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### CCA SCHOOL CALENDAR

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 30th – August 2nd</td>
<td>Teacher In-service</td>
</tr>
<tr>
<td>August 2nd</td>
<td>Student Orientation</td>
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<tr>
<td>August 15th</td>
<td>First day of school</td>
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<tr>
<td>September 3rd</td>
<td>Labor Day</td>
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<tr>
<td>September 13th</td>
<td>Parent/Teacher Conference</td>
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<tr>
<td>October 8th</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>October 12th</td>
<td>1st Quarter Ends</td>
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<tr>
<td>October 15th</td>
<td>2nd Quarter Begins</td>
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<tr>
<td>October 22nd</td>
<td>Professional Development</td>
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<tr>
<td>November 13th</td>
<td>Progress Reports</td>
</tr>
<tr>
<td>November 19th – 23rd</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 19th – 21st</td>
<td>Semester Exams</td>
</tr>
<tr>
<td>December 21st</td>
<td>2nd Quarter Ends</td>
</tr>
<tr>
<td>December 24th – January 6th</td>
<td>CHRISTmas Break</td>
</tr>
<tr>
<td>January 7th</td>
<td>3rd Quarter Begins</td>
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<tr>
<td>January 21st</td>
<td>MLK Holiday</td>
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<td>February 15th</td>
<td>Professional Development</td>
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<td>February 18th</td>
<td>President’s Day</td>
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<tr>
<td>March 8th</td>
<td>3rd Quarter Ends</td>
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<tr>
<td>March 11th</td>
<td>4th Quarter Begins</td>
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<tr>
<td>March 14th</td>
<td>Parent/Teacher Conference</td>
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<tr>
<td>March 18th – 22nd</td>
<td>Spring Break</td>
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<tr>
<td>April 15th – 18th</td>
<td>Testing Week</td>
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<td>April 16th</td>
<td>Progress Reports</td>
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<tr>
<td>April 19th – 22nd</td>
<td>Easter Break</td>
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<tr>
<td>May 11th</td>
<td>Senior Graduation</td>
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<tr>
<td>May 22nd – 24th</td>
<td>2nd Semester Exams</td>
</tr>
<tr>
<td>May 24th</td>
<td>4th Quarter Ends – Last Day of School!</td>
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</tbody>
</table>
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 permitted or made available to students at the school. It does not discriminate on the basis of race, color, national or 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 lifestyle 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, uses drugs, or is involved in any unlawful activity.

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

Orientation night provides an opportunity for parents and students to get acquainted with school policies and procedures. All attendees will meet in the auditorium for a brief introduction of staff, then be dismissed to visit individual classrooms. Student handbooks and school information packets will be passed out at this time. If an emergency arises, and you are unable to attend, please make sure to schedule an appointment with the administrator/principal and classroom teacher before the first day of school.

### FINANCES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration, building, orientation, and book fees</td>
<td>$550.00</td>
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</tbody>
</table>

Registration & Building fees are due at Orientation. Registration & Building fees are NON-REFUNDABLE and NON-TRANSFERABLE unless the school does not accept the student for admission.

### 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.

Acceptable payment methods are: cash, money orders, bank drafts, personal checks, debit cards, and credit cards. There is a 2.7% processing fee for debit or credit cards.

**Tuition payments can be made at the main office or mailed to:**

Cornerstone Christian Academy  
P.O. Box 129  
Tillar, AR 71670
TUITION RATES: KINDERGARTEN – 12TH GRADE

1. Annual ~ Reflects discount.................................................................$3,250.00
2. Semi-annual (twice a year).................................................................$1,650.00
3. Monthly (10 months).............................................................................$330.00
4. Bi-weekly ..............................................................................................$165.00

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 on the 20th of every 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.

If tuition is not paid by the 20th of the following month:

- The outstanding amount will be turned over to a collection agency and a 25% fee of the total balance will be added to your account.
- Students will receive 0% on grades until balance is paid.

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 – Your account is turned over to a collection agency and a 25% fee of the total past due will be added to your account and your child will receive 0% on grades until balance is paid.

Any student account more than 60 days past due will be turned over to a Collection Agency. Students will receive zeros for all assignments, quizzes, test, and any other assigned work during the period of time the account is in collection.

* 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.

* Students enrolled one day or more of any month will owe the full month’s tuition.
**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.** Graduating students must have all money owed to the academy paid in full by their last day of school.

**INSURANCE**

In the event your child needs medical attention during any school activity, and a bill incurs, the child’s legal guardian is responsible for any and all medical charges not paid by the student’s primary insurance or the schools insurance.

