

# CORNERSTONE ACADEMY AMARILLO

a ministry of



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[www.cornerstoneamarillo.org](http://www.cornerstoneamarillo.org)

Dear Parents,

Thank you for expressing an interest in Cornerstone Academy Amarillo (CAA). CAA is a church school provide by Cornerstone Church Amarillo as a ministry to the children of its families and like-minded families from the Christian community who are faithfully following the Lord Jesus in their local church and are committed to training their children the “way they should go” (Proverbs 22:6).

Included in this information packed is our statement of faith, admissions policies and procedures, tuition and fees, and information about our accreditation. Please thoroughly read the information. To continue with the enrollment process you can contact the principal for an appointment.

The goal of CAA is to assist parents in training their children in the way they should go. We are of the conviction that Biblical education is foundational for the success of our children. We are racially non-discriminatory and provide equal opportunity and privileges for all our students.

God bless,

Cornerstone Academy Amarillo

**Pastor: James C. Loper**

**Principal: Mark S. Wilbourn**

# INTRODUCTION

This document is an enunciation of who we are at Cornerstone Academy Amarillo (CAA). It is in part a declaration of our standard of conduct. It is our belief that “He who declares his standards of conduct has declared himself.” The things that one will or will not do define the quality of life that one will possess. The word “standard” means “a standing place.” It means that there is something unique and singular by which we are willing to be identified. It speaks of staying in line as a group of soldiers who march in rhythm without one break in formation. In addition, “standard” is used to refer to “something used as a rule or basis of comparison in measuring or judging” according to Mr. Noah Webster. The Bible tells us that there is a “way in which (our children) should go.” Something must be available as a yardstick to measure whether progress is being achieved. The objective in establishing CAA is to obey the Scriptural imperatives of Deuteronomy 6:5-7a

. . . love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children. . .

and of Proverbs 22:6 to train up a child in THE way he SHOULD go. Teaching is training. Training for life must include preparation for eternity.

A Christian school is an extension of the Christian home in nurturing young people in a Christian environment for time and eternity. The school staff works closely with parents to educate the whole child.

Attendance at CAA is a privilege and not a right. The major goal of the Academy is not to reform, but to educate Christian youth of varying ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This Academy stands without apology for the Gospel of the Lord Jesus Christ and the highest standards of morality and Christian behavior.

## **Note:**

- **In this handbook, the terms parent, parents, father, and mother are intended to be generic terms referring to the adult or adults who have legal custody of the student(s) enrolled at CAA.**
- **CAA reserves the right to make any changes in its handbook (on any of its policies) as it deems necessary.**

# STATEMENT OF FAITH

WE BELIEVE:

1. in the triune God, God the Father, God the Son, and God the Holy Spirit.
2. in the deity and the humanity of our Lord Jesus Christ, His virgin birth, His sinless life, His blood sacrifice, His substitutionary death, His bodily resurrection, His ascension to the right hand of the Father, and His imminent return to this earth.
3. that restoration of divine life and fellowship with God for fallen man comes only through the new birth, which comes only through repentance and faith in Jesus Christ.
4. in the Baptism of the Holy Spirit, with the supernatural sign of speaking in tongues as the Holy Spirit gives utterance. The gift of the Holy Spirit is for every born-again believer and is for the enduement of power for service.
5. that Jesus Christ is the same yesterday, and today, and forever, and that God the Father has never ceased to be a God of miracles.
6. that the Holy Bible is God's Word, our only rule of faith and practice, not to be added to nor taken from.
7. that salvation includes ministry to the whole man, following the example of Jesus who brought wholeness to man's spirit, soul, and body.

# PHILOSOPHY OF CHRISTIAN EDUCATION

The Bible makes some outstanding statements about training and educating children:

Jesus said to him, "I am the way, the truth, and the life. No one comes to the Father except through Me." (John 14:6)

"Train up a child in the way that he should go and when he is old, he will not depart from it." (Proverbs 22:6)

"And these words which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sitteth in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." (Deuteronomy 6:6-7)

"Beware lest anyone cheat you through philosophy and empty deceit, according to the tradition of men, according to the basic principles of the world, and not according to Christ." (Colossians 2:8)

"And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord." (Ephesians 6:4)

"[A child] is under tutors and governors until the time appointed of the father." (Galatians 4:1)

From these Scriptures several things are clear:

**First**, Jesus Christ is the foundation of all learning and understanding concerning life. He is the way, the truth, and the life. True education takes place when Jesus is given first place and is honored as the One "in whom are hidden all the treasures of wisdom and knowledge." (Colossians 2:13)

**Second**, a child is to be trained only in the way that he should go. The standard to which a child should be trained is faith in Jesus Christ and obedience to His Word. A child's education should be consistent with this standard.

