

Cornerstone Christian Academy Elementary Handbook



WARRIORS



CORNERSTONE CHRISTIAN ACADEMY

Ephesians 6:11 *"Put on the whole armor of God,
that ye may be able to stand against the wiles of the devil."*

Kindergarten – Fifth Grade

2026–2027

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CCA SCHOOL CALENDAR



Cornerstone Christian Academy

2026-2027



JULY

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

25TH CAMPUS WORKDAY
27TH-30TH TEACHER INSERVICE
31ST PARENT/STUDENT ORIENTATION

AUGUST

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12TH 1ST DAY OF SCHOOL
17TH-27TH BEGINNING OF YEAR ASSESSMENTS
TBD GOLF TOURNAMENT

SEPTEMBER

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7TH LABOR DAY-NO SCHOOL
14TH BOOK FAIR BREAKFAST
14TH-17TH BOOK FAIR
17TH PROGRESS REPORTS
17TH PARENT/TEACHER CONFERENCE
23RD SEE YOU AT THE POLE
28TH JOHNNY APPLESEED DAY

OCTOBER

S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8TH END OF 1ST QUARTER
12TH COLUMBUS DAY - NO SCHOOL
13TH-15TH FALL BREAK
19TH BEGINNING OF 2ND QUARTER
23RD TEACHER PD
26TH-29TH RED RIBBON WEEK
29TH READING UNDER THE STARS & MATH OVER THE MOON

NOVEMBER

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

5TH PROGRESS REPORTS
11TH OCC PACKING PARTY
16TH-23RD OCC COLLECTION WEEK
23RD-26TH THANKSGIVING BREAK
TBD HOMECOMING WEEK

DECEMBER

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7TH-10TH MID-YEAR ASSESSMENTS
14TH-17TH MID/HIGH SEMESTER EXAMS
14TH PK-5 CHRISTMAS PARTIES
15TH-17TH HALF DAYS
17TH 2ND QRT/1ST SEMESTER ENDS
12/21-1/3 CHRISTMAS BREAK

JANUARY

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4TH SECOND SEMESTER BEGINS
3RD QTR BEGINS
4TH RETURN TO SCHOOL
4TH-7TH MID-YEAR ASSESSMENTS
18TH MLK OBSERVANCE
28TH 100TH DAY OF SCHOOL CELEBRATION

FEBRUARY

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11TH PROGRESS REPORTS
11TH PK-5TH VALENTINE'S DAY PARTIES
15TH PRESIDENT'S DAY
19TH TEACHER PD

MARCH

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1ST-4TH READ ACROSS AMERICA WEEK
5TH ANNUAL HOME & FARM AUCTION
11TH 3RD QTR ENDS
15TH 4TH QTR BEGINS
18TH PARENT/TEACHER CONFERENCE
22ND-25TH SPRING BREAK
28TH EASTER
29TH RESURRECTION CELEBRATION
30TH RETURN TO SCHOOL

APRIL

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8TH PRE-K & K OPEN HOUSE
8TH 5TH-11TH ACADEMIC PLANNING
12TH-16TH STANDARDIZED TESTING WEEK
22ND PROGRESS REPORTS
23RD PROM

MAY

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4TH 6TH-12TH ATHLETIC BANQUET
3RD-6TH SENIORS' FINAL EXAMS WEEK
6TH SENIORS' LAST DAY
10TH-20TH END OF YEAR ASSESSMENTS
14TH SENIOR GRADUATION
21ST PK-5TH GRADE GRADUATIONS
21ST AWARD CEREMONIES
24TH-27TH MID/HIGH SEMESTER EXAMS
25TH-27TH HALF DAYS
27TH LAST DAY OF SCHOOL

JUNE

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MID/HIGH SEMESTER TESTING SCHEDULE

MONDAY: 8TH PERIOD TEST - 2:30 P.M.-4:00 P.M.
TUESDAY: 1ST & 2ND PERIOD TESTS - 8:20 A.M. - 11:30 P.M.
WEDNESDAY: 3RD & 4TH PERIOD TESTS - 8:20 A.M. - 11:30 P.M.
THURSDAY: 5TH & 7TH PERIOD TESTS - 8:20 A.M. - 11:30 P.M.

NO SCHOOL: GREEN FIRST/LAST DAYS: YELLOW PARENTS ON SITE: RED TEACHERS ONLY: BLUE STANDARDIZED TESTING: TURQUOISE PREK-5TH: PINK MID/HIGH SCHOOL: PURPLE

CCA BOARD OF DIRECTORS

John Freeman, President
 Joseph Perry, Vice President
 Kara Puryear, Secretary
 Monica Daniels, Treasurer
 Brandt Bottoms, Member
 Justin Smallwood, Member
 Claudia Sullivan, Member

Kristi Hogue, Preschool Director
 Christain Plunkett, Elementary Principal
 Maddison Tyson, Middle/High School Principal
 Camden Rhodes, Athletic Director
 Monica Daniels, Administrator

CHAIN OF COMMAND

<u>Concern</u>	<u>First Contact</u>	<u>Next Step</u>	<u>Next Step</u>	<u>Final Authority</u>
Academic Issue	Teacher	Principal	Administrator	Board of Directors President
Discipline	Teacher	Principal	Administrator	Board of Directors President
Facilities	Secretary	Principal	Administrator	Board of Directors President

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.

