

Cornerstone Christian Academy Handbook



6th, 7th, 8th, 9th, 10th, 11th, 12th
2016-2017

TABLE OF CONTENTS

School Calendar.....	3
Mission Statement.....	4
Purpose.....	4
Non-discrimination Policy.....	4
Conduct Admittance Policy.....	4
Orientation.....	5
Finances.....	5/6
Money Owed to Academy.....	6
Insurance.....	6
Lunches.....	6/7
Attendance.....	7/8
Tardy Policy.....	7
Absentee Policy.....	7/8
Checkout.....	8/9
Automobile Policies.....	9
Official Means of Communication.....	9
Inclement Weather Conditions.....	9
Bible.....	10
Communicable Diseases.....	10/11
Homework.....	11/12
Summer Reading Program.....	12
Library Book Policy.....	12
Computer Resource Policy.....	13
Behavioral Standards/Conduct.....	13-17
Correctives Measures.....	17-19
Repeated Violation of School Rules.....	19
Written Teach Discipline Plans.....	19/20
School Conferences.....	20
Problem Resolution Procedure.....	21
Sexual Harassment.....	21
Bullying.....	22
Gangs.....	22
Pregnancy.....	23
Drug Testing Policy.....	23
Right to Search and Seize.....	23/24
Dress Code.....	24-27
Illness and Medication.....	27
Patriotism.....	27
Re-enrollment.....	28
Telephone.....	28
Textbooks.....	28
Transportation.....	29
Visitors.....	29

2016-2017 STUDENT HANDBOOK

Withdrawals30
Academics.....30-33
 Parent-Teacher Meetings.....30
 Engrade.....30
 Report Cards and Report Slips.....30
 Grading Code.....30
 Graduation Requirements.....30/31
 Academic Honors.....32
 CCA-ECHS.....32
 Dropping and Adding Courses.....32
 Transfer of Summer School Credits.....32
 Sports/Eligibility for Athletics.....33
Right to Amend.....33
Parents/Student Handbook Agreement Pledge.....34
Parent /Student Pledge Signatures.....35
Photo/Video Release.....36
Emergency Information Sheet.....37

**Cornerstone Christian Academy
2016 - 2017 Calendar**

August 1- 5	Teacher Workshops
August 4	Student Orientation
August 15	First Day of School
September 5	Labor Day
September 15	Mid – Qtr. P/T Conf.
October 10	Columbus Day
October 14	1 st Quarter Ends
October 17	2 nd Quarter Begins
November 4	Professional Development
November 15	Progress Reports
November 21 – 25	Thanksgiving Holiday
December 21-23	First Semester Exams
December 16	2 nd Quarter Ends
December 26 – January 6	CHRISTmas Holiday
January 9	3 rd Quarter Begins
January 16	Martin Luther King Holiday
February 2	Mid – Qtr. P/T Conf.
February 17	Professional Development
February 20	President’s Day
March 10	3 rd Quarter Ends
March 13	4 th Quarter Begins
March 20 -24	Spring Break
April 10 - 13	SAT 10 Testing
April 14 - 17	Easter Celebration
April 19	Progress Report
May 13	Senior Graduation
May 24 - 26	2 nd Semester Exams
May 26	4 th Qtr. Ends – Last Day!

Mission Statement

Cornerstone Christian Academy's mission is to serve God by providing a quality education that is Christ-centered and academically challenging for all children throughout our community.

Purpose

CCA exists to train students to be "in the world" through academic excellence, but not "of the world" through transformed character. CCA provides a Christian environment in which faith can be integrated with learning to enable students to become spiritually, academically, emotionally, socially, and physically prepared for their calling as image bearers of God, that they may achieve all that God desires for them. The purpose of CCA is to provide a total education - through training, application, and example - that is both distinctively Christian and academically challenging.

Non - Discrimination Policy

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

Conduct Admittance Policy

Scripture is very clear that all persons are born with a sin nature and are sinners in the eyes of God. The significance the Bible places on the severity of sexual immorality, and our commitment to a "Christ-centered" environment demands certain standards for admittance to CCA. Therefore, NO student will be permitted to attend CCA who professes any sort of sexually immoral life or an openly sinful lifestyle including but not limited to: promiscuity, homosexuality, transgenderism, etc. Furthermore, NO student will be permitted to attend CCA who consumes alcohol or uses drugs.

1 Corinthians 6:12-20, Romans 1:24-32, Ephesians 5:3-7

Orientation

On Orientation Day all students, accompanied by their parents, will first attend a meeting in the cafetorium. Handbooks will be passed out. Parents and students will then be dismissed to go to his/her student’s classroom. It is a “get-acquainted” time for parents, students, and teachers. If you do not attend Orientation you must schedule an appointment to conference with the administrator/principal and classroom teacher before the first day of school.

Finances

Registration, Building, Book, and Orientation Fee \$550.00

This fee is due on the day of Orientation. It is NON-REFUNDABLE and NON-TRANSFERABLE unless the school does not accept the student for admission.

Tuition should be paid at the office or mailed to:

Cornerstone Christian Academy
P.O. Box 129
Tillar, AR 71670

TUITION - Tuition plans available

- One time payment plan - DEADLINE – Day of Orientation. This plan includes a one time \$50.00 deduction.
- Semi-annual payments with first half tuition DEADLINE – Day of Orientation and second half tuition DEADLINE - first day, second semester.
- Monthly plan consists of ten payments August through May. You may choose to draft on the 5th or the 20th of the month. Drafts will not start until September. Therefore, August tuition is due on the Day of Orientation.
- Tuition is due on the 20th of every month.

TUITION RATES

	A Annual <small>*Reflects discount</small>	B Semi-annual (x2)	C Monthly (x10)	D Bi-weekly
Kinder through 12 th	\$3,250.00	\$1,650.00	\$ 330.00	165.00

2016-2017 STUDENT HANDBOOK

Multiple student discounts: 2nd child enrolled 2950.00 yearly or \$300.00 monthly, 3rd child or more \$2800.00 yearly or \$285.00 monthly.

Tuition is due by the 20th of the current month. If tuition is not received by the 25th of the current month a late fee of \$15 will be charged on any school account showing a balance. Students will not be allowed to attend classes if payments are one month in past due. Students enrolled one day or more of any month will owe the full month's tuition. There is a \$50 charge for all checks and/or automatic drafts returned to us by your bank for any reason. If two checks and/or automatic drafts are returned, the account is on a cash only basis.

Example:

September Tuition is due: 9/20

September Tuition is late: 9/25 & a late fee of \$15 will be added to any balance past due

September Tuition not paid by 10/20 will result in the student not allowed to return to class until the account is reconciled.

We will conduct fundraisers throughout the school year and anticipate each child's and parent's participation in helping raise additional funds needed for the operation of the academy.

