
Cornerstone Christian Academy

Board Policy Manual

2019-2020

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PREAMBLE

We recognize that God has called parents to train their children in both the content and application of His Word in every aspect of life and that He is actively involved in equipping parents to fulfill this responsibility. In support of this, parents may choose the Christian school as a means to train their children in both the academic and spiritual realms. The Christian school can accomplish this by setting before students the highest academic standards in an orderly environment, and by providing Christ-like examples in word and deed, pointing them to God who is the source of all wisdom, knowledge and understanding. (Eph. 6:4; Deut. 6:1-9; Prov.9:10).

ARTICLE I: CORPORATION NAME

The name of the corporation shall be Cornerstone Christian Academy, Inc. organized under the laws of the Commonwealth of Kentucky as evidenced by the Articles of Incorporation dated August 30, 2000. The corporation shall operate under the assumed name and be known as CORNERSTONE CHRISTIAN ACADEMY.

ARTICLE II: PURPOSE OF ORGANIZATION

2.1 PURPOSE

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children.

- *These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. (Deuteronomy 6:6-7).*
- *Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. (Ephesians 6:4).*

The purpose of Cornerstone Christian Academy is to partner with parents to guide and establish Biblically-based learning experiences from which students become maturing Christians, fervent in their faith, and productive members of society through spiritual commitment and academic excellence.

The purpose of CCA is driven by the following beliefs concerning student success:

Student success is best displayed when a student...

- ❖ has a personal relationship with God through faith in Jesus Christ.
- ❖ develops a Christian mind and a Christian lifestyle.

- ❖ has the ability to apply Biblical principles to all that is learned.
- ❖ maintains rigorous and comprehensive academic endeavors marked by high achievement.
- ❖ participates in extra-curricular programs demonstrating social growth and expressing individual personality.
- ❖ participates in effective service and missions of Christ.
- ❖ is involved in a local, Bible-teaching church.

2.2 VISION STATEMENT

Fully Devoted Disciples...Leveraging Influence, Impacting Lives

2.3 MISSION STATEMENT

Cornerstone Christian Academy will strive to create an environment where students:

Receive an excellent education based on God’s Word

Realize their unique purpose in God’s Plan

Respond productively to God’s Call

2.4 REVIEW AND REVISION OF THE PURPOSE OF ORGANIZATION

Stakeholder surveys evaluating the effectiveness of, and for the purpose of collecting suggestions for review and/or revision of the purpose of the organization, shall be administered annually. The school’s Continuous School Improvement Team shall review collected data and make recommendations for revision to the school board for approval.

2.5 USE OF PURPOSE OF ORGANIZATION

The Purpose of Organization will be used to guide the school in its decisions regarding recruitment, retention and development of teachers and students and in the preservation of the spiritual, academic, socio-economic and physical ministry of the school.

ARTICLE III: FOUNDATIONAL PRINCIPLES

3.1 STATEMENT OF FAITH

Each member of the School Board, and each employee of the Corporation, having made Jesus Christ the Lord of his life, shall subscribe in writing to the following:

- We believe that both the Old and New Testaments are the inspired and inerrant Word of God, revealing the three Persons of the Godhead: Father, Son and Holy Spirit.
- We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as true God and true man.
- We believe that man was created in the image of God, but became separated from God by sin.
- We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, the shedding of His blood on the cross.
- We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
- We believe (as evangelical Christians in a post-modern society) in the evangelical and Biblical truths concerning homosexuality, abortion, adultery and fornication.

3.2 USE OF STATEMENT OF FAITH

The Statement of Faith shall be given to every person prior to their being offered employment at Cornerstone Christian Academy. Persons shall only be employed at CCA if they are in complete agreement with the Statement of Faith. If a person changes their beliefs with respect to the Statement of Faith following their employment, they may be asked to leave the employ of the school.

3.3 NON-DENOMINATIONAL POSITION

It is our desire to maintain a non-denominational position. In order to guide our faculty, it is necessary to remind everyone, including faculty, staff, parents and students that some areas are to be left primarily to the teachings of home and church.

3.4 ACCREDITATION ALIGNMENT

CCA shall align itself with the accreditation standards of the Association of Christian Schools International (ACSI) and AdvancEd. The school commits to receiving and maintain an "Accredited" status through these organizations.

3.5 EDUCATIONAL PHILOSOPHY

CCA begins with the premise that true education is a Christian education. This premise is based on the fact that only Christian education deals with all the dimensions of life as viewed from a

Biblical perspective. The philosophy shall be made available to each staff member and parents of students.

- **Reality.** God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.
- **Truth.** All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures, and man's understanding of truth comes through a study of the inspired Word of God and in understanding of His creation.
- **Knowledge.** We are called to "retain the knowledge of God" (Romans 1). All knowledge must be put in the context of Bible truth. Any knowledge or personal conviction which serves as a guiding principle in an individual's life must be based on truth as revealed in God's inspired Word.
- **Man.** Man is created in the spiritual and moral image or likeness of God. Man's essential nature is his freedom to choose or decide for himself what his behavior will be, what he will think, become and do. Man's inherent nature and his environment (consisting of both good and evil) affect his essential freedom of choice. Therefore, he is in need of special help to choose good, and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.
- **Christian Education.** In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:
 - Man does possess a spiritual dimension.
Then God said, "Let us make man in our image, in our likeness, and let them rule over the fish of the sea and the birds of the air, over the livestock, over all the earth, and over all the creatures that move along the ground." So God created man in his own image, in the image of God He created him; male and female He created them. (Genesis 1:26-27)
 - Education involves the total being: spiritual, intellectual, physical, and social.
Instruct a wise man and he will be wiser still; teach a righteous man and he will add to his learning. (Proverbs 9:9)
 - Each person possesses unique individual potential, traits, and needs.
For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the measure of faith God has given you. Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us. If a man's gift is prophesying, let him use it in proportion to his faith. If it is serving, let him serve; if it is teaching, let him teach; (Romans 12:3-8)

- The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous application.
- An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.
- Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and therefore will serve as our final authority on all questions.