VISION STATEMENT

At Cornerstone Christian Academy, our vision is to cultivate a community of lifelong learners who are grounded in faith, equipped with academic excellence, and empowered to make a positive impact in the world. Rooted in our mission to serve God, we strive to equip our students with a deep understanding of their identity as image bearers of God. Through rigorous academics and a nurturing Christian environment, we envision our students becoming compassionate leaders, critical thinkers, and devoted followers of Christ who are committed to serving God and others, while embracing their calling to live out God's purpose with integrity, compassion, and excellence.

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.

STATEMENT OF FAITH

We believe that the Bible, consisting of 66 books of the Old and New Testaments, inspired by God, free from error in doctrine, fact and ethnic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice.

A. We believe in the Holy Trinity, one God eternally existent in three persons - Father, Son, and Holy Spirit - the same in substance, equal in power and glory.

B. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal and physical return in power and glory.

C. We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature.

D. We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross, and that this salvation is eternally secured to all believers.

E. We believe in the present ministry of the Holy Spirit, by Whose indwelling upon salvation, the Christian is enabled to live a Godly life; that is incumbent upon every believer to walk worthy of his calling - to walk after the Spirit and not after the flesh.

F. We believe in the resurrection of the body of both the saved and the lost - they that are saved to the resurrection of life everlasting and they that are let to the resurrection of eternal damnation.

G. We believe in the spiritual unity of believers in the Lord Jesus Christ.

H. We believe that while the education of children is the responsibility parents, the school functions as an agent for parents as teachers and administrators cooperate closely with them in every phase of the students' development.

NON-DISCRIMINATION POLICY

CCA admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities permitted or made available to students at the school. It does not discriminate based on race, color, nationality, 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 as a biological male or biological female, and 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, students will NOT 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, students will NOT be permitted to attend CCA who consume alcohol, use drugs, or are involved in any unlawful activity.

1 Corinthians 6:12-20

Romans 1:24-32

Ephesians 5:3-7

KINDERGARTEN ADMITTANCE POLICY

A student must be 5 years old by August 1st to enroll in kindergarten.

ORIENTATION

Orientation night provides an opportunity for parents and students to "get acquainted" with school staff, policies, and procedures. All attendees will meet in the gymnasium 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

Registration, Building, Maintenance, & Book fees: \$500.00
Tuition: \$6,708.00

Registration, building, and book 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 should be paid at the main office or mailed to:

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

TUITION - Tuition plans available.

- If families do not submit their EFA payments by the deadline, they will be responsible for paying the full tuition amount owed.
- 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 include: cash, money orders, bank drafts, personal checks, debit cards, and credit cards.

You may call the office or go to ccawarriors.net to make a payment. All online payment options are payable through PayPal.

There is a 3.75% processing fee for credit card payments.

TUITION RATES ~ KINDERGARTEN THROUGH 12TH GRADE

Annual	Semi-annual (x2)	Monthly (x10)	Bi-weekly (x20)
\$ 6,708.00	\$ 3,354.00	\$ 670.80	\$ 335.40

Notice:

- Students enrolled for 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.

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.

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.

TUITION REFUND POLICY

Tuition is due by the 20th of each month. If you prepay tuition and your child withdraws before the first day of the prepaid month, you will be reimbursed for the prepaid month(s).

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.

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.

5th Grade Graduates and Kindergarten Graduates – the 10th tuition payment must be paid by your 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 all medical charges not paid by the student's primary insurance or the school's insurance.

LUNCHES

The lunch fee is **\$30.00 per student per month**.

- This is a **flat monthly fee** and is **not prorated** based on the number of days a student eats lunch.
- If a student eats school lunch **at least once during the month**, the full **\$30.00** monthly fee will be charged.
- The monthly lunch fee will **only** be waived if the student **does not purchase or eat school lunch at any time during that month**.

Lunch menus will be posted on our website.

Students who bring lunch will not have access to microwaves. Please ensure lunches are suitable for consumption upon arrival at school.

Lunches brought to school by parents or guardians must be brought to the main office.

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.

OFFICIAL MEANS OF COMMUNICATION

Cornerstone Christian Academy's official means of communication is SmartSend (SchoolCast) as stated by the CCA Board of Directors. SmartSend allows parents to be reached by home phone, cell phone, text, or email.

INCLEMENT WEATHER

School closing announcements will be made via SmartSend (SchoolCast) and Facebook.

Cornerstone Christian Academy does **not** utilize Alternative Methods of Instruction (AMI) days.

The school calendar includes additional instructional days to accommodate a limited number of weather-related school closures. If weather-related closures exceed the instructional days built into the calendar, scheduled Fridays may be used as make-up days to ensure compliance with Arkansas instructional time requirements.

As a result, inclement weather closures will **not** automatically result in Friday make-up days.

ATTENDANCE

Students will NOT be allowed to attend school unless ALL handbook forms have been completed and returned to the office. These absences will be considered **unexcused and **will count** towards students' 10 days of absences per semester.**

CCA School Week:

- School day hours: Monday – Thursday from 7:45 a.m. – 4:00 p.m.