Money Owed to the Academy

Parents/students must clear all debts such as fines or fees before receiving grades for the grading period. **NO grades will be transferred or transcripts prepared until all fines are paid.**

Insurance

School time insurance is secondary insurance policy. What your primary insurance policy and the school-time insurance policy does not pay, parents are responsible for the remainder.

Lunches

Students may bring his/her own lunch or purchase lunches at K - 2nd @ \$4.00 and 3rd - 12th @ \$4.50 per plate. Lunch menus will be sent home monthly (The second Tuesday of every month.). Parents will check the days his/her student(s) will be eating and will send the correct amount of lunch money to school Friday of the same

week. Lunches must be purchased in advanced. NO CHARGES. If your child brings a lunch it must be prepared. We will not have microwaves to heat up individual lunches. If you plan to bring your child's lunch to him/her it must be brought during his/her lunch period. Check with your child's teacher about when his/her lunch period begins and ends. If your child receives a lunch voucher, please submit on the following month's lunch form.

CCA is a closed campus. Students are not allowed to check out and go get lunch. All visitors must check-in through the office.

GENERAL INFORMATION

Tardy and Attendance

Tardy Policy:

Promptness is an important character trait that CCA Staff is encouraged to model and help develop in our school's students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Any tardiness of more than TWENTY minutes will result in an absence for that class. If a student should be tardy he/she will go the office to receive a tardy slip.

The following corrective measures will be administered for tardiness:

First tardy – verbal warning

Second tardy – one day of D-Hall

Third tardy – two days of D-Hall

Fourth tardy – three days of D-Hall

Five or more tardies per nine weeks shall receive one day of ISS for every tardy.

Absentee Policy:

It is most important for students to be at school each day. Understandably, circumstances do occur that may cause students be absent. Friday is a mandatory day and will be counted. Refer to the following if absentees occur:

- In case of an absence, a dated parent/doctor note explaining the reason for the absence should be taken to the main office. The note must be sent within 3 days a student returns from an absence. Students will not be allowed to make up homework, quizzes, or tests until an excuse from a parent, guardian or doctor has been sent. Students with excused absences will have 1 class day to make up their work for each class day they are absent.

- **An absence may be excused due to personal illness, serious illness in the family, death in the family, medical appointments, and exceptional circumstances. (Family vacations and trips should be scheduled during school out days since it is often difficult for a child to make up work missed during an absence.) All other absences are un-excused and a student will not be able to make up work. Final legitimacy of an absence rests with the administration. If a student misses FIVE (5) unexcused absences within a semester, he/she will lose credit for that class.**
- If a student is absent half a day, and he/she returns to school, the student is responsible for getting his/her work in the class he/she missed. The student will be responsible for the missed work the next school day.
- Un-excused absences from which no permission slip is granted will result in zeros in all classes, and all class time must be made up in detention.

Should it be necessary for a student to miss school for personal reasons, please procure permission from the administration several days in advance. Make up work must be arranged before the absentee.

- A student who has been suspended from school for any reason will receive zeros for any classes missed and may not be permitted to make up exams missed.
- Absentees due to non-payment are un-excused.
- If a student is ill the parent should call the school office by 8:30 a.m. to request a make-up sheet. Make-up sheets will be ready at the end of the school day (If requested). Teachers will not be expected to stop class and prepare a make-up sheet immediately as the teaching process for those students present will be hindered.

Incomplete Work - Any incomplete work not made up within 5 days after the absence will automatically receive an "F."

Checkout from School -Everyone must follow this procedure!

Occasionally, a student may need to leave school before 3:15 due to certain situations such as medical appointments, legal appointments, etc. Students will not be allowed to check out to take care of things that can be done after 3:15 (example: haircuts, business in town, tanning, pick up items for class, etc.) The procedure for checking out is as follows:

Students are required to have a parent/guardian sign them out in the office.

- If a parent/guardian is unable to come to school to sign the student out, the student must have a note from the parent/guardian.

2016-2017 STUDENT HANDBOOK

- This note must be presented in the office before 8:00 on the day the student is to leave early. The note should tell the student's name, the time he/she is to leave school, the student's destination, and the means of transportation.
- This note should have a phone number where the person signing the note can be reached.
- The note will be signed by an administrator.
- When it is time for the student to leave, the student will then sign the checkout sheet, giving the time leaving and the destination.
- Phone calls, for early check out will be accepted only for sudden illness of the student or a family emergency.

Automobile Policies

It is a privilege to be able to bring a car to school.

1. All student driven cars are to be registered in the Academy office before the student begins driving to school.
2. Each driver should be an example of courteous careful driving habits. Follow the directions of those directing traffic. Use vehicle turn signals.
3. Cars are to remain parked until students leave for the day. Parking areas will be assigned when the car is registered.
4. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses.

Failure to observe these policies will necessitate cancellation of the privilege of bringing your car to school.

CCA's Official Means of Communication

The CCA Board of Directors states our school's official means of communication is School Cast. School Cast allows parents to be reached by home phone, cell phone, text, or email.

Inclement Weather Conditions

School closing announcements will be made via School Cast, Facebook, and Channel 7 News.

Bible

Bible study is recognized here as of fundamental importance and is a required subject. It augments the study of English, History, Math, and Science. Without a knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.”

A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of it. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

The student body attends chapel on Wednesdays and on these days Bible class does not meet. Chapel speakers which include great preachers, missionaries, and teachers will challenge and inspire students to practice the truths of God’s Word. Chapel is mandatory. **Being punctual as well as attending is very important!**

***Homeroom teachers will take roll and check for tardies and absentees in his/her classroom before leading his/her class to Chapel. The Bible is a required book for chapel. Homeroom teachers will have a Bible check before going to chapel. If you do not have your Bible the policy will be followed for bringing appropriate books to class.**

* If there is more than three un-excused tardies or absentees, a severe corrective measure will be administered. Administration recommendation.

Because of the importance Cornerstone Christian Academy places on the study of the Bible, a student who fails Bible two consecutive semesters will not be allowed to return the following semester.

Communicable Diseases

Cornerstone Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal. See reportable diseases below.

Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Hepatitis	Ringworm
Aids Related Complex (ARC)	Histoplasmosis	Rocky Mt. Spotted Fever
Amebiasis	Human Immunodeficiency Virus (HIV)	R. Rickettsia
Animal Bite of Humans only by a potentially rabid animal	Legionnaires' Disease	Rubella including congenital
Anthrax	Leptospirosis	Salmonellosis
Botulism	Lymphogranuloma Venereum	Scabies
Brucellosis	Malaria	Schistosomiasis
Campylobacteriosis	Measles (rubeola)	Shigellosis
Chancroid	Meningitis	Smallpox
Dengue	Meningococcal Disease	Syphilis
Diphtheria	Mumps	Tetanus
Encephalitis	Paralytic Shellfish Poisoning	Toxoplasmosis acute
Giardiasis (acute)	Poisoning	Trichinosis
Gonorrhea	Pertussis	Tuberculosis
Granuloma Inguinale	Pesticide Poisoning	Tularemia
Hansen's Disease (Leprosy)	Pink Eye	Typhoid Fever
Hemorrhagic Fevers	Plague	Typhus
	Poliomyelitis	Vibrio Cholera
	Psittacosis	Vibrio Infections
	Rabies	Yellow Feve
	Relapsing Fever	

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized period of communicability. Students and employees with communicable diseased for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, CCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. CCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Homework

Homework will be a part of school life at Cornerstone Christian Academy. Depending upon the grade level, the time of the grading period, and the student, the amount of homework brought home may vary. If a student spends what appears to be an excessive amount of time on homework, the parent should investigate these possibilities first: student procrastination with long range projects (ex. Projects, notebooks, book reports, etc.); improper use of study time at school or inefficient study habits at home. If none of these seem to apply and the homework is

frequently excessive, then please consult the teacher. Parents are encouraged to plan homework slots into the regular afternoon and/or early evening schedules. If students have no homework, this is the time for review, reading, and of course, family time.

Every effort will be made to keep homework at a minimum on Wednesdays. Some homework and study time for tests are unavoidable on that night.

If utilized correctly, homework assignments can strengthen and enhance the learning process as it occurs each day in the classroom. In addition, it will have a cumulative effect that will better prepare your child for the college or career God has for him/her.

Other benefits include:

- It provides parents with a daily opportunity to have a positive impact on their child's education and future.
- It teaches the child responsibility.
- It provides a key link between home and school.
- It reinforces skills taught in the classroom.
- It develops study habits needed throughout life.
- It prepares students for better class discussion, tests, etc.

- It facilitates understanding of new concepts.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's suspension

Summer Reading Program

In an effort to promote high academic achievement in literacy, students are required to read a book and submit a report on the Thursday following Labor Day. This book must be selected from a pre-approved list.

Library Book Policy

Students will be allowed to check out books each week. If students do not return their library books each week a 25 cent overdue fee will be applied to his/her account. If a book is lost or damaged, the child/parent will be responsible for replacing the book.

Cornerstone Christian Academy Appropriate Use Policy Computer Resources

Cornerstone Christian Academy makes available to staff and students the global resources of the Internet. Through our computer resources, educators and students can communicate with others, share resources, search and retrieve useful information. Activity on Cornerstone Christian Academy's computer system assumes agreement with the conditions of this policy.

General Policy Provisions:

This system is to be used for educational purposes only. All users should treat this facility with respect and recognized that access to the Internet is a privilege not a right.

No illegal activity is permitted.

Proper courtesy should be observed at all times.

"Zero tolerance" will be used against any user who chooses to use the system or Internet improperly.

User Responsibilities:

Use of the network resources is recognized by the user as a privilege.

The user will cooperate with the staff members that are present to monitor the student's use of online resources.

The user is responsible for following local, state, national, and international copyright, intellectual property rights, and adhering to acceptable network use.

The user will work in a moral and ethical fashion that supports CCA's educational goals.

The user will be responsible for adhering to the policies of other networks accessed.

The user will not violate the integrity of a network or computer system, change its performance or intentionally make it malfunction, or add or delete programs or information resources unless acting upon approved authorization from the System Administrator.

In general, a user is not authorized to transfer programs to or from the district's local area network.

A user's privilege of access to remote electronic information resources shall be temporarily, or permanently revoked for inappropriate use or violation of CCA's policy. In each specific case, such action must be initiated by the staff monitoring such activities. Violations shall be documented. Documented violations and repeated violations by a user shall be presented to the school administrator for appropriate action.

Behavior Standards

Generally, students should abide by these basic guidelines:

- Immediate Obedience - Students should respond positively to any instruction by those in authority. (Ephesians 6:5-7)
- Honor Authority - Students are expected to give honor to all those in authority in both attitude and action. (Romans 13:1-2)

- Absolute Honesty - Students should never lie, deceive, mislead or fail to tell the truth. (Romans 13:13)
- Christ-like behavior - In all attitudes and actions, students should live according to Biblical principles and values. (Ephesians 2:10, 5:1)
- Dependability - Students should keep up with their work and accept the necessary responsibilities. (Matthew 5:34 - 37)

Ø These standards should be upheld by CCA students on as well as off campus.

To make rules to govern every type of infraction to good conduct would be impossible. Good behavior must come from the heart in love and obedience to Jesus Christ and should not merely be conformity to man-made regulations. The administration is experienced and trained in meeting the needs of young people and helping them to be found “in favor with God and man.” Parents, as well as students, are encouraged to contact the administration in relation to behavioral difficulties. Effective discipline for the betterment of the young people requires courage, consistency, conviction, diligence and enthusiastic effort on the part of parents and school personnel.

Our goal for each student is:

- To know the love of Jesus Christ through example and teaching, to learn the importance of showing this love to others.
- To acquire a lifestyle of Christian character, morality, respect, and responsibility.
- To participate in acquiring the very finest education attainable in a school whose expectations are constantly being increased.
- To find daily at CCA an atmosphere of love, joy, righteousness, and respect.

In an atmosphere of definite and positive Christian standards of conduct there is an excellent opportunity to develop a strong stable Christian character. Students showing incompatibility or lack of harmony will be suspended or expelled at the discretion of the school board and may not be permitted to re-enroll in the academy.

Student Conduct - read carefully

Rule:

1. All students shall comply with all directions of teachers, substitute teacher, teacher aides, principal, other administration, custodians, bus drivers, or other authorized personnel, No student shall refuse to identify himself or herself on request to any authorized personnel.

2016-2017 STUDENT HANDBOOK

2. No student shall interfere with the normal operation of the school. (Examples of such interference would be: blocking a doorway, preventing other students from going to class, encouraging other students to violate a rule, etc.)
3. The use of violence, threats, intimidation, etc. shall not be tolerated. Any student who threatens to do physical harm to another student or to school personnel shall be suspended from school for a minimum of 3 days.

The principal will investigate the incident and make a recommendation to the Administrator. The recommendation may include any of the following actions.

- a. Allow the student to return to school after the suspension.
- b. Recommend that the student be expelled for the remainder of the current semester.
- c. Recommend that the student be expelled for the remainder of the school year.
- d. The Board of Directors will review the details. If incident merits, a report of the incident will be made to the appropriate law enforcement agency. Charges will be filed when appropriate. Act 1046 of 2001 makes it a class C felony to seriously threaten school employees, or students or threaten damage to a school structure.

NOTE: State law requires that violence toward teachers, administrators, other school personnel or other students be reported to the appropriate law enforcement agency for prosecution.