3.6 EDUCATIONAL GOALS

The student will...

- ❖ give God the glory in all things.
- ❖ be equipped to lead non-Christian to Christ with the use of scripture and testimony.
- ❖ become spiritual leaders in the Church.
- ❖ understand their capabilities and limitations and how to make the most of them toward growth and service.
- ❖ have the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
- ❖ be creative and curious.
- ❖ be appreciative of the arts.
- ❖ understand and practice the fundamentals of physical fitness, nutrition, and hygiene.
- ❖ understand and practice the fundamentals of language arts, mathematics, social studies, science, and the Bible.
- ❖ have the ability to make constructive use of leisure time.

3.7 BIBLICAL INTEGRATION

An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.

3.8 REVIEW OF GOALS

The educational goals of CCA shall be made available to all parents of students and every staff member in the school. Stakeholder surveys evaluating the effectiveness of, and for the purpose of collecting suggestions for review and/or revision of the educational goals, shall be administered annually. Reviews will primarily be done with a survey, but will also be conducted through conferences with parents, teachers, and students. The Headmaster will collect the data and make recommendations of revision to the school board for approval.

ARTICLE IV: BOARD MEMBERSHIP

4.1 RESPONSIBILITIES

The members of the CCA Board are given the responsibility for the establishment, direction, and spiritual leadership in the operation of the educational institution of Cornerstone Christian Academy.

- a) CCA's directors shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the Board shall include, but not be limited to: making policy; acting on matters of personnel including hiring and firing; establishing tuition and fees; promoting Christian education in the community; and praying for the ministry of the school.
- b) Pray often for the spiritual and academic mission of the school.
- c) Attend and wholeheartedly participate in the school's Board meetings, which will occur at least once per month. In addition, participation in committee meetings will be crucial to the effectiveness of the Board. If necessary, Board members may be dismissed for excessive absence. For purposes of Article IV of this document, excessive absence shall be defined as absent from more than 4 meetings per year without the prior approval of the Board Chairperson.
- d) Board members are encouraged to attend several school functions per year, other than Board meetings, to stay in touch with the life of the school. These school functions shall include Orientation, Graduation, and other special events.
- e) Attend School Board member conferences/seminars for training, growth and development.
- f) Keep Board information confidential.
- g) Share in the responsibility and implementation of the Board decisions.

4.2 QUALIFICATIONS FOR BOARD MEMBERS

- a) Be a born again believer and committed to Biblical Christianity.
- b) Agree without reservation with the Statement of Faith, Philosophy of Education, Purpose and Goals.
- c) Be a member in good standing of, and attend regularly, a Bible centered church of his/her choosing.
- d) Be Christian role models in the school and community.
- e) Have special interest in the vision and future of the school.
- f) Exhibit sound judgment and "team player" capabilities.
- g) May not be a full time employee of Cornerstone Christian Academy or a member of a CCA employee's immediate family or household. Immediate family is defined as a person's parents, spouse, children and siblings.

4.3 TERMS OF BOARD MEMBERS

The School Board shall be comprised of twelve (12) members. The members shall serve terms of four years. Terms may be ended before the end of four years by resignation, death, or dismissal. Terms shall be staggered.

4.4 REMOVAL OF A BOARD MEMBER

- a) The Board Chairperson, vice Chairperson, or any committee chair can be unseated immediately by a vote of No Confidence taken in any Board meeting. Vote must carry by 2/3.
- b) Any School Board member may be removed from the Board for failure to be a Christian role model, for excessive absence from regular and special meetings of the Board or whenever such removal in the judgment of the Board would be in the best interest of the school. Removal shall require a two-thirds vote of the Board.
- c) In view of the serious nature of a School Board member's involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board shall be a matter of "last resort". Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question.
- d) In the event a School Board member who has left the Board was an officer, another member shall be designated by majority resolution of the Board to assume the responsibilities of the office now vacant.

4.5 MEETINGS OF THE BOARD

Regular

- a) Every School Board meeting will begin in prayer to ask for insight and God's wisdom.
- b) Regular meetings of the School Board shall convene at least once a month. The time and place of the Board regular meetings shall be posted.
- c) The School Board's general session shall be closed to school parents and other interested individuals.
- d) The Chairperson may grant the privilege of the floor to observers at his/her discretion. Individuals may also be given privilege of the floor upon the vote of a simple majority of Board members present at any given meeting, the Chairperson abstaining.
- e) The Board Chairperson, in consultation with the Headmaster, shall prepare an agenda for regular meetings of the Board. Such agendas shall be mailed physically or electronically to each Director at least one week prior to the scheduled regular meeting.
- f) Persons who wish to address the Board may be placed on the Board agenda, providing that request is made at least 7 days prior to the meeting and the request is approved by the Board Chairperson. The time allotted to any individual who is approved to be placed on the agenda, shall be at the sole discretion of the Board.
- g) The School Board has the right to meet in executive session.
 - i. Any Board member can request an executive session during a portion of any meeting for the purpose of discussing personnel and other sensitive matters.
 - ii. Executive sessions shall have in attendance all Board members present at said meeting and any other persons who are specifically asked to attend this session by the Board Chairperson, or a simple majority of Board members present. When the executive session is for the purpose of evaluating a Board member, that individual may be asked to not attend.
 - iii. No official business shall be transacted in the executive session. Rather, the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session, any decision shall

be made and stated officially so that the Board secretary can record such decision in the official minutes. In the case that a Board vote concerns a staff or faculty member who is also a Board member, he would be required to abstain from voting.