Tardy Policy:

Students will be considered tardy if he/she arrives after 7:45 a.m.

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 arrives after 7:45 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 unexcused tardiness:

- First tardy – verbal warning
- Second tardy – written warning
- Third tardy – parent will be notified
- Fourth tardy – converts to 1 unexcused absence
- After the fourth unexcused tardy, every two (2) additional unexcused tardies will result in one (1) unexcused absence.

Excessive or habitual tardiness may result in a required conference with the student, parent/guardian, and the School Board.

Tardies reset at the beginning of each grading quarter.

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.

Refer to the following if absentees occur:

In the case of an absence, a dated parent/doctor note stating the reason for the absence should be taken to the main office within three days of a student's return from an absence. **Students will not receive credit for homework, quizzes, or tests until an excuse from a parent, guardian or doctor has been sent and approved as an excused**

absence. 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 are considered an unexcused absence** and 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 considered unexcused, and a student will not receive credit for required make up work.**
- If a student is absent for half of the school 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.
- Unexcused absences will not receive credit in all classes, and all class work must be made up in detention.
- A student who has been suspended from school for any reason will not receive credit for all required make up work, in all classes missed.
- If a student is ill the parent must call the school office by 12:00 p.m. to request make-up work. Make-up work will be ready at the end of the school day (If requested).
 - Teachers will not be expected to interrupt their ongoing lessons immediately to create makeup materials for absent students, as this could disrupt the learning experience for those present in the classroom.

Required Days:

- Students shall not be absent more than 10 days in a semester.
 - Approved excuses: a **doctor, legal, military, funeral, or extenuating circumstance** approved by administration will NOT count against a student's 10 absences.
 - Students with 10 absences in a course in a semester shall not receive credit for that course.

When a student reaches 8 unexcused absences in a semester, the guardian will be notified, and the student and guardian may be required to meet with the CCA Board of Directors.

CHECK-OUT POLICY ~ EVERYONE MUST FOLLOW THIS PROCEDURE!

Occasionally, a student may need to leave school before 4:00 p.m. due to certain situations such as medical appointments, legal appointments, etc. Students who check out to take care of things that can be done after 4:00 p.m. (example: haircuts, business in town, tanning, pick up items for class, etc.) will be considered unexcused.

The procedure for checking out is as follows:

Students must be signed out by a parent or legal guardian at the main office, and a reason for the early dismissal must be provided.

- 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.
 - The note or message should specify 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.
- 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.

CHILD CUSTODY POLICY

If there is any uncertainty about a student's legal custody, the custodial parent must provide documentation to the principal/main office verifying custody. It is the custodial parent's responsibility to inform the principal of any court-ordered "no contact" directives or other restrictions concerning the non-custodial parent by submitting a copy of a file-marked court order.

Without a court order on file, the school is authorized to release the student to either parent. Non-custodial parents who provide the principal with a date-stamped copy of current court orders granting visitation rights may have contact with their child during school hours, including eating lunch, volunteering in the classroom, or other approved interactions, subject to the prior approval of the principal.

In accordance with Arkansas law, unless prior arrangements are made with the school principal, custody exchanges between custodial and non-custodial parents, when both are present, are prohibited on school property during normal school hours on regular school days.

Non-custodial parents are not permitted to use the school as a location to visit with their children. For divorced parents, a copy of the court order specifying visitation rights must be provided and kept on file in the school office. The principal will enforce the non-custodial parent's rights strictly as outlined in the court order.

When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with:

- A copy of the court order giving custodial right to the parent.
- A written statement to the principal that such denial is approved by the custodial parent.

Release of Student Records

1.1 The school shall comply with all applicable federal and state laws regarding the release of student records, including the Family Educational Rights and Privacy Act (FERPA).

1.2 Student records will only be released to parents, guardians, or individuals with legal rights to access such information as specified in custody agreements or court orders on file with the school.

1.3 Parents or guardians requesting access to student records must:

- provide valid identification.
- submit a written request if required by school procedures.

1.4 In the event of conflicting requests from parents or guardians, the school will adhere to the terms outlined in the most recent court order or custody agreement provided to the school.

Filing of Court Orders

2.1 Parents or guardians must provide the school with a copy of any current court orders or custody agreements that affect the custody or release of the student.

2.2 Court orders must be:

- Dated and signed by a judge or other authorized legal official.
- Filed with the school's administrative office.

2.3 The school will maintain court orders and custody agreements in the student's confidential file.

2.4 It is the responsibility of the parent or guardian to notify the school of any changes to custody arrangements or court orders and to provide updated documents.

2.5 The school will not act on verbal agreements or unsigned documents.

Disputes and Conflicts

3.1 In the event of disputes between parents or guardians, the school will remain neutral and adhere strictly to the documentation on file.

3.2 School staff are not authorized to mediate custody disputes or provide legal advice.

3.3 If a dispute disrupts the school environment or student safety, law enforcement may be contacted.

Acknowledgment

Parents or guardians must acknowledge receipt and understanding of this policy by signing a copy at the time of enrollment or when custody arrangements are updated.