4. NO student shall commit any indecent or immoral act.
5. No student shall possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, mace, pepper mace, or any other object that could be considered a weapon or dangerous instrument. Shells designed to be fired in a shotgun, rifle, or pistol or the explosive parts of these shells are included in the items prohibited.
6. A student shall not possess, store (ex. in your vehicle) or transmit contraband material at school or at any school sponsored activity on or off campus.
7. Possession of hand-held lasers by students will be ground for suspension. Act 1408 of the General Assembly says that laser pointers shall be seized by the law enforcement officer as contraband.
8. No student shall possess, handle, or store fireworks, smoke bombs, cherry bombs, etc. while on school property.
9. Fighting and/or threat of physical harm to a person is prohibited at school and school-sponsored activities.
10. A student shall not possess, sell, transmit, or be under the influence of any narcotic, drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or

2016-2017 STUDENT HANDBOOK

other controlled substance as defined in Act 590 of 1970 of the State of Arkansas, or any beverage containing alcohol or any intoxicant. **CCA expects students to maintain this standard on as well as off campus!**

11. A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or private property. Parents of any minor student (under the age of 18) will be liable for damages caused by said minor. Restitution of damages and disciplinary action will be used in cases of damage or theft.
12. The use or possession of tobacco products by students while on school grounds shall be prohibited. Cigarette lighters and matches are not permitted and will be confiscated and not returned. Any tobacco look-alike product will be dealt with in the same manner as tobacco.
13. Students absent from school or a class without permission from a parent, guardian, or school official are considered truant and shall be subject to disciplinary action by the school. Parents will be contacted when a student is truant and no credit will be given for the time missed, and no work can be made up.
14. Public display of affection will not be allowed. Six inches should be maintained between boys and girls at all times. Couples should avoid all public displays of affection while at school or at any school-sponsored event or trip. We encourage close relationships among our students in the Lord, but discourage cliques and attitudes of non-acceptance.
15. Consumption of food or beverages in the classroom is prohibited.
16. Cameras, radios, or other electronic equipment or toys are prohibited unless special permissions granted by Administration.
17. Students shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any object of value. Dice and playing cards are not to be brought to school.
18. Tardies are disruptive to the classroom and also have an adverse effect on children's educational progress. Any student arriving after 8:00 a.m. must come through the office and have a note stating the reason for tardiness before going to the classroom. Three tardies in a nine-week period will be marked as an un-excused absence. If students are not in their seats when the tardy bell rings, he/she will be sent to the office for a tardy slip. This slip will be marked excused or un-excused. If you are car pooling it applies to the entire car pooling group not just the family driving.
19. Students must address faculty members by saying ma'am and sir
20. All students must attend chapel services on Wednesdays, Absentees will be checked. Corrective measure will be administered for habitual chapel absentee.
21. Profanity and vulgarity will not be tolerated. A student guilty of this offense

- is subject to expulsion.
22. Using suggestive slang is unacceptable.
 23. Stealing, cheating, and lying are considered serious offenses and will be dealt with severely.
 24. Do not throw trash on the floor or on the school grounds.
 25. Roughhousing, running in the halls, and yelling inside the academy are not allowed.
 26. No gum allowed.
 27. Any non-Christian music MUST be approved by administration before played on campus or any school events at any time.
 28. Pets are not allowed on school grounds unless permission has been given from the principal for educational purposes.
 29. Use of social media or technology to defame God or Cornerstone Christian Academy will not be tolerated on or off campus.
 30. Use of social media or technology may not be used to harass or bully any student. If it is not uplifting or encouraging, CCA's God, name, students or faculty should not be associated with it.

Corrective Measures for Rule Violations

Corresponds to the number above:

1. Insubordination will not be tolerated: after school, paddling, Saturday school, or administration recommendation.
2. Disrupting or interference with normal school operations: 3 days suspension or administration recommendation. Extreme cases : 10 days suspension.
3. Use of violence, threats, intimidation, etc.: depending of severity - paddling, after school, 10 days suspension or administration recommendation.
4. Indecent or immoral acts: 5 days suspension or Principal recommendation. Extreme cases: 10 day suspension or administration recommendation.
5. Possession of a weapon: 10 days suspension, charges filed. Recommendation for expulsion.
6. Possession of contraband material/theft: 10 days suspension, charges filed, administration recommendation.
7. Should a student be in possession of a handheld laser the laser shall be confiscated and appropriate disciplinary measures taken. Conference and recommendation of the administration.

2016-2017 STUDENT HANDBOOK

8. Possession of fireworks: 3 days suspension or administration recommendation.
9. Fighting (depending on severity): 5 days suspension or administration recommendation; physical attack on employee: 10 days suspension, charges filed, administration recommendation.
10. Possession or use of illicit drugs/alcohol: follow school policy on drug/alcohol use -10 days suspension or administration recommendation.
11. Damage/vandalism to school or private property: suspension, restitution, probation and/or administration recommendation
12. Use of tobacco products: administration recommendation.
13. Truancy: 3 days suspension or administration recommendation, un-excused absence for periods missed.
14. Public display of affection: 1st offense - warning and conference with parent
2nd offense - paddling and conference with parent 3rd offense - after school and conference with parent. All other offenses will be administration recommendation.
15. Consumption of food and beverages in classroom: administration recommendation.
16. Possession of cameras, radios, etc.: the electronic item will be confiscated. The parent will be called and must pick up the item(s) from the office. Administration recommendation.
For cellular phone policy refer to the section labeled **Telephone.
17. Gambling: administration recommendation.
18. Rule 18 - Tardies:
 - a. 3rd tardy in a class in a semester: Pay \$5.00 and parent will be sent a letter.
 - b. 4th tardy in a class in a semester: parent conference
 - c. 5th tardy or more in a class in a semester: Student will receive a day of D-hall for every tardy for the remainder of the semester.
19. Addressing faculty with respect: administration recommendation.
20. Habitually missing chapel services: Recommendation of administration.
21. Profanity used by students: 3 days suspension or administration recommendation. Extreme cases: 10 days suspension to expulsion.
22. Suggestive slang is unacceptable: administration recommendation.
23. Stealing, cheating and lying will not be tolerated: paddling, after school, suspended or administration recommendation.
24. No littering in classroom or on school grounds: administration recommendation
25. Running and yelling not allowed in the academy: administration

recommendation.

26. No Gum: 1st offense - Teacher will discipline. Further offenses - administration recommendation.
27. Administration will approve all non-Christian music.
28. No pets allowed on campus: administration recommendation.
29. Social Media or technology abuse will be handled on a case-by-case basis.
30. See 29.

NOTE: The administration may modify the punishment listed for specific offenses if, in his/ her judgement modification is warranted. Student attitude, parent cooperation, and extenuating circumstances will be considered when modifications are considered.