Special

- a) Special meetings of the School Board may be called by the Board Chairperson or by a majority of the Board members.
- b) Notice of the time, place, and purpose of all special meetings of the School Board shall be given to each Board member by telephone 48 hours prior to the scheduled special meeting.

4.6 QUORUM AND VOTING PROCEDURES

- a) At all meetings of the School Board, whether regular or special, the presence in person of a majority of Board members shall constitute a quorum for the transaction of business. Significant decisions, such as real estate transactions, borrowing, major personnel decisions, etc., would require a 2/3 majority of all members.
- b) In the absence of a quorum, a minority of School Board members may adjourn any meeting of the Board from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

4.7 MINUTES

Action by the CCA School Board shall be carefully recorded by the Secretary of the Board or a representative and when officially approved by the Board these minutes shall serve as a legal record of actions taken by the Board. The recorded minutes of the School Board shall be retained on file in the office of the Headmaster and shall be available for reasonable inspection during regular hours by members of the Board and such other persons approved by the Board. The Board secretary will also keep a second copy off site.

4.8 STRUCTURE

Cornerstone Christian Academy's Board consists of:

- a) Elected Officers
- b) Executive Committee Members
- c) Other Board Members
- d) Ex-Officio Members

4.9 OFFICERS

The School Board shall annually elect Officers of the Board from among its members. The Chair will not be elected, as the Vice Chair will assume the responsibilities of the Chair. The Chair shall only be elected if a Vice Chair had not served in the previous year or is not available to serve in the current year.

- a) Chair
- b) Vice-Chair
- c) Secretary/Treasurer

4.10 COMMITTEES (SEE APPENDIX I)

The Board of Directors will organize committees to meet the needs of the school. The committee chair must be a member of the School Board. The School Board shall operate using a standing committee and ad hoc committee system. Each committee shall have the responsibility to review and make recommendations in its assigned area for consideration and action by the full Board.

Chairmen will work closely with the Board Chairperson and be the direct liaison between the committees, any sub-committees, and the Board.

Standing committees are as follows:

- Development Committee
- Facilities and Grounds Committee
- Finance Committee
- Habitat Committee
- Oversight Committee
- Safety and Security Committee
- Technology Committee

Each committee is to meet independently and report to the Board at its regular meetings through a written report submitted by the committee Chairperson. These reports shall be submitted to the Board Chairperson at least one week prior to the Board meeting.

Committees will work independently to get tasks completed without continual Board input. The administration is responsible for helping the committees carry out their responsibilities.

4.11 AD HOC COMMITTEES

The School Board may from time to time establish ad hoc committees made up of Board members or other interested individuals to deal with specific issues in the school. Such an ad hoc committee shall be dissolved by the Board upon completion of its assigned task. The Board may appoint interested parents or individuals to serve on the committees.

4.12 LINE OF AUTHORITY

There shall be only one official line of authority, which will flow from the Board, through the Chairperson, to the Headmaster who is charged with the responsibility for properly conveying the decisions and actions of the Board to the staff, faculty, students, and as is appropriate. The Headmaster has a place of direct-line authority under the Board and advisory capacity to those committees and/or sub-committees to which the Headmaster is assigned or appointed.

4.13 WRITTEN POLICY SYSTEM

The school program shall be operated in all areas according to written policies. It is the Headmaster's responsibility to annually submit for approval the Staff and Faculty Handbook, Student Handbook and Athletic Handbook for adoption by the Board. The Headmaster shall consult the CCA staff in the formulation and implementation of the school policies and procedures.

Those policies which affect teachers and educational programs shall be transmitted to the teachers with pertinent interpretation and supplemented with discussion and reference handbooks.

4.14 AVAILABILITY OF BOARD POLICIES

A copy of the Board Policy Manual of Cornerstone Christian Academy shall be kept in the Administrative offices and shall be available upon request to CCA parents, students and personnel.

ARTICLE V: FINANCIAL POLICIES

5.1 DEVELOPMENT PHILOSOPHY

It is our belief that development is a biblical and spiritual ministry. Development initially involves a horizontal relationship between individuals and CCA. Further, development seeks also to provide the avenue for involvement of a vertical relationship between individuals and God. Development is a process of creating and conducting programs that will effectively communicate the vision of our ministry in order to gather, strengthen, and sustain support. Development must be a blend of faith and works in proper balance. *In the same way, faith by itself, if it is not accompanied by action is dead.* (James 2:17 NIV)

There must be a sowing of our investment:

- Public Relations (relating people to our ministry). There must be a cultivation of involvement:
- Student Recruitment (seeking individuals to fulfill and carry out our ministry). The harvesting of rewards:
- Fundraising (securing provisions for perfecting our ministry and encouraging stewardship)

5.2 FUNDRAISING POLICY

- a) Our primary method of fund raising shall be to ask God (pray) and tell the people. We want to concentrate our energy and our planning into effective communication of our ministry with regular appeals for support. We will attempt to broaden the number of people who potentially may have an interest in our ministry to include requests for support from foundations, corporations, organizations, or philanthropic individuals with an interest in independent education.
- b) Giving through methods other than cash giving also will be encouraged (stocks, life insurance, deferred gifts, annuities, wills, estate planning, etc.).
- c) Organizations within the school may conduct various minor fundraising and service projects to raise funds for their organization for some specific purpose as approved by administration. Such fundraising and service projects should have a Chairperson. Any off campus projects, i.e. a car wash, must have a CCA staff member present.
- d) Appeals for additional funds to be distributed, can be made directly to the Development Committee. Appeals will be determined by previous level of participation in CCA fundraisers and use of funds and level of educational benefit. If any party is dissatisfied with the Development Committee's decision, it may appeal to the School Board for consideration. The School Board will have the final decision.
- e) Promotion of these projects should be such that they do not interfere with regular giving to the school and conducted at timely intervals throughout the school year. Fundraising efforts may be directed to our community of school families, friends, and the outside community.