**Third**, the Word of God is to provide the philosophical basis of a child's training and education. All academic disciplines are to be presented from the standpoint of the absolute integrity and morality of the Bible.

**Fourth**, the Scriptures warn that philosophies that are contrary to Christ can spoil or capture a child's mind. Children should not be trained and educated in humanistic philosophies that deny the role of God as Creator, a man's accountability to God, and the absolute moral standards of the Bible.

**Fifth**, the Bible teaches that the training and education of children is a parental responsibility. God is holding fathers, not the state, responsible for the training and education of their children. Tutors and governors (teachers and aides) are to assist parents in training their children in the way they should go. CAA is dedicated to assisting Christian parents in educating their children according to the principles of God's Word.

# **ADMISSIONS POLICY**

CAA is a ministry of Cornerstone Church Amarillo. CAA's programs are open to members of Cornerstone Church Amarillo and like-minded Christian families in our community who are faithful in attendance to their church, have a letter of recommendation from their pastor, and are willing to follow the Biblical standards of the school both at school and in their homes. Preference is given to Cornerstone Church Amarillo members; however, interviews are granted to consider admission to those who are in agreement with our philosophies.

CAA is racially nondiscriminatory and provides equal opportunity and privileges for all its students. The selection of students is based upon interviews with both the parents and the student. A statement from the parents and the student declaring that they will abide by and cooperate with the rules, regulations, and standards of the school and the Word of God will be required. Family life and general behavior of the student will be carefully considered. Both parents (and students ages 7-18) should be born-again Christians (according to Romans 10:9-10 KJV) and be attending a Bible-believing church as a family. However, in the event that only one parent is a born-again Christian, consideration of enrollment will be given if the following can be agreed upon:

1. The Christian parent must be faithful in church attendance with his/her children and be supported in this endeavor by the other.
2. Both parents must be willing to participate in the interview and be in full agreement with each other concerning the financial commitments that must be made to the school.
3. Both parents must also be in agreement with the school's general policies of conduct, Scriptural discipline of their children, school procedures, and appearance guidelines.
4. Both parents must agree that in the event that problems arise and a breach of agreement between the parents, students, and school can not be worked out, the school reserves the right to terminate the student's enrollment.

CAA is not a reformatory and is unable to accept juvenile delinquents or problem children. It is not the primary purpose of the school to evangelize non-Christian children, but rather to train and disciple Christian children of Cornerstone Church Amarillo and the Christian community of the Amarillo area. CAA is not equipped to handle children who are severely handicapped, terminally ill, or have severe learning disabilities.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

CAA admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. CAA does not discriminate based on race, color, or national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## ADMISSIONS PROCEDURES

1. Pick up information packet from CAA.
2. The principal and possibly the pastor must interview both parents and the prospective student.
3. Both parents and student must visit and tour the facilities.
4. Both parents must view a presentation of the program at school.
5. THOROUGHLY read the school handbook.
6. Complete and submit the Student Application and the various forms.
7. The Admission's Committee will accept or reject the application.
8. Upon acceptance, medical history and immunization records must be submitted along with the enrollment fee.
9. Each year resubmit a re-enrollment application (along with the re-enrollment fee) for review for the next school year.
10. Both parents must commit to attend each of the Parent-Teacher meetings and keep their financial commitments to the school.
11. In addition to paying tuition, each family is expected to participate in the fund raising activities of the school. Each family must commit to make a good faith effort in achieving the school's fund raising goals set for the family, either by participation in the fund raising programs of the school, or by the family giving financially toward its fund raising goal, or by a combination of both. Regardless of the manner of involvement, we will need maximum participation from every family. (This applies to all parents seeking enrollment or re-enrollment of their children.)

**Note: A student over the age of 12 may be considered as a possible candidate for admission only if he/she has transferred from another Christian school or home school and is a born-again Christian and meets all the character and academic requirements of the school. The school administration reserves the right to specify the length of a probationary period. (The admission's committee might possibly make exceptions to the above policy only after prayerful consideration.) The school reserves the right to refrain from giving an explanation for not accepting a student of any age for enrollment or re-enrollment.**

# CAA FEES & TUITION

## 2009-2010 School Year

### Enrollment Fees

- A. Pre-K and Kindergarten Enrollment fee for ALL students.....\$150.00
- B. Learning Center Enrollment fee for all NEW students .....\$75.00
- C. Re-enrollment fee for RETURNING Learning Center students.....\$50.00

Each of the above fees is due upon registration and is non-refundable.