The following procedures are optional methods of correcting an insubordinate behavior:

- a. Noon detention
- b. Student counseling
- c. Physical activities such as: taking out trash, weeding the flower beds, sweeping, and cleaning
- d. Loss of privileges
- e. Phone call to parents
- f. Letter sent home
- g. Parent/teacher conference
- h. After school - \$15.00/ day from 3:15 - 5:15
- i. Corporal punishment
- j. Suspension - Parent must accompany child when he/she returns to school.
- k. Probation
- l. If severe or habitual *Expulsion

Repeated Violation of School Rules

When in the judgment of the building administrator, a student who has repeatedly violated school rules to the point of interfering with the educational process, the student may be expelled from school.

Written Teacher Discipline Plans

Each teacher is required to prepare a written discipline plan that will be progressive beginning with a warning. Each plan will be approved by the Administration and will be posted for all students to see.

Each teacher will follow their individual discipline plan. Once a student reaches the maximum number of violations the student shall be sent to the principal's office

with a copy of the discipline report from the teacher. The Principal will follow a similar procedure in dealing with classroom misbehavior.

- **1st office visit - warning and call parent**
- **2nd office visit - parent conference**
- **3rd office visit - 3 days suspension**
- **4th office visit - 5 days suspension**
- **5th office visit - 10 days suspension and recommendation for expulsion.**

A discipline record will be maintained in the office of the Principal. Office visits are cumulative from all teachers and are for each semester.

Notice:

- Students who violate rules during the last two weeks of the school year may not have all options that are available during the preceding days of the year. Violations may require after-school suspension to be served after the end of school or may carry over into the next school year.
- Out of school suspension will result in no credit for the days missed. A "0" will be recorded by each day missed and this "0" will be included in the calculation of grades.
- On the fourth office visit, the parent will be informed that the student is being placed on final probation and that should misbehavior continue to the point of warranting another office visit the Principal shall suspend the student for 10 days and will begin due process procedures for recommendation for expulsion.

School Conferences

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent.

Please do not go directly to the classroom in the morning or afternoon to conference with a teacher. Conferences must be made by definite appointment with the teacher at a convenient after-school hour. If you need to talk with a member of the faculty, please call the school office between 8 a.m. and 3 p.m. to set up an appointment.

Problem Resolution Procedure

The Christian approach to a problem resolution is always the best approach. Please take time to pray about the concern and reflect on the 18th Chapter of Matthew. Then, take the following steps:

- Arrange a conference with the teacher or person with which the problem has occurred. Discuss the problem with that person in an orderly and Christian fashion. Both parties should always keep in mind that the students of Cornerstone Christian Academy are the most important people in the school.
- If the problem is not resolved to your satisfaction, call the school office and request a conference with the principal.
- The next step will be to contact the board of director's president and request a hearing before the school board.

Please do not make contact out of order of the problem resolution procedure for you will be asked if you have followed the procedure. You will be requested by the person contacted to follow the correct procedure.

Sexual Harassment

Sexual Harassment shall be defined as: unwelcome sexual advances, requests for sexual favors, physical contact in a sexual nature, or sexually suggestive language that limits a student's ability to participate in or benefit from the educational program or creates a hostile or abusive educational environment.

It shall be the policy of CCA to prohibit sexual harassment. Any student who feels they have been or are being sexually harassed should report such behavior to the appropriate school official.

Once such report has been made, the school officials shall take the following actions:

- Take immediate steps to separate the victim and harasser.
- Investigate by:
 - Interviewing the victim and any possible witnesses to the harassment.
 - Establish a time line, etc. of the harassment.
 - Take appropriate action.
- Any student found to be guilty of sexual harassment will receive discipline appropriate to the offense. Discipline may range from a verbal reprimand to expulsion from school. Discipline may include counseling as a condition of
- continued attendance or re-admittance to school.

Bullying

It is the policy of Cornerstone Christian Academy that students shall be free of harassment, threats or harmful actions commonly referred to as “bullying.” Bullying shall be defined as an act by an individual or individuals who cause another person or persons to feel intimidated. The act may be physical or verbal in nature and may include violence or threat of violence. Forms of bullying behaviors that are prohibited include, but are not limited to verbal, physical or psychological actions such as: threatening, name calling, hitting, spreading rumors, extorting money, and social isolation/exclusion.

- Teasing will be considered bullying when the behavior is degrading, offensive, malicious, and/or the victim experiences distress or fear as a result of the repeated teasing behaviors.
- Bullying behaviors are prohibited on school property, at school sponsored activities, and on school buses.
- Any school employee who has witnessed or has reliable information that a student is a victim of bullying behavior shall report the incident to the principal of the school.
- Any form of bullying will be dealt with immediately. Punishment may range from a principal/student conference to expulsion, depending on the age and grade of the student involved and the severity of the offense. Any bullying which involves a weapon shall result in a 10 day suspension and recommendation for expulsion.

Gangs, Secret Societies, Prohibited Clubs

The state laws of Arkansas specifically prohibit student participation in any secret organization, sororities or fraternities. Students shall not belong to or participate in secret societies, secret organizations, or subversive groups of any kind. Gangs or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school activity. Students who associate with or join a “gang” affiliation exists will have his/her privacy reduced.

- Sagging clothes shall be considered gang attire.
- Gang graffiti will not be allowed on notebooks, books, clothing, outer wear, pins, symbols, or insignia at school or at any school-related activity.
- Any gang graffiti, writing, activity, etc. will result in a student’s suspension from school.
- Continued gang related behavior will result in expulsion.

Pregnancy Policy

In the event of a student pregnancy, the following statement reflects the policy of Cornerstone Christian Academy:

Girls: Upon the school becoming aware of the pregnancy of one of its students, the student will immediately go on a home bound or home school program with no participation in any school functions. All efforts will be made by the school and teacher to help the student continue their studies at home. Return to school may be no earlier than six weeks after the birth of the baby.

Boys: Traditionally society places little or no responsibility on the boy involved in the pregnancy. Cornerstone Christian Academy believes that he must also be accountable and follow the same policy as the girl. Even if the girl doesn't attend CCA.

Drug Testing Policy

All students grades 6th through 12th attending Cornerstone Christian Academy are subject to be randomly drug tested throughout the 2015-2016 school year. Testing will occur under the following terms: randomly testing all students, randomly testing by grade, or randomly testing a student with reasonable suspicion.

If a student tests positive he/she must:

1. Meet with the Board of Directors.
2. Immediately, at the parent's expense, he/she must have a blood test before being considered for re-admittance.
3. A second blood test, at the parent's expense, will be required to verify a decrease in the level of drug in his/her system.
4. Fully complete a counseling/rehabilitation program agreed upon by the Board of Directors.
5. Will receive spiritual counseling agreed upon by the board.

The Board of Directors will review the student release forms and the student will meet with the board to determine continued enrollment at CCA.

→If the student tests positive a second time, he/she will not be allowed to re-enroll at Cornerstone Christian Academy.