**LUNCHES**

Students may bring his/her own lunch or purchase lunches.

- K - 2nd is $3.00 per plate
- 3rd - 12th is $3.50 per plate

Lunch menus will be sent home the second Tuesday of every month. Mark each day your student will be eating lunch in the cafeteria, and return lunch forms, along with exact payment, by Friday of that week. **NO CHARGES ARE ALLOWED.**

Students will not have access to microwaves. Please make sure lunches are suitable for consumption upon arrival at school. Lunces brought to school by guardians must be brought to the main office.

In the instance your child should receive a lunch voucher for a prepaid lunch, please submit it for use the following month. Lunch vouchers will be given due to unforeseen circumstances (inclement weather days) that will require an unscheduled day out of school.

CCA is a closed campus. Students are not allowed to check out to eat lunch off Campus. All visitors must check in through the office.
GENERAL INFORMATION

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. A student is tardy if he/she is not in the classroom by 8:00 a.m. Any tardiness of more than TWENTY minutes will result in an absence for that class. If a student should be tardy he/she must go to 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 result in a student’s absence. 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 three days of a student’s return 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 one 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 is absent ten (10) days within a semester, (regardless of excused or unexcused) he/she will lose credit for that class. The student and a parent/guardian will meet with the CCA Board of Directors.**
- 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 administration several days in advance.*

*Arrangements for make-up work must be made prior to the student’s absence.*

- A student who has been suspended from school for any reason will receive zeros in classes missed and will not be permitted to make up any assigned work.
- 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 stop all and prepare a make-up sheet immediately as the teaching process for those students present will be hindered.

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**CHECK-OUT POLICY ~ EVERYONE MUST FOLLOW THIS PROCEDURE!**

Occasionally, a student may need to leave school before 3:05 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 3:05 (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 from the main 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.
- 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 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.

OFFICIAL MEANS OF COMMUNICATION
Cornerstone Christian Academy's official means of communication is SmartSend. SmartSend allows parents to be reached by home phone, cell phone, text, or email.

INCLEMENT WEATHER CONDITIONS
School closing announcements will be made via SmartSend, Facebook, and KATV Channel 7 News.

CHRISTIAN STUDIES
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.

• Chapel Attendance: All students are required to attend chapel on Wednesdays. Chapel speakers include great preachers, missionaries, and teachers that will challenge and inspire students to practice the truths of God’s Word. Chapel is mandatory. **Being punctual as well as attending chapel is very important!**
• The **Bible is a required book for chapel.**
• If a student receives more than three un-excused tardies or absentees for chapel, a severe corrective measure will be administered.
• Because of the importance, that 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.
HOMEWORK POLICY

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. Students are responsible for homework assignments in each class.

Homework violations will be documented daily:

- 1st Offense ~ Warning
• 2nd Offense ~ Teacher will send a note to the parent.
  o Student will receive a “0”
  o Student will complete homework.

• 3rd Offense ~ Teacher will call the parent.
  o Student will receive a “0”
  o Student will complete homework.
  o Noon Detention will be assigned.

• 4th Offense ~ The Administrator will call the parent.
  o A conference will be set up with the parent, teacher, and administrator.
  o The student will receive a “0”
  o Student will complete homework
  o Corrective action will be assigned by Administrator.

SUMMER READING PROGRAM
In an effort to maintain academic excellence, students are required to read one book from a summer reading list provided by the school and submit a book report. The book report is due on the Thursday following Labor Day.

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.

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 recognize 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, social, and spiritual 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.
• The 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.

CLASSROOM MANAGEMENT POLICY

Rules:
1. Be in your seat unless you have permission.
2. Unnecessary talking and rude gestures are prohibited.
3. Bring required books and needed materials to class.
4. Be respectful of other people and property that does not belong to you.
5. Hands, feet, and any other objects should be kept to yourself.
6. Be loyal to Christ’s school.

CONSEQUENCES/CORRECTIVE MEASURES:
All violations and consequences of the above rules will be documented daily.

• 1st violation:
  ○ A warning will be given.
• 2nd violation:
  ○ The teacher will administer discipline and follow up with a phone call to the parent.
- 3rd violation:
  o A discipline slip will be filled out and sent to the office.
  o Administration will determine the action to be taken and follow up with a phone call to the parent. The CCA Handbook- Corrective Measures for Rule Violations will be administered accordingly.