Registration dates will be on or around June 15th each year.

Returning students must pay regular enrollment fee if re-enrollment papers are late.

The Cornerstone Academy Amarillo facilities have been made available through Cornerstone Church Amarillo. CCA families have helped to make these facilities possible through their obedience to God's Word as it relates to tithing and giving (Malachi 3:10-12). This being the case, families from other churches are charged a Non-member Rate to help cover our facility expenses.

### Tuition (with discounts where applicable)

| Members | Non-members |
|---------|-------------|
|---------|-------------|

#### ½ day Pre-Kindergarten (1:00 pm to 3:30 pm) (no multi-child discounts)

|                                 |                                 |
|---------------------------------|---------------------------------|
| \$1,575.00 9@\$175.00 per month | \$1,800.00 9@\$200.00 per month |
|---------------------------------|---------------------------------|

#### ½ day Kindergarten (8:30am to 11:40am) (no multi-child discounts)

|                                 |                                 |
|---------------------------------|---------------------------------|
| \$1,755.00 9@\$195.00 per month | \$1,980.00 9@\$220.00 per month |
|---------------------------------|---------------------------------|

#### Full day Kindergarten (8:30 am to 3:30 pm)

|                       |                                 |                       |                                 |
|-----------------------|---------------------------------|-----------------------|---------------------------------|
| 1 <sup>st</sup> Child | \$2,115.00 9@\$235.00 per month | 2 <sup>nd</sup> Child | \$2,565.00 9@\$285.00 per month |
|                       | \$1,908.00 9@\$212.00 per month |                       | \$2,358.00 9@\$262.00 per month |

#### Learning Centers (Levels 1-12)

|                       |                                  |                       |                                  |
|-----------------------|----------------------------------|-----------------------|----------------------------------|
| 1 <sup>st</sup> Child | \$2,820.00 12@\$235.00 per month | 3 <sup>rd</sup> Child | \$3,420.00 12@\$285.00 per month |
|                       | \$2,544.00 12@\$212.00 per month |                       | \$2,592.00 12@\$216.00 per month |
|                       | \$1,992.00 12@\$166.00 per month |                       | \$2,040.00 12@\$170.00 per month |
|                       | \$1,440.00 12@\$120.00 per month |                       |                                  |

### Payment Plans

- A. Full tuition payment by August 15th of current school year.
- B. Semester tuition payment by August 15th for the fall semester and January 15th for the spring semester.
- C. Monthly tuitions payments for Kindergarten or Pre-K tuition are payable by the 10th of each month. Kindergarten and Pre-K tuitions are divided into 9 monthly payments (September to May). **Monthly tuitions must be paid by submitting to the church office 9 postdated checks dated for the 10th of each month.**
- D. Monthly tuition payments for Learning Center tuition are payable by the 10th of each month. Annual tuition is divided into 12 monthly payments (August-July). **Monthly tuitions must be paid by submitting to the church office 12 postdated checks dated for the 10th of each month.**

## **Additional Fees**

There may be additional fees from time to time that are not foreseen or are not consistent enough to be detailed in the handbook. Such fees may include (but are not limited to) P.E. fees, fees for field trips, and fees for achievement testing.

**Returned checks will be assessed a \$35 fee.**

**Tuition is refundable if unused. However, if a student attends ONE day of school in a month, he/she must pay an entire month's tuition.**

**Overdue accounts will not be carried past 30 days.** Parents must keep in mind that the school is unable to purchase curriculum for their children if they do not keep their balances current. There is no provision in the school budget to pre-purchase student curriculum. Please also note that financial commitments have been made to school staff on the basis of the financial commitments made by parents at enrollment or re-enrollment. Therefore at the end of a 30 day period, a reminder will be sent notifying parents that the school will not issue any more curriculum until arrangements have been made to take care of the past due tuition. The student WILL be permitted to attend class until the completion of the curriculum he/she is currently working in. If at the completion of the final PACE the needed arrangements still have not been made to take care of the delinquent account, it will be at the discretion of the pastor and church elders to determine what must be done to rectify the situation. A student WILL NOT be permitted to attend class until the proper financial arrangements have been made.