BIBLE

Bible study is recognized at CCA as being 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 unexcused tardies or absences** 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 class two consecutive semesters will not be allowed to return the following semester.

SUMMER READING POLICY

To maintain academic excellence, spiritual growth, and unity among the student body, students are required to read the assigned portion chosen from God's Word by administration and complete assigned work. The assignment is due on the Thursday before Labor Day.

STANDARDIZED TESTING POLICY

Cornerstone Christian Academy administers a standardized test once a year, approved by the Arkansas Department of Education.

LIBRARY BOOK POLICY

Students will be allowed to check out books each week. If students do not return their library books each week a \$0.25 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 always be observed.
- "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 will 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.

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 establish a regular homework routine each afternoon and/or during early evening schedules. If students have no homework, students should use this 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 learning and yearly growth. 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 and will be reset the first of each month.

1st Offense ~ Violation will be recorded in agenda and warning given.

- Student must complete homework and will receive full credit.

2nd Offense ~ Violation will be recorded in agenda and teacher will contact the parent.

- Student must complete homework and will receive ½ credit. Noon detention will be assigned until homework is completed.

3rd Offense ~ Violation will be recorded in agenda and the administrator will call the parent.

- Discipline slip will be turned in to the administrator.
- Student must complete homework and will not receive credit.
- Additional corrective action will be assigned by administrator.

CLASSROOM BEHAVIOR 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.

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)
- Christlike 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.

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.

STUDENT CONDUCT – READ CAREFULLY

Rule:

1. All students shall comply with all directions of teachers, substitute teachers, teacher aides, principals, other administration, custodians, bus drivers, or other authorized personnel.
 2. No disobedience and/or disrespect to faculty!
 3. 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.
 4. 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 4 days.
 - a. The administrator will investigate the incident and make a recommendation. The recommendation may include any of the following actions.
 - i. Allow the student to return to school after suspension.
 - ii. Recommend that the student be expelled for the remainder of the current semester.
 - iii. Recommend that the student be expelled for the remainder of the school year.
 - iv. 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 for students to 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.
5. No student shall commit any indecent or immoral act, as defined from God's Word.
 6. A student shall not possess, store, or transmit contraband material at school or at any school sponsored activity on or off campus.
 7. 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.

8. A student shall not possess handheld lasers. Possession of handheld lasers will be grounds for suspension. Act 1408 of the General Assembly says that laser pointers shall be seized by the law enforcement officer as contraband.
9. No student shall possess, handle, or store fireworks, smoke bombs, cherry bombs, etc. while on school property.
10. Fighting and/or threat of physical harm to a person is prohibited at school and school-sponsored activities.
11. A student shall not possess, sell, transmit, or be under the influence of any narcotic, drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substances 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!**
12. A student shall not cause or attempt to cause damage to school property, 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.
13. The use or possession of tobacco products by students while on school property 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. Ex. vapes
14. 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 credit will NOT be given for the time missed, and work can NOT be made up.
15. 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.
16. NO consumption of food or beverages in the classroom unless special permissions are granted by administration.
17. Cameras, radios, or other electronic equipment or toys are prohibited unless special permissions are granted by administration.
18. Students shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any object of value.
19. Students must address faculty members by saying ma'am and sir.
20. Profanity and vulgarity will not be tolerated. A student guilty of this offense is subject to expulsion.

21. Using suggestive slang is unacceptable.
22. Stealing, cheating, and lying are considered serious offenses and will be dealt with severely.
23. Do not throw trash on the floor or on the school grounds.
24. No roughhousing, running in the halls, or yelling inside the academy.
25. No gum allowed on campus.
26. Any non-Christian music MUST be approved by administration BEFORE being played on campus or any school events at any time.
27. Pets are not allowed on school grounds unless special permissions are granted by Administration.
28. Use of social media or technology to defame God or Cornerstone Christian Academy will not be tolerated on or off campus.
29. Social media and/or technology may not be used to harass or bully. If it is not uplifting or encouraging to God, CCA, students, or faculty a student should not be associated with it.
30. Students are expected to speak and act with kindness and respect toward others; unkind or mean behavior – whether spoken, written, gossip-based, or expressed through hurtful sarcasm - will not be tolerated.
- 31.

CORRECTIVE MEASURES FOR RULE VIOLATIONS

Corresponds to the number above:

1. **Insubordination:** paddling, suspension with academic credit, suspension without academic credit, or administration recommendation.
2. **Disobedience and/or Disrespect to Faculty:**
The following corrective measures apply while students are in the classroom or during/attending extracurricular activities.

1 st Offense ~	3-day suspension with academic credit or a paddling and 2-day suspension with academic credit
2 nd Offense ~	3-day suspension without academic credit
3 rd Offense ~	Student and parent(s)/guardian(s) will meet with CCA Board of Directors and 4 days suspension without academic credit.
4 th Offense ~	The student will be expelled.

