child's Immunization Record
- ❖ Child's Preadmission Health History - Parent Report
- ❖ Emergency Contact/Consent for Medical Treatment
- ❖ Physician's Report with TB test completed unless written exemption received from Physician
- ❖ Notification of Parents' Right
- ❖ Notification of Personal Rights
- ❖ Parent Student Handbook
- ❖ Acknowledgement of Receipt of Family Handbook
- ❖ Copy of Birth Certificate
- ❖ Volunteer Forms
- ❖ Picture Permission & Acknowledgement of Receipt for Student Family Handbook
- ❖ Report of Health Check-up for School Entry (Elementary School Only or 1st Grade) Oral Health Assessment Form (Elementary School Only)
- ❖ COVID-19 Chart

Note: Enrollment forms available to download on the website: www.ctc-academy.org.

Trial Period

There is a six-week academic and disciplinary trial period for each student at the beginning of the year or upon entry into the school. If and when problems arise, the teacher will make an appointment for a conference with the parents and the administrator.

Withdrawing for Any Reason

A 30-day written notice is required when withdrawing a child for any reason. Withdrawal notices must be submitted to the school office. Payment is required for the 30 days following the date the notice is received in the office.

Waiting List

Siblings of current students and children of members of our congregation are given top priority on the waiting list.

REGISTRATION FEES & TUITION

Registration Fees

The Registration Fee is **non-refundable and non-transferable**, except when the school determines it is unable to meet the needs of the student within the first six weeks of enrollment.

Tuition

Annual tuition is computed based on the number of school days for the school year. It will not be prorated in months with holidays and vacations. It will not be prorated as well when your child goes on family vacation. Tuition will not be prorated if the school is closed due to unforeseen circumstances.

Discounts

Families who are members of Christ the Cornerstone Lutheran Church and members of sister Lutheran churches will receive membership discounts as set by the Board of Christian Education and by the Board of Elders of our church. An application should be filled out and submitted with the enrollment papers.

Both groups are expected to attend at least 50% of scheduled worship services, take Holy Communion on a regular basis, and contribute proportionately of their income, as God has blessed them, through weekly/monthly offerings. The Board of Elders of Christ the Cornerstone Lutheran Church will review their eligibility for the discount at the end of each semester. An unsatisfactory review will require correction within 30 days or the discount may be subject to cancellation.

Discounts are also given to families who have multiple siblings, 10% for the second child and 15% for the 3rd child. The eldest child will be considered the 1st child for bookkeeping purposes.

A referral fee of \$100.00 will be credited to a student's account if a new family is referred to the school. The family must inform us of the referral at the time of enrollment.

Tuition Collection

Tuition is due and payable by the 1st of the month beginning in September and ending in June for Elementary School. For Preschool, they are due the 1st of the month beginning in September throughout the year if applicable.

Statements are emailed to the individual families.

Payments are to be made payable to CTCA and may be dropped in the payment box located in the back of the Chapel. If cash payments are made, they must be given to the Accounting Office only.

Past Due Accounts Procedure

It is the expectation of the Board of Christian Education that tuition payments are paid on a timely basis. The procedures below are established in order to maintain the guidelines in the event of late or non payment of tuition:

1st Step: If payment is not received by the 5th of each month, a reminder email will be sent. If payment has still not been made within two days of the reminder email, an email notification will be sent indicating that a late fee has been applied.

If you are late, please contact the Accounting Office **prior** to the end of the month to discuss when payment can be made. Payment arrangements must be made in writing.

2nd Step: Action **may** be taken that your child may not be able to return to school if payment is still not made by the end of the next statement date. At this point, you are now reflecting a 60-day or two month delinquent status, and your child's admission status is at stake.

3rd Step: After 90 days, your child will no longer be able to return to school and the Accounting Office will send your account to a collection agency immediately and/or report the delinquency status to the Credit Bureaus. This action will be confirmed via a certified mail to you.

It is our intention that in extreme instances, your situation may be reviewed by the School Administrator. Please keep in mind that prompt payment of tuition is fundamental to the operations of CTCA.

SCHOOL HOURS, ARRIVAL/DEPARTURE POLICIES

School Hours

School begins at 8:00 am and ends at 3:00 pm. One day each month there will be staff in-service and classes will be dismissed at 12:00 noon. Schedule may be revised due to unforeseen circumstances.

(The time before school has been set aside for the teachers' devotion and to organize the day's activities. Parents are advised not to discuss issues with the teacher at this time. Please call the office to schedule a conference or write a note or email to your child's teacher.)

Arrival

Children arriving prior to 7:30 am must be checked into daycare. Students arriving between 7:00 am - 8:00 am are to go directly to their respective supervised area.