- f) Fundraising projects must first be brought to the Headmaster for consideration and approval by the Development Committee. Such requests should be submitted in writing and effectively communicate the school need and purpose. Upon approval, the project will be appropriately placed on the school calendar. Areas of question will be directed to the School Board.

Fundraising Criteria:

- a) That it does not interfere with the regular giving to the school for current operating funds or capital funds.
- b) That the project has a particular purpose which will be of benefit to the educational program of the school.
- c) That the project will be of benefit to and assist in the unity and cohesiveness of the school community and the student body.

5.3 DONOR RECOGNITION

Each gift (of money or property) to CCA, regardless of its value, will be acknowledged by a letter of thanks from CCA to the donor. Even the smallest of gifts are deeply appreciated. The Board will personally send letters of thanks to all gifts of \$1,000 or more.

5.4 INVESTMENTS

Available funds (tuition, gifts, etc.) shall be invested in accounts or securities which are monitored by the CCA Finance Committee.

5.5 BOOKS OF RECORD AND FINANCIAL STATEMENTS

The Financial Manager shall ensure that all financial records are retained for three years or the appropriate amount of time if different.

5.6 BUDGETARY PROCESS

The Headmaster and Financial Manager are responsible for developing the annual balanced school budget and submitting it to the Finance Committee. The Finance Committee is responsible for approving the budget and submitting it to the Board for approval. Upon approval of the budget, the Headmaster is responsible for its implementation and administration through suitable control of purchase orders, issuance of contracts and related instruments of financial allocations, and authorizations for payment.

5.7 AUDITS

- a) All audits or reviews of the CCA books are Board decisions and should be made at the time tentative budgets are prepared.
- b) Audits will be held at the Board's discretion. The Board may elect an Audit Committee to perform an in house audit or the Board may select an auditing firm to audit or review all

funds and accounts held by the school. The audit or review shall be made as soon as possible after the close of the fiscal year (June 30).

- c) A comprehensive audit or review report of all funds and accounts of the school shall be submitted annually in writing to the School Board.
- d) Each month, the Financial Manager shall submit financial reports to the Board. In connection with the administration of all funds, the responsible employee shall keep accurate records to reflect all receipts and disbursements; from all funds and the source or purpose of such receipts of disbursements.

5.8 LONG-TERM DEBT

The School Board shall have the authority to borrow money in the name of the school.

5.9 TAX-EXEMPT STATUS

CCA is a tax-exempt organization under IRS code Section 501(c) (3).

5.10 RECEIPTS AND DISBURSEMENTS

All receipts of CCA shall be documented and deposited on a timely basis by the school administration. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips shall be in sufficient detail so as to document the source of the funds as well as the destination. All disbursement for the school accounts shall be supported by appropriate documentation substantiating the amount of the expenditure, purpose, approval, and receipt of the goods and/or services. The expenditures shall be approved by the Headmaster.

5.11 FINANCIAL INSTITUTIONS

All accounts of CCA shall be maintained at financial institutions approved by the CCA School Board.

5.12 FINANCIAL AID PROGRAM

- a) Introduction
 - i. The rationale for and commitment to a financial aid program directly stems from the corporate conviction “that a child from a Christian home not be denied a Christ-centered education solely on the basis of family income.” (Galatians 6:10, Romans 15:1, 1 John 3:17). The primary purpose of the CCA Financial Aid Program is to provide tuition assistance to those families who, without such assistance, would be unable to send their children to CCA.
 - ii. The School’s Financial Aid Program provides a practical and feasible means whereby the Christian family can fulfill its responsibility namely, that each entrusted to them by God be guaranteed the opportunity to receive a Biblically centered education.

b) Criteria for Determining Amount of Aid

- i. The following primary and secondary criteria are utilized by FACTS Grant and Aid Assessments (an outside firm) to determine both qualification and need level for financial assistance. Primary criteria is that which will have a direct bearing on the amount of aid. Secondary criteria is that which may have a direct bearing on the amount of aid.

c) Primary Criteria:

- i. Level of Family Income: On the financial aid form, a family will be asked to state both their gross (before taxes) income from the previous calendar year (according to their Federal Income Tax returns) as well as their present level of income. The gross income estimate will include wages, child support, ADC payments, dividend and interest earned.
- ii. Number of children attending CCA: This includes the number of students attending CCA for which the applicant is directly and totally responsible. This includes other children in the household not attending CCA as well as other dependents (i.e. aged parents) for which the family is financially responsible.
- iii. Fulfillment of prior year commitment: This includes prompt and complete payment on an account. As a general rule, a financial aid application for the upcoming year will not be processed until the previous year's account has been paid in full. Consideration will be given here for the family who, although delinquent in their account, took the initiative to regularly communicate with the school concerning their situation.

d) Secondary Criteria:

- i. Families who have significantly more monthly expenses than income: This will usually involve families who are heavily indebted. Financial aid may be granted in such instances if the indebtedness was precipitated by business or personal loss, extensive medical costs from an extended illness or accident or prior money mismanagement that has resulted in a personal commitment towards personal financial solvency. This does not mean that financial aid will be extended to families who have elected to live at a higher standard of living.

Financial Aid Approval Procedure

The completed financial aid form should be submitted to the attention of the Business Office that will initially review the form and contact the home if additional information is required. The Business Office would then submit the form to the other Financial Aid Team which shall consist of the Headmaster, Admissions Director, Financial Manager and Finance Committee Chair. After a financial aid application has received Financial Aid Team review, the form is then returned to the Headmaster's office. The office will then communicate, in letter form, to the family the level of financial aid granted per year.

5.13 FISCAL YEAR

The fiscal year for Cornerstone Christian Academy is July 1 to June 30.