3. Disrupting or interference with normal school operations: 3 days suspension without academic credit or administration recommendation. Extreme cases: 8 days suspension without academic credit.
4. Use of violence, threats, intimidation, etc.: depending on severity – paddling, after school detention, 8 days suspension without academic credit or administration recommendation.
5. Indecent or immoral acts: 4 days suspension without academic credit or administration recommendation. Extreme cases: 8 days suspension without academic credit or administration recommendation.
6. Possession of contraband material/theft: 8 days suspension without academic credit, charges filed, administration recommendation.
7. Possession of a weapon: 8 days suspension without academic credit, charges filed. Recommendation for expulsion.
8. Possession of a handheld laser: laser will be confiscated & appropriate disciplinary measures will be taken. Conference and recommendation of administration.
9. Possession of fireworks: 3 days suspension without academic credit or administration recommendation.
10. Fighting (depending on severity): 4 days suspension without academic credit or administration recommendation; physical attack on an employee: 8 days suspension without academic credit, charges filed, administration recommendation.
11. Possession or use of illicit drugs/alcohol: follow school policy on drug/alcohol use – 8 days suspension without academic credit or administration recommendation.
12. Damage/vandalism to school or private property: suspension without academic credit, restitution, probation and/or administration recommendation.
13. Use of tobacco products: 1st offense – 3 days suspension without academic credit, 2nd offense – 4 days suspension without academic credit and the student/parents meet with the CCA Board of Directors, 3rd offense – expulsion.
14. Truancy: 3 days suspension without academic credit or administration recommendation, unexcused absence for periods missed.
15. Public display of affection: 1st offense – warning and conference with parent, 2nd offense – paddling and conference with parent, 3rd offense – after school detention, and conference with parent. All other offenses will be administration recommendation.
16. Consumption of food or beverages: administration recommendation.
17. Possession of cameras, radios, etc.: electronic item(s) will be confiscated, the parent will be called and must pick up item(s) from office, and/or administration recommendation. ***For cell phone policy refer to the section labeled **Telephone**.*

18. Gambling: administration recommendation.
19. Addressing faculty with respect: administration recommendation.
20. Profanity: 3 days suspension without academic credit or administration recommendation. Extreme cases: 8 days suspension without academic credit to expulsion.
21. Suggestive slang: administration recommendation.
22. Stealing, cheating, and lying: paddling, after school detention, suspension without academic credit, or administration recommendation.
23. Littering in the classroom or on school grounds: administration recommendation.
24. Roughhousing, running, and yelling: administration recommendation.
25. Gum: 1st offense – teacher recommendation. Further offenses – administration recommendation.
26. Non-Christian music: administration recommendation.
27. Pets: administration recommendation.
28. Social media and/or technology abuse (defame of God or CCA): administration recommendation.
29. Social media and/or technology abuse (bullying): administration recommendation.
30. Unkind or mean behavior: administration recommendation.

NOTE: The administration may modify the punishment listed for specific offenses if, in his or 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 insubordinate and/or unacceptable behavior:

- Noon detention (D-HALL)
- 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
- Suspension with academic credit (students must complete all assigned work and will receive full credit)
- After school detention - \$20.00/ day from 4:15 p.m. – 4:40 p.m.
- Corporal punishment (paddling)

- Suspension without academic credit (students must complete all assigned work and will not receive academic credit) – Student must meet with administration upon arrival
- Probation
- If severe or habitual * Expulsion

REPEATED VIOLATION OF SCHOOL RULES

A student who has repeatedly violated school rules to the point of interfering with the educational process may be expelled from school.

CCA DISCIPLINE POLICY

Each teacher will follow the CCA Behavior Policy and the CCA discipline plan. Once a student reaches the maximum number of violations, the student shall be sent to the administrator's office with a copy of the discipline report from the teacher. The administrator will follow a similar procedure in dealing with misbehavior.

TEACHER:

All violations and consequences of the above rules will be documented daily.

- 1st violation:
 - Violation will be recorded in student's agenda and a warning will be given.
- 2nd violation:
 - Violation will be recorded in student's agenda, the teacher will administer discipline, and teacher will follow up with a phone call to the parent.
- 3rd violation:
 - Violation will be recorded in student's agenda; a discipline slip will be filled out and sent to the office.
 - 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.

ADMINISTRATOR:

- 1st office visit:
 - 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.
- 2nd office visit:
 - Parent conference
- 3rd office visit:
 - 3 days suspension
- 4th office visit:
 - 4 days suspension
- 5th office visit:
 - 8 days suspension and recommendation for expulsion

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

Notice:

- Students who violate rules during the last two weeks of the school year may not have all the 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.
- Suspension without academic credit will result in unexcused absences for each day missed. Any assignments, tests, or exams missed during the suspension will receive a grade of '0', which will be factored into 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 administrator shall suspend the student for 8 days and will begin due process procedures for recommendation for expulsion.

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 repetitive, intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student by a written, verbal, electronic, or physical act that causes or creates actual or reasonably foreseeable physical harm, substantial interference with a student’s education, a hostile educational environment, or substantial disruption of the orderly operation of the school or educational environment.**

- 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 because 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 an administrator-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 an 8-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” will have his/her privacy reduced.

- Sagging clothes shall be considered gang attire.
- Gang graffiti will not be allowed on notebooks, books, clothing, outerwear, 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.

SCHOOL CONFERENCES

Please feel free to contact the school office regarding any questions or concerns regarding 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 teacher’s 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.