Dismissal

Students will be dismissed from the front, outside of the office at 3:00 pm. On rainy days students will be dismissed from their classrooms. For this case, we ask the parents to go directly to the classrooms to sign out their child.

For safety, parents need to pick up their child from the teacher at the regular 3:00 pm dismissal time. **The child may not walk across the parking lot unattended.** A student will not be dismissed with anyone except a parent/guardian or those on the emergency form or someone designated by the parent in writing. If a parent wishes the child to walk or bike home after school, a written request must be submitted to the office. Remember that the law requires bike helmets for all children biking.

Release of Students from School Premises during School Hours

If a need arises for the release of students from the school premises during school hours, a parent or guardian must submit a written request or phone call to the parish office at least one day before the appointment or activity. If the person picking up the child is not the parent/guardian of the child, the written request must indicate the name of the adult to whom the student may be released. The student will wait for the adult in the office. The student must be signed out in the school office before leaving the school campus. The parish secretary will oversee the release of the student from the office.

Any child not picked up after 3:10 pm (12:10 pm on half days) will automatically be signed into daycare. Please refer to the "Fee Schedule" for current rates. **After 6:00 pm the fee will be \$1.00 per minute.**

The teacher needs to be able to focus his/her attention on dismissing all students to their appropriate parents. At dismissal time, should you have questions about individual children, reserve a private parent teacher meeting for a later time.

Parking/Loading Zone Area

Please do not use the parking area closest to the classroom building to park your cars. This area is reserved for the staff. Lock your car and do not leave valuables in your vehicle.

The loading zone area by the main building's double wooden doors is for drop off and pick up of students already waiting outside. Please do not park cars in this area unattended nor sit in the car in this area waiting for children to be dismissed.

The south and north gates are not to be used for entrance by students or parents. Children are instructed not to open the gates for anyone. Please do not ask a child to break a school rule.

ATTENDANCE

Tardiness

School starts at 8:00 am. Students who arrive after 8:00 am are tardy. Those who arrive more than 15 minutes late will also need to stop at the office for a late slip. The child must bring in a handwritten notice or a parent must accompany the child in order to obtain the entrance pass. It is in both the parent and child's best interest to try to maintain *prompt* arrival habits. Please contact the office if traffic is a factor. **Constant unexcused tardiness will not be tolerated. Continued tardiness will require a mandatory meeting with parent, child, and administrator. Further action will be necessary if the situation is not resolved. Five or more unexcused tardies will count as 1-day's absence for award purposes.**

Absence

The student is marked absent for the full day if he/she attends less than one-half of the school day. If for some reason a student will be unable to attend school, please let the office know no later than 10:00 am on the day of the student's absence.

Regular school attendance is essential to the success of the student's education. Therefore,

parents are encouraged to schedule non-school activities during scheduled school breaks. Those students who must miss school may have their assignments given to their parents if prior arrangements have been made with the teacher. The parents are responsible for supervising the student in making up the studies, which are missed during the absence. Assignments must be submitted in a timely manner to receive credit.

Vacation

When possible, CTCA schedules school vacations to coincide with the San Diego City School calendar. Each student is provided more than the state recommended days of instruction. The teachers plan to teach every school day and feel that this time is valuable for each student to maintain his/her skill level. **Please consider what your child will miss if you take vacations at times other than scheduled school vacations. Parents must request schoolwork at least seven days prior to vacation.**

Church and Sunday School Attendance

Because this is a Christian school and we are emphasizing "CHRIST IN EDUCATION", church services and Sunday school attendance are vital parts of the pupil's education. Because this is a Christian School and we are emphasizing church attendance and weekly chapel services are a vital part of the student's education. At least two (2) times during the year, the students will share their joy in Christ with the members of our congregation in a worship service. Christ the Cornerstone encourages our students and their parent(s) to join our church and become active participants in the Lutheran Church Missouri Synod. For those not so inclined, we strongly urge those students and parent/guardian(s) to actively participate in the Christian church of their choice.

DRESS CODE

Uniform Policy

CTCA adheres to a school uniform policy for students in Kindergarten through 6th Grade. We believe we have a responsibility to establish expectations and regulations since student dress and appearance reflects an image to others. We wish to maintain and reinforce a standard of Christian witness to others and ask for parent's support in this decision.

In the 2021/2022 year, all shirts must have the new school logo. Shirts with the cross and shield logo will no longer be accepted. In addition, the girls' chapel dresses and white blouse have been phased out.

Dress should always reflect good Christian judgment and demonstrate the student's relationship to our Lord. Our uniform policy aims to gain more focus on learning, to encourage a feeling of community, and to foster self-assurance in who the children are and pride in where they learn. Uniforms also promote easy recognition of students on campus, facilitating a safety advantage.