**Behavior Standards**

**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)

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

**The following procedures are optional methods of correcting unacceptable behavior:**

- Noon detention
- Student counseling
- Physical activities such as: taking out trash, weeding the flower beds, sweeping, and cleaning
- Loss of privileges
- Phone call to parents
- Letter sent home
- Parent/teacher conference
- After school - $15.00/ day from 3:15 - 5:15
- Saturday detention - $30.00/day from 8:00 - 12:00
- Corporal punishment
- Suspension - Parent must accompany child when he/she returns to school.
- Probation
- If severe or habitual * Expulsion

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.

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 administration in relation to behavioral difficulties. Effective
discipline for the betterment of the young person 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 raised.
- 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.

**PROBLEM RESOLUTION PROCEDURE**

The Christian approach to a problem resolution is always the best approach. Please take time to pray and reflect on the *18th Chapter of Matthew*.

**Follow these steps:**

1. Pray about the situation of concern.
2. 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.
3. If the problem is not resolved to your satisfaction, call the school office and request a conference with the principal.
4. 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.
**DISCIPLINE POLICY**

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.

Insubordination will not be tolerated: paddling, ISS, suspension or administration recommendation.

**Disobedience and/or Disrespect to Faculty**

The following corrective measures apply while students are in the classroom or during/attending extracurricular activities.

- **1st offense**  
  3 days ISS or 3 licks and 2 day’s ISS
- **2nd offense**  
  3 days suspension
- **3rd offense**  
  Student and Guardians will meet with CCA Board of Directors and 5 days suspension.
- **4th offense**  
  Student will be expelled

**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 contact 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 to conference with a teacher. You must schedule an appointment to conference with a teacher.

Conferences may be scheduled during the teachers planning period or after school. If you need to talk with a member of the faculty, please call the school office between 8:00 a.m. and 3:00 p.m. to set up an appointment. The Christian approach to a problem resolution is always the best approach.

Please take time to pray and reflect on the 18th Chapter of Matthew and then take the following steps:

- Pray about the situation of concern.
- 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 directors' 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.

**MATTHEW 18 PRINCIPLE** - The Matthew 18 Principle is one of the most important principles for conflict resolution. Defined it means: If a person has a question or a complaint about a certain situation, he/she should go directly to the person it involves. DO NOT TALK IT AROUND TO OTHERS! If it cannot be resolved on that level, then the teacher, the parent, and the administrator will join together and try to resolve it.

The administration of CCA wishes to maintain an "Open Door" policy to parents. We want to know your concerns, suggestions, and praises. A parent survey is conducted periodically which offers a formal way for parents to give input. Please do not hesitate to come to us--we want to keep lines of communication open. If there is a problem, talk to someone who is in a position to help solve it! However, please give the teacher an opportunity to help you. Parents are expected to support administration and staff. If they find they cannot do this, they should seek another school for their child.

**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, cyberbullying, 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.
- Cyberbullying is bullying that takes place using electronic technology. Examples of cyberbullying include but are not limited to: mean text messages or emails, or rumors sent by email or posted on social media.
- 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, AND 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” 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.

THE RIGHT TO SEARCH AND SEIZE

To protect the school environment, CCA administration has the right to search and seize students’ 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.

DRESS CODE

Monday, Tuesday, and Thursday:

Boys and Girls may wear any of the following items:

- Red, White, or Navy polo or button-down shirts (solid, no logos, long or short sleeved)
- CCA approved current school year t-shirt
- Red, White, or Navy turtle necks or crew neck sweaters
- Navy or Khaki shorts, slacks, or capris
  - No knit materials or acceptable
  - Shorts must be NO shorter than 2 inches above the knee
• Closed toed shoes or boots (color of your choice)
• Red, Navy, or Khaki Blazers (solid colors only)
• Any color or style of coat/jacket (must zip all the way down)
• Any items sold from CCA Bookstore (with the exception of t-shirts).

Girls ONLY:

• White, Navy, Black tights/leggings or natural colored pantyhose
  o may be worn under skirts/jumpers only!
• Navy or Khaki jumpers/skirts
  o Must be knee length or longer
  o Solid or plaid
  o Only from www.landsend.com under CCA’s approved selection for plaid

Wednesday (Chapel Day):

Girls

• Khaki jumpers, skirts, or pants with a white oxford or polo style shirt
• Plaid jumper or skirt
  o Only from www.landsend.com under CCA’s approved selection for plaid
• No tennis shoes
• No shorts

Boys

• Khaki pants with white oxford or polo style shirt
• No tennis shoes
• No shorts
• Red, Navy, or Khaki blazers (solid colors only)

Friday (Casual Day):

Girls and Boys

• Students can follow the Monday, Tuesday, Thursday dress code or will be allowed to wear any CCA t-shirt as well as jeans.
  *Uniforms may be purchased at the store of your choice.
P.E. & Athletics:

- All students participating in athletics (i.e. Cheerleading, Volleyball, Basketball, Track, etc…) must wear the CCA athletic shorts sold through the CCA bookstore. Athletic pants are acceptable as long as they meet the modesty guidelines and have prior approval by teacher/coach.
- Failure to bring CCA athletic shorts to P.E. will result in the student being counted as absent, and they will have to make-up that day’s activities the following class day.
- Failure to bring CCA athletic shorts for an athletic practice will result in consequences deemed appropriate by each sport’s coach.