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, and then proceed with the following steps:

- Pray about the situation of concern.
- Arrange a conference with the teacher or person with whom 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 main office to request a conference with the dean of students/principal.
- If the problem persists after a conference with the principal, call the main office to request a conference with the administrator.

- The final step will be to contact the main office to request a call from the president of the board of directors and a hearing before the school board.

Please do not make contact out of the proper chain of command.

You will be asked if you have followed the chain of command in resolving any issue you have. 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 ABOUT IT WITH 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 you find you cannot do this, please seek another school for your child.

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. Students 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, Wednesday, & Thursday:

Boys and Girls must wear the following items:

- Red, White, or Navy polo or button-down shirts (solid, no logos, long or short sleeved)
- Any CCA shirt purchased from the CCA Bookstore
- Red, White, or Navy turtlenecks or crew neck sweaters
- Navy or Khaki shorts or pants

- **Knit material is not acceptable!**
- **No moderately/excessively tight clothing items. Clothing that clings to the body.**
- Shorts must be longer than fingertip length in the front and back
- Pants and shorts must NOT have rips, holes, tears, or any appearance resembling them. Pants with built-in patches are NOT allowed.
- 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 including-shirts, sweatshirts, and hoodies.

Girls ONLY:

- Leggings or pantyhose may be worn **UNDER** skirts and jumpers ONLY.
 - **May not be worn as pants!**
- Navy, plaid, or Khaki jumpers/skirts
 - Must be longer than fingertip length in the front and back
 - Solid or plaid
 - Plaid must come from www.landsend.com under CCA's approved selection for dress code.

Thursday Only:

- Daily dress code
- Jeans acceptable
 - Jeans must NOT have rips, holes, tears, or any appearance resembling them. Pants with built-in patches are NOT allowed.
- Custom CCA Warrior shirts, sweatshirts, and jeans

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 if they meet the modesty guidelines and have **prior** approval by teacher/coach.
- Students will **not** be allowed to participate in any practice or game if he or she is not wearing the required attire for athletics.
- Failure to bring required 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. Do not even bring them 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 bandanas worn on the head
- No sleeveless shirts
- **No moderately/excessively tight clothing items. Clothing that clings to the body.**
- Pants that SAG, are not hemmed, have holes, tears, or any appearance resembling them. Pants with built-in patches are NOT allowed.
- Outlandish hairstyles or colors will not be allowed (Green, pink, blue, bright red, etc.) subject to approval by administration
- No monogramming or logos allowed on shirts.

Boys:

- No piercing(s) may be worn.
- Hair is to be cut and groomed at all times. Hair is to be cut above the shoulders and no hair accessories. Masculine-inspired hairstyles only. Hair must be out of your eyes. No ponytails or buns. Subject to approval by administration.
- The face is to be neatly shaven and groomed.

Girls:

- Slits in skirts that are shorter than fingertip length in the front or back.
- Skirts that are shorter than fingertip length in the front or back.
- 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 CODE REQUIREMENTS ARE IN EFFECT AS LONG AS
THE STUDENT IS ON CAMPUS.**

1st Offense ~ Violation will be recorded in student agenda. A copy of dress code guidelines will be sent home, and a warning will be given.

Additional Offenses:

If a student is out of dress code, he/she must change into appropriate clothing, or he/she will be suspended with academic credit for the remainder of the day.

If habitual acts of not following dress code occur, the student will be **suspended without academic credit** for that day and will receive an **unexcused absence** for each class missed.

When attending school functions (ex. ball games and ceremonies) 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 a hat, coat, etc., as an aid to prevent future illness. **A child must be fever free for 24 hours before returning to school.** The class will participate in outdoor activities each day, weather permitting.

MEDICATION

If a student needs to take any medication while at school, he/she must have the Authorization for Administration on file in the office. 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/her. Teachers will not 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 because 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 reasonable 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)	Histoplasmosis	Relapsing Fever
Aids Related Complex (ARC)	Human Immunodeficiency Virus (HIV)	Ringworm
Amebiasis	Legionnaires' Disease	Rocky Mt. Spotted Fever
Animal Bite of Humans	Leptospirosis	R. Rickettsia
Only by a potentially rabid animal	Lymphogranuloma	Rubella including congenital
Anthrax	Venereum	Salmonellosis
Botulism	Malaria	Scabies
Brucellosis	Measles (rubella)	Schistosomiasis
Campylobacteriosis	Meningitis	Shigellosis
Chancroid	Meningococcal Disease	Smallpox
Dengue	Mumps	Syphilis
	Paralytic Shellfish	Tetanus
		Toxoplasmosis acute

Diphtheria
Encephalitis
Giardiasis (acute)
Gonorrhea
Granuloma Inguinale
Hansen's Disease (Leprosy)
Hemorrhagic Fevers
Hepatitis

Poisoning
Pertussis
Pesticide Poisoning
Pink Eye
Plague
Poliomyelitis
Psittacosis
Rabies

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, currently enrolled students may enroll for the fall term on a first-come, first-served basis. Cornerstone Christian Academy admits students of any race, color, nationality, 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. Phones are to be left in vehicles or turned in to the office upon arrival.