We recommend that families purchase all uniform items from the **French Toast Schoolbox** in order to maintain consistency of style, color, and quality, to simplify

uniform selection and to take advantage of the on-site school sale. The store is an online store and our school uniform selections can be found here.

<https://ctc-academy.itemorder.com/sale>

Should you have any questions or need assistance with your order, your school's dedicated French Toast Schoolbox representatives can be reached at 800-636-3104 from 9:00 A.M. EST to 5:00 P.M. EST, Monday through Friday.

However, to be sensitive to the financial needs of some families, parents **must purchase chapel uniforms from French Toast Schoolbox. For other school days, parents may purchase additional pairs of pants, shorts and skorts from other brands provided they match the color, style and length of the standard items from French Toast Schoolbox. Other uniforms will not be acceptable.**

Required Chapel Day Uniform (must be purchased at French Toast Schoolbox)

Girls

- Polo- Short or long sleeve red polo with embroidered school logo
- Skirt- Plaid pleated or
- Skort- Plaid

Boys

- Slacks – Navy (belt required)
- Shirts – Red short or long sleeve with embroidered school logo

Items for Regular School Days

- Skort - Navy, khaki, plaid
- Skirt - Plaid pleated in navy, khaki or plaid
- Polo Shirt – Any color offered by French Toast Schoolbox with embroidered school logo (short or long sleeve).
- Shorts - Navy, khaki
- Slacks - Navy, khaki
- Cardigan - Navy with school logo (this item is optional)
- Belt – Navy, black, brown, or khaki, required, when polo shirts are tucked in.

Footwear

- Socks – Any color socks, anklets or tights **solid** color no decorations
- Shoes - Must be worn at all times. Footwear should not include exceedingly high heels (more than 2 inches). No open-toed shoes are allowed for safety reasons.

Jackets and Shoes

- Plain jackets and shoes are recommended, skulls, daggers and weapons are not appropriate. Jackets with school logo are available at French toast but are not required.

Uniform Condition

- Uniforms need to be in good condition. No holes etc. Pants should be hemmed not frayed, buttons replaced as needed.

Field Trip Shirts

- School polo shirts with school logo will be worn by each child. It will be **MANDATORY** for your child to wear a school polo shirt on field trips.

General Guidelines

Uniforms are to be worn every day. If an emergency arises, the student must bring a written explanation, signed by the parent/guardian. The student will be asked to wear a "used" substitute uniform if available. No student should be out of uniform for more than two days for any reason. Shirts that are worn under the uniforms must be the same color as the shirt. Dark "bike shorts" must be worn under jumpers or skirts but must not be longer than the jumper/skirt.

Pants must be worn at the waist.

Girls are allowed to have 1 hole/earring per earlobe. Boys are not to wear earrings. No other body piercing is allowed.

No hair coloring/tinting, makeup, or tattoos are allowed.

Nail polish in good taste is allowed.

Jewelry must be modest. Large hoop earrings are not allowed.

Hats can be worn on the playground as long as they do not become an issue. Hats may not be worn in the classroom or at opening pledges.

Dress Code Violations

First

- A letter will be sent home with the student. The parent/guardian must provide an explanation and acknowledge receipt of the letter the following day.

Second

- The office secretary will make a phone call to the parents/guardian and they will be asked to bring the uniform to school that same morning.

Third

- The School Administrator will address the family who shows non-compliance to the uniform policy. Parents should be advised that it might result in the child's removal from the school.

ACADEMICS

Christ the Cornerstone Academy was established to provide a balanced educational program in nurturing Christian environment for the children. Our staff will provide the opportunity for intellectual, emotional, physical, creative, social, and spiritual development of every child. The Board of Christian Education has chosen the Abeka Christian curriculum, the Concordia religion series, the Friendship Fixers Social Skills, Harcourt Science, Harcourt Social Studies, McMillan Reading 4th Grade, ALEKS Math 4th Grade, and the Harcourt 5th Grade Math series to achieve these goals. Friendship Fixers Social Skills is currently taught during PE class in order to maintain our goal of a bully free campus.

Childhood is a time for fun, but also a time for learning. It is a time for developing new relationships with the world and the people in it, for exploring, and becoming independent, and meeting a whole range of new challenges. Every child is given the opportunity to develop his/her abilities in the same measure as the Lord has blessed him/her.

In keeping with the philosophy of CTCA, all subjects are taught in the light of God's Word.

Homework

All students will be expected to do reasonable amounts of homework assignments each week. This is established by the classroom teacher and is intended to reinforce concepts learned. Absent work is expected to be completed within the given time and incomplete work may result in grade reduction. The classroom teacher should be contacted if this is a concern.