Unacceptable Grooming and Dress:

Girls and Boys:

- No hats allowed on campus Monday – Thursday unless given special privilege!!!
- Shirts must be buttoned up, not including the top button
- No sunglasses
- No hair- rollers
- No see- through garments
- No bandanas worn on the head
- Shirt sleeves and collars must be buttoned
- No Excessively tight clothing items
- Slacks or jeans that SAG, have holes, or are not hemmed are unacceptable.
- Outlandish hairstyles or colors will not be allowed (Green, pink, blue, bright red, etc.) subject to approval by administration
- No peace symbols or designs
- No monogramming or logos allowed on shirts

Always Remember Modest Dress!

**ALL DRESS CODE 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 code occur, 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.

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

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 only permitted to use the school telephone except in cases of emergency. 
Cellular phones are not permitted for student use on campus. Phones are to be left in 
vehicles or turned in to the office before 8:00 a.m.

**Extracurricular events:**

- The student must inform the sponsor that he/she has a phone.
- The phone must be turned off.
- The phone may only be used, to communicate with parents, after permission is 
given from the sponsor.
- The phone may be used 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:**

- **1**st offense - phone will be taken for 10 days, parent conference, and parent may not 
  pick up the cell phone from office for 10 days.
- **2**nd offense - phone will be taken for 30 days, parent conference, and parent may not 
  pick up from the office for 30 days.
- **3**rd offense - 3 days suspension, and the phone will be taken for the remainder of the 
  school year.
TEXTBOOKS

Bob Jones and A BEKA books curriculum, written from a Christian perspective, are used in Preschool - 12th grade. **All students are expected to have the 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 lose a book, you will need to bring money the following day to purchase another textbook. Losing your books will not be a valid excuse for coming to class without your textbooks!**

TRANSPORTATION

**Arrival:**

- All gates open at 7:30.
- Vehicles must enter the drive on the north side of the main building and proceed through the gate to drop student(s) off at the designated area.
- Vehicles will then exit through the middle driveway onto Hwy. 65.
- Elementary students will enter the north double doors of the main building.

**Dismissal:**

- Students are dismissed at 3:05 on Monday - Thursday and 12:05 on Friday.
- Vehicles follow the same flow of traffic as for arrival.
- To ensure safety for all students, please do not park in the pick-up area or on the grass and enter the building to pick up your child during dismissal times (dismissal times 2:45 – 3:20).
- If you must park and come in, please park in the parking lot on the east side of the main building in front of the auditorium and come to the main office.
- Student’s not picked up by:
  - 3:20 - $5.00 after school care fee applied to your account.
  - 3:30 - $10.00 fee will be applied.
  - 3:40 - $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 check – in at the main office. If items need to be left for a student or a teacher, they will come to the office to pick them up. In an effort to guard instructional time we ask that you do not go directly to the classroom.

WITHDRAWS

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 CONFERENCES

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

September 13th  March 14th

GRADELINK

Gradelink 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 https://secure.gradelink.com/gradelink and track your child’s academic progress throughout the school year.

- All grades are posted on Gradelink and student codes will be passed out at orientation. A message 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
</tr>
</tbody>
</table>

SPORTS

Cornerstone Christian Academy participates in the Arkansas Association of Christian Schools league (AACS), which is made up of Christian Schools in Arkansas. Students will have the opportunity to participate in the following athletic activities: basketball, soccer, archery, cheer 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 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 AMMEND

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.
Cornerstone Christian Academy

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Parent</th>
</tr>
</thead>
</table>

☐ I have read Cornerstone Christian Academy’s handbook for the 2018 – 2019 school year and while enrolled in CCA agree to cooperate with and abide by the handbook.

☐ I have read the parent agreement pledge.

☐ I have read the student agreement pledge.

☐ I have read the student behavioral standards.

☐ I have read and understand Cornerstone Christian Academy’s Classroom Management Policy.

☐ I have read and understand Cornerstone Christian Academy’s Homework 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/video my child.