5.14 TUITION AND FEES

- a) Tuition: Tuition will be reviewed annually by the Finance Committee, and the proposed rates approved by the School Board by the December School Board meeting of each year. Payment and refund options will be reviewed annually by the administration and Finance Committee and approved by the School Board.
- b) Application Fees: Interested families applying for enrollment must pay a per child application fee. Application fees are nonrefundable regardless of acceptance or denial of enrollment. The amount shall be established annually as recommended by the Finance Committee.
- c) Registration Fee: Upon acceptance of enrollment, a per child registration fee must be paid prior to the starting date of attendance. The registration fee is nonrefundable. The amount shall be established annually as recommended by the Finance Committee.
- d) Other Fees: Other fees may be assessed to offset the cost of academic and/or extracurricular programs at CCA. A schedule of fees shall be established annually as recommended by the Finance Committee. The established schedule of fees shall be made available upon registration.
- e) Student Financed Income: Income generated from student activities and/or clubs must be deposited through the Financial Office to be placed in a designated account. Expenditures from such designated accounts must follow the established purchasing procedures of the school.

5.15 BARTER AGREEMENTS

In the event of any circumstances initiated by the school to enter into a situation of barter for the benefit of the school, the details of the circumstance should be referred to the Board's Finance Committee who may at its discretion make a recommendation to the Board.

ARTICLE VI: HEADMASTER

6.1 BOARD-HEADMASTER RELATIONS

- a) The Headmaster shall be appointed by the CCA School Board, and shall carry out the policies established by the Board. The Headmaster shall be an ex-officio (non-voting) member of the Board.
- b) The Headmaster's responsibilities are to be defined in a job description approved by the School Board.
- c) The Headmaster shall be contracted for employment by the Board and shall have a written, Board-conducted evaluation annually.

ARTICLE VII: PERSONNEL

7.1 BOARD - FACULTY AND STAFF RELATIONS

- a) The faculty and staff shall be considered for appointment and termination by the CCA School Board upon recommendation of the Headmaster.
- b) Faculty and staff responsibilities are to be defined in job descriptions approved by the Cornerstone Christian Academy School Board on file in the school office.
- c) The faculty and staff shall be appointed each year by written contract after favorable interview, background and reference checks, careful consideration of spiritual and academic qualifications and evaluations, and approval by the School Board.
- d) The Headmaster shall evaluate faculty and staff annually based upon their job descriptions and other appropriate factors.
- e) Each member of the faculty and staff shall receive a handbook of pertinent policies and procedures for the school and shall certify annually in writing that he has received and reviewed the handbook.

7.2 PERSONNEL POLICIES

Christian Schools cannot maintain a strong educational program for long without a solid core of teachers who are academically, professionally, and spiritually competent.

The Headmaster is the executive and educational head of the school. The Headmaster is the person to whom the school's faculty and staff are accountable. The administration and supervision of the educational activities of the school are delegated by the School Board to the Headmaster to be carried out in accordance with the adopted policies. All Headmasters, teachers, and other school personnel serve under the authority of the School Board.

A staff member should not engage in outside employment, which in any way interferes with the performance of regular school duties. He/she should not engage in any activity that creates a conflicting interest for the school. Teachers and staff should not engage in work of any type where information concerning students originates from information obtained through school sources. No staff person should use school property for private or corporate profit, nor should he/she conduct

private business on any premises owned by the school, unless prior approval has been obtained through proper channels.

Cornerstone Christian Academy staff shall demonstrate support for the school in prayer, words, and deeds.

7.3 NON-DISCRIMINATORY HIRING PRACTICES

The Board of CCA does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational and administrative policies except where necessitated by the specific religious tenets held by the institution and its controlling body.

7.4 RECRUITMENT AND SELECTION

All applicants must complete an application stating their background of training and experience in addition to personal and professional references. As soon as a vacancy is expected the CCA administration shall advertise the position through available local media in order to find the most qualified candidate.

7.5 QUALIFICATIONS FOR EMPLOYMENT

- a) Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from an accredited or ACSI recognized college or university.
- b) Teachers shall have a valid certificate from the Commonwealth of Kentucky or ACSI for the specific grade level or major subject fields.
- c) Teachers shall have had courses specifically pertaining to the area of Christian education and philosophy (or be willing to pursue).
- d) All employees of CCA shall be born-again Christians who believe in the Lord Jesus Christ as Savior.
- e) All employees shall be active members of a local Bible-believing church whose fundamental beliefs are in agreement with the Standard of Faith of Cornerstone Christian Academy.
- f) All employees shall be in agreement with the stated purpose of the school as outlined in the Philosophy of Education.
- g) All employees shall give evidence of good moral character. He/she will embody the highest Christian virtue and personal decorum, serving as role model of Christian living both in and out of school to the students, parents and community.
- h) The employee gives testimony that he/she has a sense of God's will, and that teaching in this Christian school is God's direction.
- i) All employees shall give evidence of adequate physical and mental condition.
- j) All full time teaching staff shall comply to ACSI educational guidelines and have a degree from an accredited college/university.

All prospective employees must secure and complete an Application for Employment which is available at the school's office. The Headmaster shall initially interview all prospective employees. After careful evaluation, the Headmaster shall recommend to the Board those applicants that he/she feels will best fill the various positions.

7.9 CONTRACTS OF EMPLOYMENT

CCA faculty and staff responsibilities are to be defined in job descriptions approved by the School Board. The job descriptions will be on file in the office. The faculty and staff shall be appointed each year by written contract after favorable interview, background and reference checks, careful consideration of spiritual and academic qualifications and evaluations, and approval by the School Board.

The CCA Headmaster's responsibilities are to be defined in a job description approved by the School Board. The Headmaster shall be appointed each year by written contract after careful consideration of his spiritual and academic qualifications, and an annual Board-conducted evaluation.