Right to Search and Seize

To protect the school environment, CCA administration has the right to search and seize student's lockers, vehicles, and other belongings on school grounds. CCA reserves the right to use drug dogs to search school premises. Unannounced

periodic visits will be made to the school and to school-sponsored events. Lockers, automobiles, and other areas of the school grounds will be searched. Student will be held responsible for any prohibited items found in their lockers, belongings, or automobiles. Should prohibited items be found during a school check the violator(s) will be disciplined under district policies and may be prosecuted under local, state, or federal laws. If rebuttal arises the student will be expelled.

Attendance at Cornerstone Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Cornerstone Christian Academy.

Cornerstone Christian Academy Dress Code

Boys

- Shirts: Red, White, OR Navy polo style shirts (long or short sleeve)
Absolutely No logos! (SOLIDS)
CCA T- shirts Red, Navy, White, or Gray only - (Monday - Thursday)
White button oxford (long or short sleeve) Absolutely No logos!
SOLID Red, White OR Navy turtleneck SOLIDS
Shirts must be tucked in on Wednesdays only!
- Slacks: Navy or Khaki (Cargos acceptable)
- Shorts: Navy or Khaki (no knit shorts) No shorter than 2 inches above the knees.
- Sweaters: Red, White or Navy (Must be crew or turtleneck) SOLIDS
- Blazers: Red, Navy or Khaki SOLIDS
- Belt: Must wear a belt on Wednesdays only. Make sure your slacks and jeans fit. **Sagging is unacceptable!**
- Shoes/Boots: Color of your choice
Style: closed toe shoes only
Can not wear tennis shoes on Wednesdays.

Girls

- Shirts: Red, White, OR Navy polo style shirts (long or short sleeve)
Absolutely No logos! (SOLIDS)
CCA T- shirts Red, Navy, White, or Gray only - (Monday - Thursday)
White button oxford (long or short sleeve) Absolutely No logos!
SOLID Red, White, or Navy turtleneck SOLID
Shirts must be tucked in on Wednesdays only!
- Slacks: Navy or Khaki (Capris acceptable)
- Shorts: Navy or Khaki (no knit shorts) No shorter than 2 inches above the knees.
- Sweaters: Red, White or Navy (must be crew or turtleneck) SOLIDS
- Blazers: Red, Navy or Khaki SOLIDS

2016-2017 STUDENT HANDBOOK

Belt:	Must wear a belt on Wednesdays only. Make sure your slacks and jeans fit. Sagging is unacceptable!
Shoes/Boots:	Color of your choice Style: closed toe shoes only Can not wear tennis shoes on Wednesdays.
Tights:	White, Navy, Black or Natural Pantyhose
Jumpers:	Navy or Khaki (Length must come to the knee) SOLIDS
Skirts:	Navy or Khaki (Length must be long. Must come to the knee or longer.) SOLIDS or Plaid (Only from www.landsend.com under CCA's approved selection)

Boys & Girls:

P.E. & Athletics:	<p>All students participating in athletics (ie. Cheerleading, Volleyball, Basketball, Track etc...) must wear the CCA athletic shorts sold through the bookstore. A student may choose to wear athletic pants so long as they first meet the modesty guidelines provided in this handbook and prior approval by the teacher/coach.</p> <p>Failure to bring CCA athletic shorts for PE will result in the student counted as absent, and they will have to make-up that day's activities the following class day.</p> <p>Failure to bring CCA athletic shorts for an athletic practice will result in consequences deemed appropriate by each sport's coach.</p>
P.E. & Fellowship:	<p>For activities on the basketball court at anytime students MUST have "gym" shoes. There are no specific requirements other than they must be used indoors only. No shoes that have been worn outside will be allowed on the gym floor and no one will be allowed to wear their socked or bare feet to participate.</p> <p>Failure to bring shoes for PE will result in the student counted as absent, and they will have to make-up that day's activities the following class day.</p> <p>Fellowship activity on the basketball court is a privilege not a right so no student will be allowed to participate without the proper footwear.</p>
T-shirts/Sweatshirts:	CCA logo only; Purchase from the CCA Bookstore.
Jackets/Coats: Field Trips:	Color: Any color, every style accepted. Must unzip all the way down. Students must wear red CCA logo T-shirt or Sweatshirt One red, short sleeve warrior T-shirt is a required school shirt.
Casual Day:	Every Friday will be casual day. Students will be allowed to wear jeans, along with their polo style shirt, CCA logo T-shirts or Christian shirts (must be crew neck).

2016-2017 STUDENT HANDBOOK

Chapel Day: Every Wednesday will be Chapel Day. The girls will be required to wear khaki jumpers/skirts or khaki pants with a white oxford, and The boys will be required to wear khaki pants with white oxfords. Boys will be required to tuck in their shirts. **Under shirts must be white. No tennis shoes.**

ALL SCHOOL APPAREL NOT BOUGHT FROM THE CCA BOOKSTORE or Landsend MUST BE SOLID IN COLOR.

School uniforms may be purchased at the store of your choice.

Unacceptable Grooming and Dress

Boys and Girls:

- No hats allowed on campus. Don't even bring to school UNLESS GIVEN SPECIAL PRIVILEGE!
- Shirts must be buttoned up, not including the top button.
- No sunglasses
- No hair rollers
- No see-through garments
- No bandannas worn on your head.
- Shirt sleeves and collars must be buttoned.
- Excessively tight shirts or pants are not acceptable.
- Slacks or jeans that **sag**, have holes, or are not hemmed are not acceptable.
- The length for all shorts must be no more than 2" above the knee.
- No monogramming or logo's allowed on shirts.
- Outlandish hairstyles or colors will not be allowed. (green, pink, purple, bright red, etc.) Subject to approval by administration.
- No peace symbols or designs
- Absolutely no V-neck or scoop neck shirts
- No pull over the head jackets or sweatshirts

Boys:

- No piercing(s) may be worn.
- Hair is to be cut and groomed at all times. Cut above the eyebrow, above the ears, and off the neck. Subject to approval by administration.
- The face is to be clean-shaven. No facial hair.

Girls:

- Slits in skirts that are above the knee.
- Skirts above the knee. They must be at or below the knee.
- Piercing other than the ears.
- Girls make sure your oxford shirts do not gap open! Button all the way up, not including the top button. We should not have to pin your shirts!

Always Remember Modest Dress!

****ALL DRESS REQUIREMENTS ARE IN EFFECT AS LONG AS THE STUDENT IS ON CAMPUS.** If your child is out of dress code he/she will be sent home to change or you may bring him/her the appropriate clothing. **If habitual acts of not following dress occurs, the student will be sent home and all school work missed will be un-excused!**

When attending school functions (ex. ball games) students must wear modest dress!

- **No short shorts or skirts.**
- **No revealing shirts.**
- **Bottom line - Dress MODEST!**

Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. When the child is well enough to participate in a normal school day, please send hat, coat, etc., as an aid to prevention of future illness. A child must be fever free for 24 hours before returning to school. The class does participate in outdoor activities each day, weather permitting.