How Parents Can Help

- **Set up a study area where your child can do homework each day**
 - Quiet
 - Comfortable
 - Well lit
 - Supplies available
- **Schedule a daily homework time and see that your child sticks to it**
 - With the teacher's help determine an appropriate amount of time for homework
 - Avoid allowing scheduled activities to alter the amount of homework time
 - Be available for questions
 - Eliminate distractions – TV, stereo, radio, telephone
- **Motivate your child by:**
 - Showing interest in papers brought home
 - Giving words of encouragement
 - Praising and rewarding good work
- **Things to Avoid:**
 - **Don't** do your child's homework, instead of giving your child the answer: Point out resources
 - Help your child think by making comparisons or talking about related ideas
 - Check your child's work when they are done
- **It is not necessary for you to try to teach, leave that to the teacher. Instead:**
 - Go through directions together
 - Work on the first problem with your child, then let him/her finish on their own.

- Inform the teacher if you find your child does not understand a particular concept.

➤ **Communicate with the Teacher**

Let the teacher know when:

- Your child doesn't seem to understand a concept
- Homework seems to take longer than you expected
- A family emergency has interfered with your normal homework routine

Report Cards

Report cards will be issued at the end of each quarter. At the end of the first quarter, report cards are handed out to parents at a Parent/Teacher conference. For the second and third quarters, report cards will be sent home with the children. At the end of the fourth quarter, report cards will also be sent home with the children.

Grading System

Kindergarten - A number grade is earned for reading, math, and spelling. All other areas of development are evaluated using a check system of check, minus, or plus.

4= Exceeding Level

3= Meeting Level

2= Approaching Level

1= Needs Improvement

1st - 6th Grade -A letter grade is earned for each academic subject. All other areas of development are evaluated with a check system. The grading system used is as follows:

A= 4 pts Outstanding (90-100%)

B= 3 pts Above average (80-89%)

C= 2 pts Average (70-79%)

D= 1 pt Below average (60-69%)

F= 0 Failing (59% and below)

Retention

Recognizing that not all children have the same potential for learning, it may become necessary for a child to spend more than one year at a given level to avoid later educational frustration. Each case will be treated on an individual basis. We want to make sure we assess each child so they are placed at the best level for success. Parents will be advised through a letter from the administrator of possible retention no later than January, for students who have been in school since the beginning of the school year. Should a student start school later in the year and a situation occurs, the parents will be notified by letter and a conference request immediately.

Testing Programs

In addition to curriculum tests, our school administers a national standardized achievement test to all 2nd - 6th Grade students during the fall quarter. Other tests, in various subject areas, may be administered as the need arises for diagnosis and measurement of progress. **Please remember that the results of these tests**

indicate tendencies and are in no sense conclusive evidence of your child's abilities. Our testing program is part of the Pacific Southwest Region of the Lutheran Church, Missouri Synod.

DISCIPLINE

At Christ the Cornerstone Academy we do not think of the term "discipline" as meaning punishment but rather a teaching of self-control, Christian attitude, orderliness and efficiency. We require mutual respect and cooperation between students and adults. Students will be expected to maintain high behavioral standards so that a classroom environment exists, enabling teachers to teach to the optimum of their abilities. Students not meeting these high standards will be given every opportunity to correct their behavior. Therefore, teachers will deal with children in accordance with the teachings and philosophy of Christ. The teachers will tolerate actions acceptable for certain levels of growth, channel actions when necessary, and stop any behavior or conduct that interferes with learning activities or the safety of other children. The children will be taught to understand that for happy living it is necessary to love one another, and respect one another's rights and privileges. The classroom teacher will communicate specific guidelines and standards.

The approach to carry out our philosophy is one of **student ownership**. Teachers *and* students together, at the beginning of the year, will establish the rules which will govern their classroom. Rules include:

- Be Respectful
- Be Responsible
- Be Safe
- Serve Others

Under the guidance of the teacher, the **students** will also establish rewards and consequences if those rules are not followed. Rewards might include: some extra outside time at the end of the week, prize box or token gift, extra time with the teacher or principal.

Consequences might include: removal of a special event, free choice time limited, discussion with the teacher, parent or principal.

At no time will physical punishment of any kind be allowed.

Neither will the exclusion of lunch be allowed.

If after several attempts at successful redirection and correction, the student is still behaving inappropriately a conference will be scheduled with parent, teacher, principal and if appropriate student. The discussion will result in a written plan of action. All will be asked to sign the plan and at this time parents will be notified of our de-enrollment policy.