Every contract will contain a clause providing for any disciplinary action deemed appropriate by the School Board, including administrative leave w/o pay, probation and termination. The Board shall review the circumstances of the Headmaster, faculty or staff leaving prior to the end of the term of the contract, or leaving without adequate notice. The Board shall, at its sole discretion, determine disciplinary action for each case, depending on the merits of the case.

a) Fiscal Year Contracts:

The following contracts will coincide with the fiscal year (July 1 to June 30): Headmaster, Financial Manager, Admissions Director, Academic Counselor, and any other personnel deemed essential by the School Board.

b) Teacher Contracts:

Contracts for teachers and administrative staff will be renewed annually unless the administration recommends non-renewal. Length of contracts for teachers will be for the amount of time needed to conduct the State required amount of days/time (currently 1062 academic hours) and any days needed for orientation.

7.10 SALARY SCHEDULE

A laborer is worth of his reward (I Tim 5:18). A Christian institution owes to its employees the very best remuneration that it can afford to pay. The Finance Committee shall annually review and recommend a salary schedule to the School Board.

7.11 SOCIAL SECURITY AND WORKERS' COMPENSATION

Social Security and Worker's Compensation benefits all CCA staff members, regardless of hours worked, as required by law.

7.12 EMPLOYEE TRAVEL AND EXPENSE

Cornerstone Christian Academy shall bear expense for authorized employee travel and travel-related costs.

7.13 TENURE

Cornerstone Christian Academy does not operate a tenure system for instructional staff.

7.14 EMPLOYEE ABSENCE POLICIES

Faculty and staff may use eight (8) days with pay as personal or sickness days. Only five (5) days consecutively may be taken.

As part of teacher salary benefit if a person has not used all of their eight (8) days they will be paid the approved substitute rate per day left as an incentive. Two (2) weeks prior notice is necessary for the secretary to plan substitutes.

Days off and salary benefits will be prorated for part time staff.

7.15 SUSPENSION/TERMINATION OF A CLASSIFIED EMPLOYEE

Kentucky is an employment-at-will state.

For employees with a written contract, "cause" for termination and dismissal may include, but is not limited to, any one or more of the following:

- a) Homosexuality
- b) Heterosexual activity outside of marriage
- c) Intemperance
- d) Abuse of a student
- e) Insubordination
- f) Any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian role model for the students of Cornerstone Christian Academy
- g) Inability to adhere to the high standard of excellence for teaching staff
- h) The school's inability to provide the salary for the employee's position

7.16 DISMISSAL OF EMPLOYEES AT THE END OF THE CONTRACT YEAR

The CCA Board shall act in the best interest of the school at all times and therefore may not rehire a Headmaster or teacher at the end of the contract period set forth if, in its judgment, the best interest of the school would not be served by doing so.

7.17 DISMISSAL OF EMPLOYEES DURING THE CONTRACT YEAR

Every CCA employee contract will contain a clause providing for any disciplinary action deemed appropriate by the School Board, including administrative leave w/o pay, probation and termination. The Board shall review the circumstances of the Headmaster, faculty or staff leaving prior to the end of the term of the contract, or leaving without adequate notice. The Board shall, at its sole discretion, determine disciplinary action for each case, depending on the merits of the case.

In cases of gross misconduct, the Headmaster may immediately place an employee on paid administrative leave until the Board takes action. The Headmaster will communicate with the Board regarding any pending or immediate recommendation of dismissal as soon as reasonably possible.

The Headmaster or teacher may be discharged and salary payments terminated by the Board during the school year for cause as defined in 7.15 above. Before the Headmaster or teacher shall be discharged during the year for any of the causes set forth in the preceding section, the Headmaster or teacher shall be notified by the Board in writing of the proposed section and the grounds assigned therefore. The Headmaster or teacher shall have an opportunity to respond to the notice of proposed action before being discharged.

When a school employee resigns or is terminated, his final paycheck will be withheld until keys are turned in and exit requirements are met.

7.18 NOTICE OF SUSPENSION/TERMINATION OR DISMISSAL

Notice of dismissal shall be in writing and delivered in person or by certified mail to the last known address.

7.19 EMPLOYEE'S RIGHT TO APPEAL/GRIEVANCE PROCEDURES

- a) Any grievances that the Employee may incur with his/her work responsibilities or conditions are first to be brought to the attention of the Headmaster.
- b) Any appeal of the Headmaster's decision is to be made to the CCA Oversight Committee. An Oversight Committee decision may be appealed to the Board. All decisions of the Board are final.
- c) The Parties to an Employee contract are Christians and believe the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Church. (See Matthew 5:23-24; Corinthians 6:1-8; Matthew 18:15-20). Therefore, on any claim or dispute rising out of or related to an Employee contract shall be settled by Biblical principles in accordance with the Dispute Resolution process as defined in Appendix 1 of the CCA By-Laws and, if necessary, shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Employment Arbitration Rules ("The Rules"), insofar as such Rules are not

inconsistent with this provision or the provisions expressly set forth in an Employee contract pursuant to the following procedures: (i) all proceedings before the arbitrator shall be held in Shelbyville, Kentucky; (ii) there shall be one arbitrator appointed in accordance with the Rules; (iii) the cost and the fees of the arbitration, not including attorney's fees of the parties, shall be allocated by the arbitrator (each party shall be responsible for its own attorneys' fees); (iv) the award rendered by the arbitrator shall be final and judgment may be entered in accordance with applicable law and in any court having jurisdiction thereof; and (v) the existence and resolution of the arbitration shall be kept confidential by the parties and by the arbitrator except as required by law or may be necessary in connection with the enforcement of the award. These methods shall be the sole remedy for any employment-related claim or controversy or claim arising out of an Employee contract. The signing of an Employee contract shall expressly waive the Employee's right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

7.20 RESIGNATION AND ABANDONMENT OF CONTRACT

All letters of resignation are to be addressed to the Headmaster. All resignations require the Headmaster's response. It is recommended that any person resigning from a full-time position visit with the Headmaster prior to submitting the letter of resignation. It is assumed that all teachers will complete a full teaching year when accepting a position. Resignation shall be subject to the terms of the Faculty/Staff contract.