Medication

If a student is to take any medication while at school, he must have on file in the office the Authorization for Administration. This form is available at the office and must have a physician's signature. (It is to be completed each school year.) The medication to be dispensed will be kept in the office. Medicine must be properly labeled. If your child requires medication during school hours and we do not have signed authorization it will be necessary for you to stop by and personally give it to him. Teachers cannot be held responsible for carrying out these duties.

Patriotism

"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction-a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. Where and when these feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living." (Excerpt from *Planned Patriotism.*)

Re-enrollment

During the month of March, presently enrolled students may enroll for the fall term on a first-come, first-served basis. Cornerstone Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Telephone

Students are not permitted to use the school telephone except in cases of emergency. Cellular phones are not permitted for student use on campus. Leave phones in your vehicle or turn it in to the office before first period begins. On extracurricular events: The student must inform the sponsor that he/she has a phone, The phone must be turned off, the phone is used only to communicate with parents, or to report an emergency.

Possession of a cellular phone, or using a cellular phone in an unauthorized way will result in disciplinary action, as well as confiscation of the phone. The following policy will be used:

- 1st offense - phone will be taken for 10 days, parent conference and parent must pick up from office after 10 days
- 2nd offense - phone will be taken for 30 days, parent conference and parent must pick up from the office after 30 days
- 3rd offense - 3 days suspension and the phone will be taken for the remainder of the school year.

Textbooks

The Bob Jones and A Beka books curriculum and textbooks, written from a Christian perspective, are used in PreK - 12th grades. **All students are expected to have all necessary books and materials prescribed for each class. Failure to do so may result in detention hall, class suspension, corporal punishment, or other disciplinary procedures. If you loose a book, you will need to bring money the following class period to purchase another textbook. Losing your books will not be a valid excuse for coming to class without your textbooks!**

Transportation

Arrival: The gates will be opened at 7:30. The tardy bell will ring at 8:00. 6th - 12th

2016-2017 STUDENT HANDBOOK

grade students will enter the north double door of the Gymnasium. Vehicles will enter from the west of the gym on the back road and exit through the middle exit driveway onto Hwy. 65. Student parking will be in the north vacant lot beside gymnasium.

Dismissal: Students will be dismissed at 3:10 on Monday - Thursday and 12:10 on Friday. Vehicles will follow the same flow of traffic as did for arrival. If you have not picked your child/children up by 3:20 a \$5.00 after school care fee will be applied to your account. If you have not picked up your child /children by 3:30 a \$10.00 fee will be applied, by 3:40 a \$15.00 fee will be applied.

If an elementary student rides with an older sibling, the elementary student must remain in the elementary pickup line until his/her older sibling drives through the line to pick him/her up.

In order to provide for the safety of our students, we ask that you follow the directions of those directing traffic.

Restriction on Child Pickup:

- If a student is riding with someone other than the parent, a NOTE, TEXT, OR EMAIL must be sent to school, by the parent, stating who the child is riding with.
- All parents must go through the pickup line to get their children. Students will not be allowed to go to the parking lot unless you come and get him/her from the pickup line.
- If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgement.

Visitors

It is mandatory that all visitors stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. Please do not go directly to the classroom, as this interrupts the teaching.

Withdrawals

All withdrawals from school must go through the school office. Students having attended one day or more of any period (month) will owe the full period's (month's) tuition.

Parent-Teacher Meetings

Parent-Teacher Meetings will be held for grades K-12 on the following days. This will result in an early out school day. School will be dismissed at 2:00. Parent-Teacher Meetings are scheduled from 2:30 - 6:00 on the following dates:

September 15th

February 2nd

ENGRADE-Report Cards and Progress Reports

Engrade is Cornerstone Christian Academy's official online grading management system. You and your child will be given login information at the beginning of each school year. It is your responsibility to activate your account at www.engage.com and track your child's academic progress throughout the school year.

All grades are posted on Engrade. Student codes will be passed out at orientation. A Schoolcast will be sent out notifying parents when final grades or progress reports are officially posted. If you would like a hard copy of your child's report card or progress report notify the office.

Important Notice: If a balance exists on a student's account the report card will not be sent.

Grading Code

A 90 - 100 B 80 - 89 C 70 - 79 D 60 - 69 F 0 - 59

Graduation Requirements

Twenty-five credits are required for graduation.

Required credits are as follows:

- 4 credits in English
- 3 credits in Math
 - 1 credit in Algebra I or higher level
 - 2 other credits in Mathematics
- 3 credits in Science
- 4 credits in History
 - 1 credit in American History
 - 1 credit in World History
 - ½ credit in Economics
 - ½ credit in American Government

- ½ credit Civics
- ½ credit History elective
- ½ credit in Fine Art (performing or practical arts)
- ½ credit in Speech
- 1 credit in Health/P.E.
- 1 credit in Computer Technology (3 credit hours of college level MicroComputer Applications = 1 high school credit in Computer Technology)
- 4 credits in Bible; or a credit for every year student has attended CCA
- 4 credits in electives

**12TH GRADE ENGLISH CAN NOT BE SUBSTITUTED!
ALL SENIORS MUST TAKE SENIOR ENGLISH AT CCA!**

Sample Projected Academic Plan:

<u>Freshman Year</u>	<u>credits</u>	<u>Sophomore Year</u>	<u>credits</u>
English I	1	English II	1
Civics/Geography	1	World History	1
Physical Science	1	Biology	1
Algebra I	1	Algebra II/Geometry or Consumer	
Bible	1	Mathematics	1
P.E./Health	1	Bible.	1
Electives.	1	Electives	1

<u>Junior Year</u>	<u>credits</u>	<u>Senior Year</u>	<u>credits</u>
English III	1	English IV	1
American History	1	Economics	½
Chemistry or Physiology	1	American Government	½
Geometry, Consumer or		CP Math, Trig, or Consumer	
Business Mathematics.	1	Mathematics	1
Bible	1	Bible	1
Electives	1	Electives	1

*Chemistry, Trigonometry, CP Math, and Physics will be considered college prep (CP) courses and will be weighted.

Academic Honors

Academic honors are determined based upon the Grade Point Average earned for all courses taken in high school. The Valedictorian and Salutatorian must have attended CCA 2 full years of high school and have the highest overall GPA. Valedictorian and Salutatorian must have taken Trigonometry(or College Prep Math equivalent), two years of a foreign language, and College Prep Chemistry. Honor

Graduates must have earned an overall GPA of 3.5. They must have taken Trigonometry(or College Prep Math equivalent), two years of a foreign language, and College Prep Chemistry.