**We should all keep in mind that though Christian education is a wonderful privilege, the pipeline through which it flows can not be maintained without the financial support of those who use it.**

### **Note:**

- If a family's pay period falls where it is impossible to pay their child's balance on the due date, this information must be communicated at the time of enrollment or re-enrollment. It is possible with mutual consent to reach an agreement on the dates of payment as long as the dates are consistent throughout the year.**
- Payments for the academy's tuition and fees must be made directly to the academy and not through church offerings. Payments designated for any particular individual's tuition and fees can not be considered a tax-deductible contribution even if given by another family member or friend.**
- Cornerstone Church reserves the right to use academy funds for any church-related needs it deems necessary.**
- CAA reserves the right to make any exceptions or adjustments in its fees and tuition policy it deems necessary in the case of illness, hardship due to the loss of a family member, job loss, or catastrophe.**

## FUND-RAISING GOAL

It would be extremely difficult to charge a tuition fee sufficient to cover the entire operation of Cornerstone Academy Amarillo. Cornerstone Church Amarillo subsidizes the school expenses in many ways throughout the course of the school term.

In order to more fully fund the school expenses and to be the best stewards possible of all funds coming into the ministry, each family is asked to raise an amount of money above and beyond the annual tuition payment. This fund-raising goal is reviewed annually. Each family is asked to raise this amount through fund-raising projects sponsored by the school, through giving to the school above the tuitions and beyond their tithes and offerings, or a combination of the two. Meeting this annual fund-raising goal is one of the items reviewed annually in the re-enrollment process.

**The fund-raising goal for the 2009-2010 school year is \$500.00 per family.**

# DRESS CODE

As a Christian school whose responsibility is to help mold the lives of our young people into that of tomorrow's world-changers, it is necessary that we uphold the highest standards of morality and decency while realizing an image of excellence. It is important for our students to come to school dressed to perform, work, and achieve. For this purpose, CAA has a uniform program and dress code. **The student's appearance has a direct effect on his/her attitude and performance in the classroom.** Students will be required to wear a stylish and contemporary uniform (K-12) while at school and at school functions. (Information on uniforms will be supplied in the enrollment and re-enrollment packets.) The school administration does not believe that wearing a school uniform takes away the individuality of a person nor does it make an individual any more holy. The purpose of the uniform is to help eliminate the competition and peer pressure among teenagers to dress better than someone else, to build *esprit de corps*, to help students focus on their character rather than their clothes; and because it is well-defined, it helps to eliminate confusion. Possibly the greatest advantage to wearing a uniform is helping to eliminate a parent's frustration in dealing with the changing trends of fashion from year to year.

We desire for our young people to understand the spirit of our standard. That spirit could be stated as follows: CAA's outward appearance is to reflect the inward purpose and quality of the student. Modesty and Christian virtue should be at the heart of what our young people desire to exhibit in their dress. If they are taught these values, they will embrace them, because they are right, and they make sense.

Infraction of the dress code will usually result in demerits; although, students who are chronically outside of the dress and grooming codes of CAA will be sent to the office and in some cases sent home. It is important that all students follow the uniform guidelines. The dress code is in effect between the hours of 8:00 a.m. and 3:45 p.m.

**In all of the dress standards, it should be clearly understood that the administration and staff of CAA reserve the full right to render any final decisions.** If judgments are needed, we will render them. Consultation will be welcome, but it would be best to consult before the fact, not after. In the end, our judgments must prevail.

Finally, it should be understood that for specific activities and programs, staff might articulate specific clothing requirements that differ from normal dress code. Such expectations will always be clearly stated in advance and will pre-empt the normal dress code regulations.

## Dress Code

### Grooming Guidelines for Boys

1. Boys must wear a standard haircut. Hair must be off the collar, off the ears, and in a manner that will not impair vision. No strange or faddish haircuts will be allowed. No dyed, tinted, or colored hair will be permitted. Sideburns may not be any longer than the middle of the ear and must be kept trimmed. This haircut code is explicit and narrow in its interpretation. It has been deliberately designed to be so. Recent trends in men's hairstyles have been effeminate, careless, and expressive of a lack of personal standards. CAA. is not concerned with the latest trends or fads. We only support a standard, conservative haircut. Experience has already proven this to be a desirable approach in the business community and in helping to train young men for God.
2. Necklaces may not be worn during school hours or at school-sponsored activities. Boys may never wear earrings while enrolled at CAA.
3. Shirts must be buttoned and tucked into trousers at all times. Belts must be worn.
4. Hats or sunglasses may not be worn inside the building.
5. Boys must be clean-shaven.