Normal Progression of Disciplinary Action

- ❖ Review Rules that Govern the Classroom/Playground.
- ❖ The preferred method of disciplinary action is correction of errant behavior by the staff member in charge of the student. If the on-campus discipline does not have the desired effect, then the parent will be contacted by the staff member to establish agreement on how to achieve the desired behavior from the student.
- ❖ Phone Call/ Note Home/ Discipline Report/ Conferences -All discipline reports must be signed by a parent or guardian before the child returns to school. A staff member may do any of the above in order to explain the problems he/she is encountering and request the parent(s) to take appropriate action. After two discipline reports of the same behavior a parent conference will take place between the Teacher, Parent, and Director of Schools.
- ❖ Discipline records will be documented and the Pastor and Head of School will be notified.

- ❖ If the behavior continues after conferencing, detention will be served after regular school hours in a designated detention area. The Head of School and the student's parent(s) will be notified at least one day prior to detention so that suitable arrangements can be made. After three behavior detentions the child will be suspended.
- ❖ In the event that the problem continues, suspension or expulsion may be an option.
- ❖ Suspension - Suspension results in the child being removed from the school and all school functions for no greater than 3 days. Upon being suspended, the child must be removed from the school by the parent or guardian and will not be readmitted until the duration of the suspension is completed, and a conference between the Staff member, Administrator, and the Parent(s) is held. After two suspensions the child will be put on probation.
- ❖ Probation - A student will be given another chance to succeed and any further offense of a serious nature may result in expulsion. The School Administrator will be notified.
- ❖ Expulsion - A student must leave the school immediately and for the remainder of the school year. Parents may request a meeting with the School Administrator to review this decision. Requests for such a meeting must be in writing within seven days of notice.

Behavior Requiring Disciplinary Actions

CTCA's School Administrator has reviewed and approved the following disciplinary actions that may be taken in response to the infractions enumerated below:

Discipline Report/Conference with Parent(s):

- Stealing or lying
- Any form of academic dishonesty
- Deliberate or purposeful damage to school property
- Disturbs class
- Disrespectful to teacher
- Does not cooperate
- Fighting
- Unacceptable language
- Unchristian behavior to classmates
- Unchristian behavior/Bullying

Detention

- Failure to complete assignments (4 in a quarter), failure to complete makeup assignments and tests after an absence, failure to return correspondence in a timely manner will result in detention.
- Repeated misbehavior after other disciplinary measures have failed.
- Two Discipline Reports - may result in Detention
- At the School Administrator's discretion.

CAMPUS RULES

PLAYGROUND RULES

Zip-Line

1. 4th Graders and up only.
2. No pushing or touching a person while they are riding the zipline
3. Take turns
4. No students running under or near the zipline area

Slides

1. Downward traffic only
2. Seated on bottoms with feet forward position
3. Count to three before following another classmate down the slide
4. Only one person at a time on the slide
5. No playing by or under the slide.

Stepping stones on the playground structure

1. No more than two people on one stepping stone at a time
2. Respect the traffic flow
3. Take turns

Rock Climbing

1. Respect traffic flow. If others are climbing up, follow the flow. If others are climbing down, follow the flow.
2. Take turns.

Bars

1. Take turns
2. Only one person on the bars at a time
3. No touching a person while they are crossing on the bars.
4. No skipping bars

Green Spiral

1. Downward traffic only
2. Wait until the spiral is clear of traffic before using.
3. Take turns

General

1. No running or chasing on the playground structure.
2. No throwing bark or rocks of any size
3. No pushing or shoving
4. CHRISTIAN BEHAVIOR ONLY!

(FAILURE TO FOLLOW THE RULES WILL RESULT IN REMOVAL FROM THE AREA)

PLAYGROUND RULES

- ❖ General rules that apply to the classroom apply to the playground as well.
- ❖ Playground supervisors have the same authority as teachers and are to be obeyed.
- ❖ Common Christian courtesy will be the predominant rule of the playground. Students need to learn to share, take turns, and be considerate of the needs and rights of others.
- ❖ Excessive rowdiness, loudness, physical contact, and discourteous behavior can result in loss of privileges.
- ❖ Any child who is unable to participate in P.E. activities due to a doctor's or parent's note will not be forced to do so. They may sit quietly under the supervision of an adult on duty if a note from the parents was given to the teacher.
- ❖ Students who arrive at school during recess or lunch hour must first report to the office and then to the supervising adult.
- ❖ No student is allowed to leave the school grounds without the knowledge and consent of the adult supervisor.
- ❖ Students who wish to leave the supervised area to obtain equipment, for medical reasons, etc. must first ask permission from the supervising adult.
- ❖ Students may not go into storage areas without adult permission.
- ❖ No one is permitted behind the trailers or buildings without the permission of an adult supervisor.
- ❖ The large parking lot is not normally considered part of the playground but may be used under special permission with adult supervision.
- ❖ Playing in the bathrooms will not be permitted.
- ❖ Sitting on top of, standing on or jumping on lunch tables is not allowed.
- ❖ Students are not permitted in the area around the stained glass.
- ❖ Stay away from any plants and trees that may be damaged by rough contact.
- ❖ Use sidewalks and stay off the banks.
- ❖ Games using violence or gunplay are not allowed.
- ❖ No personal toys or other articles are permitted on the playground (unless during before and/or after school daycare) without the permission of the adult supervisor.
- ❖ Throwing any object other than approved sports equipment is prohibited.
- ❖ Climbing is permitted only on approved playground equipment, not on fences, trees, or gates.
- ❖ Jump ropes are for jumping and playing only. Under the direct supervision of a staff member, "Helicopter" may be played. (No "tug-of-war")
- ❖ Balls must not hit the buildings
- ❖ Play equipment must be returned to storage after use.
- ❖ Students may be asked to help care for the grounds by picking up trash in the playground areas.
- ❖ When whistle blows, students are to line up in the assigned area in a straight line.
- ❖ Absolutely no talking is permitted during a fire drill.
- ❖ Keep sand in the sand area.