Extracurricular events: Phones may be used on school trips with sponsor approval only.

The possession or use of a cellular device or a smartwatch, in an unauthorized way, will result in disciplinary action as well as confiscation of the device. This includes, but is not limited to phones, tablets, iPads, and smartwatches.

The following policy will be used:

- 1st offense – 2-day suspension with academic credit, parent will be contacted
- 2nd offense – 3-day suspension without academic credit, parent will be contacted
- 3rd offense – Student and Guardians will meet with CCA Board of Directors and 4 days suspension without academic credit
- 4th offense – Student will be expelled

TEXTBOOKS

Abeka, BJU Press, and/or Positive Action for Christ 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. Students will be tardy after 7:45 a.m.
- Vehicles will enter CCA on the north side from HWY 277, using the middle lane to pick-up elementary students under the awning.
- Elementary students will enter the north double doors of the main building.

Dismissal:

- Students are dismissed at 4:00 p.m. Monday – Thursday.
- Vehicles will enter CCA on the north side from HWY 277, using the middle lane to pick-up elementary students under the awning.
- To ensure safety for all students, **do not park in the pick-up area or on the grass, and enter the building to pick up your child during dismissal (3:45-4:00).**
- If you must enter the building, 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.

- Students not picked up by:
 - 4:20 p.m. - \$5.00 fee applied to your account.
 - 4:30 p.m. - \$10.00 fee will be applied to your account.
 - 4:45 p.m. - \$15.00 fee will be applied to your account.
- **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.**

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 MESSAGE (note, text, phone call, or email) must be sent to the main office 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 after dismissal ends.
- 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. To guard instructional time **visitors are not permitted to go directly to the classroom.**

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 p.m. Parent-Teacher Meetings are scheduled from **2:30 p.m. - 6:00 p.m.** on the following dates:

September 17th

March 18th

GRADELINK: REPORT CARDS AND PROGRESS REPORTS

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 login information will be passed out during 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 SCALE

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

ATHLETICS

Cornerstone Christian Academy is a member of Heartland Christian Athletic Association and adheres to their policies and guidelines. Should student population allow, students will have the opportunity to participate in the following athletic activities: basketball, soccer, archery, cheer, baton, and track.

ELIGIBILITY FOR ATHLETICS

Each year a physical must be completed and turned into 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 class. 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, whichever 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.

CHROMEBOOK POLICY

The policies, procedures, and information within this document apply to all Chromebooks used at Cornerstone Christian Academy (CCA) by students or guests, including any other device considered by the Administration to fall under these guidelines.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

- Chromebooks will be distributed once **all handbook forms have been completed and returned.**
- No personal Chromebook or laptops may be used unless students receives prior approval from administration.

Training:

Students will be trained on how to use the Chromebook.

Return:

- Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook and case each year while enrolled at CCA for the lifecycle of the device.
- Any student who transfers out of CCA will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, transcripts will not be transferred, and the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported via the technology ticket system. The student's homeroom teacher will help the students fill out the technology repair ticket.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down, when not in use, to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the school issued case is required when not in use.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook at School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, Gradelink, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition ready for use every day. Repeat violations of this policy will result in referral to administration and disciplinary action. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher. CCA will provide students with one set of earbuds or headphones.

Printing:

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

Managing Your Files and Saving Your Work:

Students should save documents to their Microsoft Office 365 account, or they may save to an external memory device such as a USB flash drive. Saving to their Microsoft Office 365 account will make the file accessible from any computer **with internet access. You MUST be connected to the internet!** It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of CCA. Spot checks for compliance will be administered by administration or CCA staff. Personalized media are subject to inspection and must follow the CCA acceptable use policy.

Software on Chromebooks:

Originally Installed Software: Chromebook software is delivered via the CCA Web Store. These are web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are not allowed to install additional software on their Chromebook, other than what has been approved by CCA.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care, maintenance, and inappropriate material.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on their USB flash drive or OneDrive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Microsoft 365 will be intact. All other data stored on internal memory will not be restored.

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and school district asset tag

- Individual's Microsoft Office 365 Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook (lunch/fellowship/athletics), they should be stored in their lockers. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in an unattended vehicle.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or supervised.
- Unsupervised Chromebooks will be confiscated by staff and taken to the principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage. Parents will be billed for parts and labor.

Technology Acceptable Use:

The Internet and various forms of technology are a collection of networks that allows access to an unprecedented amount of information and resources. When properly utilized, this can enhance collaboration, communication, learning, and classroom instruction. We are pleased to be able to provide this level of technology to both staff and students. With access to such a great wealth of information and resources, both staff and students (collectively referred to as "users") must understand and practice proper ethical use. All users must understand their responsibilities regarding procedures, policy, and security before using the network.