### Grooming Guidelines for Girls

1. Hemlines should be no shorter than the bottom of the knee. (Parents, please remember to adjust hemlines as needed to maintain this standard).
2. Girls must keep their hair neat and clean and styled in a conservative manner that will not impair vision. No strangely dyed, tinted, or colored hair, strange haircuts or strange hairstyles will be allowed. Hair bows and headbands that coordinate with the uniform are permissible.
3. Jewelry can not be excessive. Small, simple earrings (one per ear) are permitted with the uniforms. Jewelry that is contrary to our Christian school philosophy is prohibited.
4. Shirts must be buttoned and tucked into skirts, culottes, or slacks at all times. Belts must be worn on slacks with belt loops.
5. Sunglasses may not be worn inside the building.

**Note: No nose, tongue, or body piercing, or tattoos will be allowed.**

## Dress Code

**Footwear:** All footwear for boys and girls must have the appearance of the dress look not the work shoe or hiker shoe look. No excessively thick-soled or “clunky” shoes. All shoes, athletic and dress, must have non-scuffing soles. Girls may wear a dress shoe, a loafer type shoe, or an approved white tennis shoe (Ked type), but no boots of any kind (no lace-ups or pull ons). Boys may wear dress boots, dress shoes, or an approved **solid** black, low top, athletic shoe with a non-scuffing sole. In the interest of safety and good hygiene, **sandals are not permitted**. Socks and/or hose must be worn at all times.

**PE & Athletic uniforms:** All students must wear the designated uniform for that particular school year. Athletic shoes and socks are required. Students should have a separate pair of athletic shoes for PE. A quality, cross-trainer shoe is recommended for sports and PE.

**(All athletic shoes must have a non-scuffing sole.)**

**Outerwear:** All coats, jackets, and sweaters worn to school must be clean and in good repair. The only jacket that the students (K-12) will be allowed to wear in the Learning Center is the uniform fleece jacket. Students may be asked to remove their jackets once the Learning Center has warmed up to keep from getting too warm or sleepy.

**If a difference of opinion should arise, we ask that parents and students yield to the discretion of the principal to make the final decision.**

**In summary, an over-all view of your child’s clothing should reveal it to be modest, neat, clean, well-fitting, and in good repair. We hope that the appearance and dress of each student will be of such a nature each day that it will be a credit to the Lord, to the student and his/her family, and to the school.**

## Statement of Modesty

In today's changing world, it becomes more and more obvious that a ministry cannot be too careful in defining its terms. The term "modesty" has been neglected and diluted in much of our society today, even within the church. Cornerstone Church Amarillo and its ministries, including Cornerstone Academy Amarillo, have taken a stand for modesty, not only while in attendance at school functions, but also at church services and functions and in the community at large.

In trying to define acceptable dress, it becomes immediately apparent that just listing acceptable and non-acceptable clothing does not fully define the attitudes and behavior that we as Christians should exhibit. For example, a simple T-shirt can demonstrate modest dress or immodest dress. A T-shirt that is either too loose or too tight can be immodest. A light-colored T-shirt that reveals the color and/or style of underwear worn is immodest. A T-shirt that is too short is immodest, and, unfortunately, the T-shirt that fits one person in a modest fashion may be totally inappropriate for a person of a different build, age, or gender.

### **Unacceptable clothing**

Many clothing manufacturers and sadly, consumers, seek fashion that is considered "provocative". "Provocative" as defined in Webster's New World dictionary is, "provoking or tending to provoke; stimulating, erotic, irritating, etc." A better term for this type of clothing is "lewd". "Lewd" is defined as, "showing, or intending to excite, lust or sexual desire". The question must be asked, "What is being provoked when men or women wear 'provocative' clothing?"

Clothing that draws attention to the physical attributes of an individual in order to excite or attract is immodest and lewd. This would include low-cut styles that reveal the female breast or cleavage of the breasts; unbuttoned shirts that show the male chest; clothing that reveal the style or color of underwear including "low rider" pants, shorts, or skirts; bare midriffs; short shorts or skirts; or tight-fitting clothing that outlines the male or female form to reveal and/or accentuate the size or shape of the breasts or genitals. Sleeveless tops are not rejected out of hand; however, very few come up high enough under the arms to meet the above requirements for modesty for either boys or girls. Clothing that has sheer, see-through, or mesh fabric or panels that mimic an acceptable neckline or hem is not acceptable.

It must be understood that clothing must be modest not only when a person is standing erect, but also when he/she bends, twists, stretches, sits, or lifts the arms.