Tables and playground equipment must be sanitized after each use!

Lunch/Snack Hour Rules

- ❖ Obey adult supervisor at all times.
- ❖ Use your best Christian manners at all times.
- ❖ Eat lunch/snacks at assigned location only.
- ❖ Finish lunch/snacks or take remaining food home.
- ❖ Do not "trade" food with other students.
- ❖ No lunches/snacks may be stored in the school refrigerators or heated in the microwave.
- ❖ Help keep lunch area clean by picking up trash (even if it is not your own!)
- ❖ Place lunch boxes or containers in designated area before going to play.
- ❖ No loud talking or shouting will be permitted during lunch/snack time.
- ❖ Do not leave seat or area without permission from the supervisor.

LUNCH & SNACKS

Parents may either provide a lunch or purchase a hot lunch for their child. If you choose to provide a lunch, we encourage it to be healthy and nutritious. **No Candy, please.** Parents bringing lunch must drop it off in the Front Office.

We offer a Hot Lunch Program with San Diego Catering Company, to provide our students with nutritious lunches. The meals are \$5. per lunch. The lunches will be ordered on a monthly basis. (the calendar will be sent home with your child). Choose the lunches you want and turn your order form into the School Office. The lunches you have selected will be billed to your school account. Once your order has been submitted, the lunches cannot be canceled or refunded. If your child is sick on a day that a lunch has been ordered, the lunch will be placed in the kitchen refrigerator for you to pick up. The lunch will remain in the refrigerator for one day. If the lunch is not picked up one day after the lunch was originally delivered, it will be thrown away.

If you do not wish to use the Hot Lunch Program, you may send a lunch to school with your child. Unfortunately, we do not offer refrigeration or warming-up of lunches. You may also have lunches delivered to your children. Please have them sent/dropped off to the School Office for delivery to your child.

HEALTH POLICIES

COVID-19 Symptom Decision Tree

Following the COVID-19 Symptom Decision Tree per the San Diego County Health Department.

Ill Children

Children are not to be in school if they are ill. It is **mandatory for parents to keep their child home for 24 hours following a fever, vomiting or diarrhea**. Absence must be reported to the office no later than 10:00 am on the day of the student's absence.

In the event that a student becomes ill during the day, the parent will be called to pick up the child. Until the parent arrives he/she will be kept comfortable at the office. If a bathroom or vomiting accident occurs, a parent/guardian may be called to assist.

Medication

It is preferred that the student's medication be administered at home. But if this is not possible, authorized school personnel will administer the medication, provided it is brought to the office in the original container with instructions and doctor's prescription. The parent/guardian must sign the Permission to Administer Medicine form.

Physical Limitations

If for some reason your child is unable to participate in our outdoor programs or any specific activity, a written note from the doctor or parent must be submitted to the teacher.

Pediculosis (Head Lice) Policy

The school must be notified if your child has Head Lice. Even though lice and nits are not a major threat to health, they are a nuisance and are easily spread. Christ the Cornerstone has established a strict policy of controlling head lice. When a student is identified as having head lice, the parents will be called immediately and will be asked to pick up their child as soon as possible. Return to school is permitted when 1.) The hair has been treated with lice shampoo and there are no live lice in the hair even though nits (eggs) may still be present and 2.) proof is provided that your child has undergone treatment. (For example, the receipt or box that the treatment came in is brought to the school office.) When lice are found on a family member, all persons in the home (as well as all playmates and other close contacts) should be examined.

As a general rule, only those persons with head lice should be treated. Re-infestation and /or recurrent infestation will result in exclusion from school until the student is lice free. The School Attendance Review Board in California may intervene in cases of noncompliance or chronic infestations.