7.21 RESIGNATION PROCESS

An employee shall notify the CCA administration in writing if he/she is unable to fulfill the terms of contract. The employee shall be obligated to remain until proper replacement can be secured and will be responsible for the terms of breaking the contract. At the time of resignation, the contract shall be dissolved and remaining compensation forfeited.

7.22 REDUCTION IN STAFF

In situations where teacher contracts cannot be renewed because of reduction in staff, the Headmaster shall use seniority, teaching effectiveness and overall value of the teacher's gifts, strengths, and general qualifications in making these reductions. A teacher not offered a contract renewal shall have seven days after notification in writing to request a hearing with the School Board.

7.23 REMUNERATION FOR THOSE WHO RESIGN OR ARE DISMISSED

If a CCA teacher resigns or is terminated during the period of service covered by his/her contract, the teacher shall be paid only that portion of the annual salary which the number of days of actual duty worked bears to the number of days of actual duty covered by the contract. All fringe benefits terminate at the end of the last full month of active employment. Resignation shall be subject to

the terms of the Faculty/Staff contract.

7.24 ANTI-NEPOTISM POLICY

An individual is not eligible for full-time employment at Cornerstone Christian Academy if he/she has an immediate family member that is currently full-time employed at the school or serving as a member on the Board. As used in this section, "immediate family" means a person's parents, spouse, children and siblings.

7.25 TEACHER EVALUATIONS

The purpose of a teacher evaluation is to improve the instructional program of the school. Therefore, the Headmaster, lead teacher, or appropriate administrative staff will evaluate the performance of each teacher. Special attention will be given to "first-year" teachers. The evaluation process may include classroom visitations, conferences with the Headmaster, self-evaluations, development of a self-improvement plan, and other acceptable teacher evaluation procedures.

7.26 ASSIGNMENT AND PLACEMENT

All school personnel shall be assigned working positions by the Headmaster. Assignments shall be based on the needs of the school. Requests for specific assignment or reassignment shall be granted if the assignment or reassignment will enhance the effectiveness of the school.

7.27 SUPERVISORY RESPONSIBILITIES OF STAFF

At no time are students to be left unattended in a classroom or on the playground. Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal problems. Teachers, therefore, must also leave their classroom doors locked when they leave their classrooms.

At no time are custodians or non-school personnel to be given responsibility to supervise students on their own.

7.28 SEXUAL HARASSMENT OF EMPLOYEES OR STUDENTS

No staff member shall harass another employee or student in reference to sexual relations. Any harassment should be reported immediately to the Headmaster or to another authority if the Headmaster was involved.

7.29 PARTISAN POLITICS IN THE CLASSROOM

The classroom is not a forum to promote partisan politics. This does not mean that political matters are never discussed. They should be discussed. Christian school students should be exposed to a wholesome presentation of our political system and to the basic truths of our American heritage.

Most Christian schools have students of many faiths represented in the school. While we at Cornerstone Christian Academy attempt to lead them to Christ and strengthen them in the Word, the teacher should use utmost discretion in discussing denominational doctrines.

Teachers who have discussion on Biblical topics, especially those of extremely sensitive and more controversial in nature, should contact parents and share of the discussion.

7.30 HANDBOOKS

Each employee of Cornerstone Christian Academy shall receive a handbook of pertinent policies and procedures for the school and shall annually sign a statement that he/she has received and reviewed the handbook.

7.31 EMPLOYEE EMAIL ACCOUNTS

Upon resignation, an employee's email will remain active and the employee shall maintain access for thirty (30) calendar days.

Upon termination, an employee will immediately lose all rights to his or her school email account. The account shall remain an inactive (frozen) account for no less than one (1) calendar year from the date of termination.

7.32 SUBSTITUTE TEACHER QUALIFICATIONS

Substitute teachers must hold a high school diploma or passing scores on an equivalent exam.

PreK-5th grade substitutes must be a minimum of nineteen (19) years of age; 5th-12th grade substitutes must be a minimum of twenty-one (21) years of age.

All other requirements for employment must be met by substitute teachers.

ARTICLE VIII: STUDENT POLICIES

8.1 ADMISSIONS

Admissions will be based on the following criteria:

- a) Attitude and Christian commitment of student and parents
- b) Record of student's academic performance
- c) Date of application for admission to CCA
- d) Church Attendance
 - i. If student is in grades K3-5, the family must attend a Bible-centered church on a regular basis.
 - ii. If student is in grades 6-12, the student must attend a Bible-centered church on a regular basis.

Admissions Policy

CCA exists to offer Christian education in a Christian environment. Families of prospective students must be committed to Biblical Christianity and attend a Bible-centered church of their choice on a regular basis. Students will be carefully selected in order to maintain a student body of high academic and moral standards. The vision of this school is that it be primarily a ministry of edification of the Body of Christ. The Christian school will serve as an extension, and resource, of the parents, in fulfilling the academic and moral education of their children.

Applicants transferring from another school (including home school) may be required to take an admissions test as part of the admission process to ensure placement in the proper grade. At the discretion of the Headmaster or Guidance Counselor, an applicant may be asked to also furnish the school with results of standardized tests administered by a previous school. Acceptance of the student will be based upon a signed agreement with the enrollment policy, agreement to fulfill the stipulations of this Handbook, an evaluation of the student's academic record, and payment of enrollment fees.

8.2 HEALTH/MEDICAL RECORDS CRITERIA

- a) Immunization/Communicable Disease Policy

Students entering Cornerstone Christian Academy are to present health/medical records as required by state and local laws. The following immunizations are required by order of the Health Department: Polio, DPT, Rubella, Measles, Mumps, and T.B. In most cases, immunization

certificates can be obtained through the local county nurse or your family doctor. Parents may send a signed notice of immunization exclusion because of religious convictions. State law REQUIRES that all new transfer students have a T.B. test and submit the slip to the school, or submit a written religious waiver.