CCA Early College High School (CCA-ECHS)

Provides advanced curricular opportunities, helping meet the new federal requirements for enhanced academic rigor. The CCA-ECHS provides students access to the higher education state core. This rigorous curriculum should meet and exceed the new federal requirements for a rigorous high school curriculum. Increases the number of Arkansas citizens with a post-secondary degree by providing educational opportunities to all students. Addresses college remedial classes and college retention problem. Eliminates the duplication of high school advanced courses and college core courses. All college courses taken through the CCA-ECHS program are weighted high school credit.

Students will be allowed to enroll as follows:

- Sophomore year = Freshman Comp I and II Total 6 hours
- Junior year = 2 college classes per semester Total 12 hours
- Senior year = 2 college classes per semester Total 12 hours

Total college credit upon graduation = 30 hours! = Sophomore in college

Dropping and Adding Courses

Permission from the administration is required for a student to drop or add a course after enrollment. No course may be dropped or added after the second week of school. After this date, a student dropping a course will receive a grade of “F” in that course.

Transfer of Summer School Credits

Students should secure permission from the principal before enrolling in summer courses at another school.

Sports

Cornerstone Christian Academy participates in the Arkansas Association of Christian Schools league (AACS), which is made up of Christian Schools in Arkansas. Should student population allow, student will have the opportunity to participate in the following athletic activities: Girl's and Boy's Basketball (7 - 12), girl's volleyball, fast pitch softball, baseball, and track.

Eligibility for Athletics

Each year a physical must be completed and turned in to the office before participation is allowed in any sport. All students participating in interscholastic sports must have school time insurance.

Athletes must have a 2.0 cumulative GPA and no F in any classes. Grades will be checked at progress report time and at the end of each 9 week period. If a student is ineligible at these check points they remain ineligible until the next progress report or 9 week period which ever applies.

Right to Amend

Cornerstone Christian Academy reserves the right to make, amend or prescribe rules and policies for dress, appearance, or any other unforeseen problems that may arise at any time during the school year. The school expects full cooperation from both students and parents in the education of the students, in adherence to all school plans, policies, and regulations.

A parent should never undermine any aspect of the school program and is requested to refrain from any comments, which would be against the school, personnel, students, or parents.

There are proper channels which have been outlined in this handbook in which the problems or disagreements can be discussed. Only through proper channels can we solve the problems to the satisfaction of all concerned.

Parent Agreement Pledge

- By my signature below I certify that I am in agreement with the following provisions:
- I hereby place my confidence in the ability of the administrative staff of CCA to assist in the education of my child according to the Christian Philosophy of Education.
- I pledge to pay any financial obligations to CCA on the date due and understand that late fees will be assessed when payment has not been made by the 25th of the month. I hereby agree to pay on a 10 month basis from August through May. Advance payment will also be accepted.
- I give permission for my child to take part in all school activities, including school sponsored trips away from the school premises and absolve the school from any liability to me or my child at school or during school activities.
- I will try to encourage other Christians to consider the importance of Christian education. I will pray daily for the school and its needs.
- I agree to accept all regulations of the school and authorize the school to employ such discipline, as it deems wise and expedient for my child. That includes the use of corporal correction should the Administration of the school deem it advisable for the improvement of behavior and development of character in my child.
- I realize that my child's education is my responsibility. I will do all that I can to see that my child does his homework carefully and accurately. I will be committed to helping him in any way that I can.
- I will try to attend all parent functions including Parent-Teacher Conferences.
- I understand that the CCA reserves the right to expel any child at the discretion of the Administration. I understand that there will be a conference with the parents before such action is taken.
- I realize that occasionally children take issue with actions that they do not agree with and that they are prone to criticize statements out of context. I pledge that should such occur, I would not support the child's criticism; that I will support the school personnel and call in for full details any time I have a question concerning the fact. I realize that taking my child's criticism in a school dispute is formula for failure.
- I understand that, if the student is dismissed or withdraws from the school for any reason, I will be charged the full month's tuition even if he has not attended the entire month.
- I will seek the advancement of the school in every area. I realize that our Christian school cannot prosper unless we as parents give of our time, money, energy, and support.
- At no time will I participate in destructive criticism of the staff or school to my child or others, but will instead, if a problem arises, go directly to the teacher or administrator in a loving, Christian manner, as indicated in Matthew 18.

Student Agreement Pledge

As a student of Cornerstone Christian Academy, I realize that I am a representative of Christ both on and off campus. Therefore, I pledge to make my conduct, dress, and manner of life, a testimony to Christ's presence in my life. I will not knowingly do anything to dishonor His name while a student of Cornerstone Christian Academy. I resolve to daily to live out Christ's commission to lead others to know Him. I hereby pledge that I will not use tobacco, alcohol, or drugs while a student of Cornerstone Christian Academy, and I pledge to keep myself morally and sexually pure until the time of my marriage.

Pledge Signatures

Student/Parent Handbook Agreement Pledge

** These pledges must be signed and returned the first day of school. **

This student/parent agreement pledge must be signed by each parent and student that is enrolled at CCA. All forms will be kept on file in the school office. If it is found at any time that the student is in violation of this pledge, the student will be counseled and the parents notified. If a change in conduct does not occur, disciplinary action will be taken.

Please initial each item and sign at the bottom

Student	Parent
<input type="checkbox"/>	<input type="checkbox"/> I have read Cornerstone Christian Academy's handbook for the 2016 -2017 school year and while enrolled in CCA agree to cooperate with and abide by the handbook.
<input type="checkbox"/>	<input type="checkbox"/> I have read the student agreement pledge.
<input type="checkbox"/>	<input type="checkbox"/> I have read the parent agreement pledge.
<input type="checkbox"/>	<input type="checkbox"/> I have read and understand Cornerstone Christian Academy's (CCA) random drug testing policy.

I understand, and will abide with all content, policies, and pledges stated in the CCA handbook.

_____	_____	_____
Student	Grade	Date
_____		_____
Parent/Guardian		Date

Photograph/Video Release

During the school year, students are photographed and/or videoed while participating in class projects and events. These photos/videos are used in district publications. Please sign below to give permission to include your child's name and photo/video in district publications and videos.

I _____ parent/guardian of _____

give / do not give permission to photograph my child.

give / do not give permission to post photographs in the yearbook.

give / do not give permission to post photographs of my child on
Facebook and/or other social media.

Parent/Guardian Signature _____ **Date** _____

Emergency Information Sheet

Student's Name _____ Grade _____

Address _____ Home Phone _____

Parent's/Guardian's Name _____

Mother's Work Address _____ Work Phone _____

Father's Work Address _____ Work Phone _____

In an emergency or major disaster during school hours, my child may be released to the following persons:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

My child may OR may NOT have Tylenol if needed.
My child may OR may NOT have antacids if needed.

List allergies to medications or foods. _____

Family Physician: _____

Address _____ Phone # _____

Family out-of-state telephone contact to be used in an emergency:

Name _____ Phone _____

Date _____ Parent/Guardian Signature _____

Student Released to: _____

Date: _____ Time: _____

Destination: _____