Conjunctivitis (Pink Eye) Policy

Pink Eye (Conjunctivitis) can result from many causes. These causes include viruses, bacteria, allergens, contact lens use, chemicals, fungi, and certain diseases. When pink eye is caused by a virus or bacteria, the infected person can be contagious for several days to several weeks once *symptoms* appear (such as itchy, watery eyes with or without discharge).

Pink Eye generally remains contagious as long as your child is experiencing tearing and matted eyes. Signs and symptoms of pink eye usually improve within three to seven days. It is appropriate for your

child to return to school once eyes are asymptomatic. This means that eyes should be clear of yellowish discharge and matter on the eyelashes as well as the corners of the eyes. Also the pink color in the white of the eye should be cleared *up*.

If the Pink Eye is caused by a bacterial infection, treatment with antibiotic drops or ointment for the eyes may be necessary. Your child must wait at least 24 hours after starting treatment before returning to school.

If Pink Eye is from an allergic reaction, then the condition is not contagious. If we suspect that your child has Pink Eye, we will ask you to take your child to the doctor for the *proper* diagnosis

AIDS Policy

Any student found to be infected with Human Immunodeficiency virus (HIV) which leads to Acquired Immune Deficiency Syndrome (AIDS) or Aids-Related Complex (ARC) will be treated with respect and dignity. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student. Any decision regarding the type of educational service to be provided to a student with AIDS/ARC will be made in consultation with the student's physician, parents/legal guardian, counselor, administrator, and, where appropriate, pastor of the church.

Child Abuse Reporting

The Penal Code of the State of California mandates that the personnel of all schools in the state of California, private and public, are knowledgeable of the child abuse requirement of the State of CA. Reporting is mandatory when there is observation of, knowledge of, or reasonable suspicion of child abuse. If your child has any unusual marks (such as birthmarks, etc.) please notify your child's teacher and the office secretary.

SAFETY

For your child's safety, he/she will be released only to the designated adults listed on the emergency form, unless the office is notified otherwise. In case of serious accident or injury every effort will be made to notify the parent. The instructions on the emergency form will be followed.

Emergency forms must be updated regularly. It is the responsibility of the parent/guardian to notify the office of any change of information in the form.

Children and parents are not allowed in the classroom without a teacher/staff member being present. **All parents, guests, and visitors must stop at the office to sign in and obtain a visitor's badge.** When parents, guests, or visitors leave, they are asked to stop in the office to check out and return their badges.

PARENT-TEACHER/STAFF RELATIONS

Questions, Problems, and Complaints

There may be times that a parent has questions, problems, or complaints. It is important that these be heard. If it is about a teacher, staff member, or other person, speak to that individual first. Tactfully, yet honestly, discuss how you feel; remembering that this individual's goal to provide an education to your child is the same as yours. If after that conference, the issue is not resolved, you may speak with the principal to resolve the problem. If you are still not satisfied with the resolution, submit a written and signed statement to the Board of Christian Education and that body will act as the authority to help to understand and resolve any conflict.

Bring your concerns to those who can resolve them. Discussing them in "open forum" with anyone will not promote a solution, but does promote misrepresentation, gossip, and misunderstanding.

Parent Survey

A parent survey is done in January of each year to assess our program and plan for any necessary changes.

Parent Connection/ Parent Committees

Any activities proposed by the Parent Connection or any Parent Committees will need prior approval by the Board of Christian Education.

Volunteering and Classroom Visits

Volunteers refer to anyone who might engage or interact with children on our school campus. Here are several examples of who would be and who would not be considered volunteers:

- 1.) Parents/Adults who are walking in, signing their child in or out, or dropping something off **WOULD NOT** be considered volunteers.
- 2.) Parents/Adults who sit at the lunch tables while their child(ren) is/are eating are engaging and interacting with children and **WOULD BE CONSIDERED** volunteers.
- 3.) Parents participating in class parties or special events during the course of the operational hours of our school such as class birthday parties, Muffins for Moms, Donuts for Dads, Goodies for Grandparents, Preschool's Thanksgiving Feast, the Student Christmas Store, or any of our school day volunteering opportunities are engaging and interacting with children and **WOULD BE CONSIDERED** volunteers.

The California State Law SB792 now mandates that a record be on file for each volunteer covering the following requirements: All volunteers shall be in good health. The good physical health of each volunteer shall be:

- 1.) Verified by a statement signed by each volunteer affirming that he/she is in good health.
- 2.) The results of a test for tuberculosis are performed every four year.
- 3.) Proof of immunization vaccinations for measles and pertussis (whooping cough).
- 4.) All volunteers will need to provide annual proof of flu vaccine or a personal note stating

that they are opting out of the vaccine. (The flu vaccine must be administered between August 1 and December 1 each year.)