Give / Do not give  permission to use photographs in the yearbook.

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

Parent/Guardian Signature ________________________________ Date ___________
Emergency Information Sheet

STUDENT'S NAME ___________________________ GRADE __________

ADDRESS ___________________________ CITY_________ ZIP_____________

PARENT'S/GUARDIAN'S NAME ___________________________ PHONE__________

MOTHER'S WORK ___________________________ WORK PHONE __________

FATHER'S WORK ___________________________ WORK PHONE __________

MY CHILD:  MAY or MAY NOT HAVE TYLENOL IF NEEDED.
MY CHILD:  MAY or MAY NOT HAVE IBUPROFEN IF NEEDED.

LIST ALLERGIES TO MEDICATIONS/FOODS. __________________________

FAMILY PHYSICIAN: ___________________________ __________________________

ADDRESS ___________________________ PHONE # ________________

IN CASE OF EMERGENCY, I GIVE PERMISSION FOR CORNERSTONE CHRISTIAN
ACADEMY TO HAVE MY CHILD TRANSPORTED TO THE NEAREST MEDICAL
FACILITY.

SIGNATURE ______________________ DATE __________

MY CHILD MAY BE RELEASED TO THE FOLLOWING:

NAME ___________________________ PHONE__________
NAME ___________________________ PHONE __________
NAME ___________________________ PHONE __________
NAME ___________________________ PHONE __________
NAME ___________________________ PHONE __________
Permission Form for Prescribed Medication/Treatment

Date received by school ___________________________ DOB: ___________________

Student ___________________________ Grade ___________________________

Reason for medication ___________________________

Name of medication ___________________________

Form of medication (CIRCLE): tablet/capsule liquid inhaler injection Nebulizer other

Instructions: ___________________________________________________________

Start: ___________ (Date form is received) Stop: ___________ (End of school year)

Restrictions/or important side effects: none anticipated

If yes, please describe: ___________________________________________________

Special storage: none refrigerate other ___________________________

Student is capable of administering this medication/treatment:

No Yes - supervised Yes - unsupervised

Student may carry his/her medication: No Yes

Please indicate if you have provided additional information, on the backside of this form, as an attachment.

Date: _______________ Signature: ________________________________

Physician’s Name ___________________________ ___________________________

Address ___________________________ ___________________________

Phone Number ___________________________ ___________________________

To be completed by parent/guardian:

I give permission for (name of child) ___________________________ to receive the above medication/treatment at school according to standard school policy.

Date: _______________ Guardian Signature: ___________________________
L & A Miles Farms

Proud Sponsor of

Cornerstone Christian Academy!

“Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go.”

Joshua 1:9
Jesse F. Abbott, President

"If rain doesn't, we can fill your water needs."

Commit to the LORD whatever you do, and he will establish your plans.  Proverbs 16:3
Bo Holthoff Farms

God is our refuge and strength, an ever-present help in trouble.

Psalm 46:1

Let’s Go

Mighty Warriors!
Gilbert Ag
Service, Inc.

Proudly supports
Cornerstone Christian Academy!
GO WARRIORS!
SKS Farm and Land Partnership
Owner- Shawn Simpson

I can do all this through him who gives me strength.
Philippians 4:13

Go Warriors Go!
Arklamiss Crop Insurance and Farm Services of Southeast Arkansas

Owner- Adam Frazier
870-814-8674
P.O. Box 1047
McGehee, AR 71654

Be joyful in hope, patient in affliction, faithful in prayer. Romans 12:12
Students, we are praying for you all!

For I know the plans I have for you, declares the LORD, plans to prosper you and not to harm you, plans to give you hope and a future.

Jeremiah 29:11
Dunklin Grain

Corn & Rice

Let’s Go Lady Warriors!
The Delta Memorial Hospital Gift Shop is where you can find something for every occasion, from the latest fashions to fan gear to home décor and more!

Open Monday – Friday 9:00 – 4:00
Saturday 12:00 – 3:00

811 Highway 65 South | Dumas, Arkansas 71639 | P: (870) 382-4303
HILL SEED
310 South Main St.
Dumas, AR 71639
(870) 382-4912 · (870) 866-2346

For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.

John 3:16
God's Word encourages us to raise children in the way they should go and when they are old, they will not depart from it. Proverbs 22:6
Mark & Joyce
Hargrove Farm

It’s not the one who plants nor the one who waters, but God who gives the increase.

1 Corinthians 3:7
KENNY PRICE FARMS

Commit your way to the Lord. Psalm 37:5
B & B
CUSTOM AG

Custom Application
Lance Sullivan
(870)866-4075