8.3 STUDENT RECORDS

The maintenance of accurate and complete student records is a vital part of the daily teacher responsibilities. Student records should not generally be taken from the building nor be accessible to students. Only teachers, administrators, staff persons or parents may see student's records.

- a) Student Enrollment and Cumulative Records. These records are kept and maintained in the school office:
 - i. Application for Admission
 - ii. Medical History and Student Information Sheets
 - iii. Physician's Reports (as relevant)
 - iv. Immunization Record
 - v. Achievement Testing Profiles
 - vi. Transcripts
 - vii. Attendance Records
 - viii. Records from previous schools
- b) Classroom Records. These records are kept and maintained by the individual teachers:
 - i. Daily Attendance Report
 - ii. Progress Reports
 - iii. Disciplinary notes
 - iv. Records of overdue books, fines or fees
- c) End-of-Year Procedure. Records should be consolidated at the end of each school year and a determination made by the administration as to what information should be added to the Student Cumulative Record. Teachers should be certain that all appropriate grade reports are entered promptly on the Student Cumulative Record folder. The guidance counselor supervises secondary level records.

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access requests must be submitted to the Headmaster's office. Available records include grades, evaluations, and standardized test results. These records cannot be released to persons or institutions outside the school without written request of the parents.

The Buckley Amendment affords the right for challenging the accuracy of recorded information. A parent may challenge the content of the records by making a written statement of his position. That statement shall be inserted in the records.

8.4 CODE OF BEHAVIOR

No student shall be accepted into the school unless their parents, without any reservations, are in agreement with the Code of Behavior as advised and adopted in the Family Handbook.

8.5 ATTENDANCE RECORDS

Daily attendance charts will be kept for each class and each student's personal attendance record will be updated each day. Attendance records are added to every student's permanent file.

8.6 SCHOOL AGE

All students desiring to start Kindergarten at CCA reach five (5) years of age on or before August 1st of the school year in which they desire to be enrolled. Exceptions to this policy may be requested in writing to the Headmaster. The Headmaster shall hold the authority to allow exceptions as substantiated by an established CCA Kindergarten readiness assessment.

8.7 PRE-SCHOOL AGE

A child is eligible to enter the K-4 program when they turn 4 years old and are potty trained. A child is eligible to enter the K-3 program when they turn 3 years old and are potty trained.

8.8 NATIONALLY REFERENCED STANDARDIZED TESTING

Standardized achievement tests are administered each spring.

8.9 GRADING/REPORTING PERIODS

The school year is divided into 2 semesters. Each semester consists of three 6-week grading periods. Six week, 3 week, and semester report cards will be issued according to the yearly calendar.

8.10 CLOSED CAMPUS

Cornerstone Christian Academy follows a closed campus policy. Students must stay on the school grounds from arrival time until dismissal. Students must bring a written parental request to the office or receive permission from the office to leave the campus for any reason.

- a) Visitors
 - i. Students may not bring guests to school without prior office approval.
 - ii. All visitors are to be "cleared" through the office.
 - iii. Visitations should never be allowed to interfere with instructional activities.
 - iv. Any time the actions or character of a visitor becomes suspicious, a teacher should approach that person and/or the Headmaster should be informed.

8.12 INCLEMENT WEATHER/DISCRETIONARY DAYS

The decision to close school will rest with the administration.

8.13 SCHOOL CALENDAR

The school calendar will be published and distributed before the conclusion of the current academic year.

8.14 TRANSPORTATION OF STUDENTS

Parents are responsible for supplying transportation for their children to and from the school.

ARTICLE IX: AMENDMENTS TO BOARD POLICY

9.1 AMENDMENTS TO BOARD POLICY

This Board Policy may be amended by the vote of a simple majority of the Board Members present at any meeting.

APPENDIX I – COMMITTEE DEFINITIONS

Development

The Development Committee oversees the procurement of revenue for the general operation of the school beyond tuition revenue. It plans, implements, and coordinates fundraisers to raise such revenue. The committee is responsible for creating a school-wide development plan. Committee meetings are run monthly. There is one committee chair that is appointed that must be directly from the CCA Board. The rest of the committee members may be pulled at-large.

Facilities and Grounds

The facilities and grounds committee maintains the integrity of the school building and grounds associated with it. It is responsible for any maintenance issues and repair of equipment used at the school except for equipment associated with technology. It meets once a month. There is one committee chair that is appointed that must be directly from the CCA Board. The rest of the committee members may be pulled at-large.

Finance

The finance committee creates and monitors the budget for CCA. This committee is responsible for keeping track of all moneys that come into the school. Committee meetings are run monthly. There is one committee chair that is appointed that must be directly from the CCA Board. The rest of the committee members may be pulled at-large.

Oversight

The Oversight committee recommends created or amended policy to the Board. It also monitors all legal issues associated with CCA. Any sensitive material pertaining to student/ faculty/ staff are processed through this committee prior to going to the Board. This committee meets once a month. The committee members are pulled directly from the board only.

Safety and Security

The safety and security committee is responsible for all safety issues at CCA. This committee looks out for new safety concerns associated with trespassers and/or facility design. It assesses risks and recommends policy for the safety and security of faculty, staff, and students. This committee meets once a month. There is one committee chair that is appointed that must be directly from the CCA Board. The rest of the committee members may be pulled at-large.

Technology

The technology committee is responsible for any technology utilization on the campus. It assesses technological needs of the school and develops a plan to keep the school up-to-date with current trends and equipment. The committee also assists in the procurement of funds to complete tasks associated with technology. It meets once a month. There is one committee chair that is appointed that must be directly from the CCA Board. The rest of the committee members may be pulled at-large.