5.) All Volunteers must have a background check. Please ask our principal or secretary for details.

Parents are encouraged to volunteer in the classroom and with other activities/programs within the school. Please feel free to contact your child's teacher for an appointment to visit the classroom or for information concerning the activity or program you are interested in. Please sign the volunteer log in the office and pick up a visitor badge.

Classroom Visit Guidelines

- ❖ Plan to visit at the time of day when the work you want to see is most likely going on. Choose a day other than just before a school holiday or school program.
- ❖ Arrange your visit with the teacher/principal in advance. It is sometimes possible to plan the work so that the teacher can show you the situation you want to see.
- ❖ Visitors are asked to stop in at the office when they arrive on campus to sign in and receive a visitor's badge.
- ❖ Step right into the class without making the students aware of your presence so as not to disturb the children.
- ❖
- ❖ Small children should not visit the classroom.
- ❖ The teacher will be occupied with the class. If you wish a personal conference, please arrange this after school hours.
- ❖ Try to come in for several short visits rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is needed.

STUDENT PROGRAMS & AFTER SCHOOL ACTIVITIES

Chapel Service

Weekly children's chapel services are conducted on Wednesdays of each month. Parents and friends are welcome to attend. Service for Grades Preschool- 5th starts at 8:15 am and ends around 9:00 am. Monthly chapel offerings are sent to different missions throughout the school year.

Daycare

As a convenience to the families of our school, CTCA provides daycare service to enrolled students. Service is provided in the morning from 7:00 am - 7:30 am. In the afternoon, it will be 3:00 pm- 6:00 pm. On half days, service is provided from 12:00 noon until 6:00 pm. Please refer to the "Fee Schedule" for current rates. **If the child is picked up after 6:00 pm, the cost will be \$1.00 per minute.** Please notify us if an emergency has arisen. **Law enforcement will be notified if we are not able to contact anyone within one hour after closing time.**

A sign in/out sheet system accounts for time spent in daycare. **Whoever picks the child up must sign the child out or the account will be charged until 6:00 pm.**

A student who is checked into daycare while a parent/guardian volunteers for the church or school will not be charged a fee. The parent/guardian must sign the student in and out of daycare and indicate that he/she does volunteer work.

Clubs and Other Activities- May be offered (fees may apply)

- Basketball (K-5th Grade)
- Bell Choir (3rd Grade and up)
- Challenge Club (3rd Grade and up)
- Choir (2nd Grade and up)
- Holiday Crafts Club (K-1st Grade)
- Homework Club (K-5th Grade)
- Journalism Club (3rd Grade and up)
- Martian Arts (2nd Grade and up)
- Recorder (3rd Grade and up)
- Science Club (Pt Grade and up)
- Science Fair (Preschool-5th Grade)
- Spelling Bee (2nd Grade and up)
- Student Council (3rd Grade and up)
- Tutoring (K-5th Grade)
- Volleyball (K-5th Grade)
- Youth Group (3rd Grade and up)
- Running Club (K-5th Grade)
- Volleyball (K-5th Grade)

Summer Daycare

Our summer program starts the week immediately following the last day of school. It lasts until the week prior to the start of the next school year. However, no daycare will be provided one week in August when the facility is closed for repair and maintenance.

Dates, plans, and prices will be advertised as soon as they are available.

MISCELLANEOUS

Newsletter

The monthly calendar and newsletter are available on our website: www.ctc-academy.org. It is the responsibility of the parent(s) to carefully review it for school information and special announcements.

Bulletin Board

The bulletin board near the main office can also be checked periodically for an update of information.

Website

The school website is: www.ctc-academy.org. Please check it for updated information.

Monday Email

The Monday email is sent out at the beginning of each week to inform the parents on what is

happening currently that week.

Lost and Found

It is advised that the parent(s) mark the child's clothing and personal items to facilitate finding misplaced or lost items. The lost and found cart should be checked for missing items. If an item is mistakenly taken, please return it to the cart.

Yearbook

The number of books printed depends on the number ordered. Order dates and prices will be announced as soon as available.

FUNDRAISERS

Numerous types of fundraisers are going on throughout the school year. Money raised is used for various purposes that benefit the school. Participation is voluntary. The following is a list of some of the programs:

- ❖ Believe Gift Wrapping Paper
- ❖ Cookie-Dough
- ❖ CTCA Events (Harvest Festival, Trike-a-thon, Jog-a-thon, Rummage Sale)
- ❖ Student Store – The Student Council operates the store and sells snack items. Student Store cards are sold for \$10.00 each. Proceeds from the sales will go towards a school-related project determined by the Student Council.
- ❖ See's Candy
- ❖ Dudley's Bread Fundraiser