Important General Usage Guidelines

- A. CCA seeks to provide access to digital and online materials for learning. Only websites that are related to work, instruction, or research are authorized for use.
- B. All games are strictly forbidden from use unless they are educationally related to the curriculum being taught.
- C. Streaming video and audio is not authorized unless educationally or instructionally related.
- D. All music sharing programs are banned from use on campus.
- E. External and personal email, chat rooms, and instant messaging are not authorized for use on campus. Only school-approved and issued accounts (such as Microsoft 365 apps for Education, IXL, Renaissance Place, and education websites) will be allowed for educational purposes.
- F. File storage on campus computer systems is to be used for educational, instructional, or work related use only. Do not store games, videos, inappropriate pictures, hacking utilities, etc. on any computer or network resource.
- G. Any unauthorized access or attempted access to the student information system will result in strict disciplinary action.
- H. The use of slanderous language via any electronic communication is strictly prohibited.
- I. No student or staff member shall access inappropriate material via the Internet while on campus and using school resources. This includes, but is not limited to, pornographic sites, child pornography, racist sites, illegal activities, and any other site that is unlawful, immoral, or unethical. This policy includes all technology resources such as computers, mobile devices, and cell phones.

Computer Usage:

Users must never share their accounts with other users. Users are responsible for the accounts they have been issued. It is extremely important that the password issued to the user be kept confidential to ensure proper network security. Users are restricted from downloading, storing, or using any program designed to exploit network vulnerabilities. Copyrighted material such as music, pictures, media files, and programs shall not be downloaded or stored on any campus computer. Any user identified as intentionally sending or infecting computers will be subject to disciplinary action and/or legal action.

TECHNOLOGY USAGE GUIDELINES: CONDITIONS, RULES, & ACCAPTABLE USE AGREEMENT

INTERNET:

Cornerstone Christian Academy (CCA) has actively pursued advanced technology to provide access to learning opportunities for our students and staff. We believe that computers connected to the Internet will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with

individuals or groups of other students and staff, and significantly expand their knowledge base. The Internet is a tool for lifelong learning that will open the door to many advanced educational tools.

PROPER AND ETHICAL USE:

With this new learning tool, students and staff must understand and practice proper and ethical use.

CONDITIONS AND RULES FOR USE.

A. Acceptable Use

1. The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of CCA. Access to the Internet is made possible through an appropriate provider to be designated by CCA at its sole discretion. CCA and all users of the Internet must comply with existing rules and acceptable use policies, which are incorporated into this document.
2. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.
3. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

B. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. CCA, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account, at any time, based upon its determination of inappropriate use by the account holder or user.

C. Monitoring

CCA reserves the right to review any material on user accounts, computers, and file server space in order for CCA to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server space, CCA will respect the privacy of those accounts.

D. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not use abusive language in your messages to others.

2. Use appropriate language. Do not use profanities, vulgarities, or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
3. Do not reveal any personal information about yourself, students, or colleagues. This includes personal addresses and phone numbers.
4. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information, accessible via the network, is assumed to be private property.
7. Personal purchases on the school Internet are prohibited.

E. No Warranties

CCA makes no warranties of any kind, whether expressed or implied for the services it provides. CCA will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by CCA negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. CCA specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they contain and consider how valid that information may be.

F. Security

1. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.
2. If you feel that you have identified any security problem on the network, you must notify a system administrator. Do not demonstrate the problems to other users.
3. Do not use another individual's account.
4. Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
5. Any user attempting to operate a malicious piece of software designed to hack, crack, or alter any part of the network, elevate user privileges, or produce unnecessary bandwidth consumption will have disciplinary action taken against them.
6. CCA may deny Internet access to any user identified as a security risk for having a history of problems with other computer systems.

G. Vandalism and Harassment

1. Vandalism and harassment will result in cancellation of user privileges.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, the Internet or other networks that are connected to the Internet

backbone. This includes, but is not limited to, defacing hardware, changing network or individual computer settings or configurations, uploading or creating of computer viruses, trojans, and other malicious software. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

H. Procedures for Use

1. Student users must always get permission from their instructors before using the network or accessing any specific file or application. Follow written and oral classroom instructions.
2. All users have the same right to use the equipment. Therefore, users shall not play games (network or local) or use the computer resources for other nonacademic activities. In addition, users shall not waste nor take supplies, such as paper, printer cartridges, diskettes, or cd's that are not provided by CCA.

I. Encounter of Controversial Material

Although the district employs an Internet Filtering Device, users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by CCA to restrict access to Internet material shall not be deemed to impose any duty on CCA to regulate the content of material on the Internet.

PENALTIES FOR IMPROPER USE

A. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other district disciplinary options.

B. In addition, pursuant to the State of Arkansas Law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Arkansas Penal Code and/or other applicable federal laws and is subject to criminal prosecution.

STUDENT CHROMEBOOK PLEDGE

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.

- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook or Chromebook case.
- I understand the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Cornerstone Christian Academy.
- I will follow the policies outlined in the Chromebook Handbook while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook and power cord/charger in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and power cord/charger in good working condition at the end of each school year.

PARENT AGREEMENT PLEDGE

By my signature I certify that I agree 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 to 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/her homework carefully and accurately. I will be committed to helping him/her in any way that I can.

- I will try to attend all parent functions including Parent-Teacher Conferences.
- I understand that Cornerstone Christian Academy utilizes surveillance cameras that record both video and audio at all times to ensure the safety of students, staff, and others while on our campus.
- I understand that Cornerstone Christian Academy will photograph students for inclusion in the yearbook to document and celebrate school events and activities.
- 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/she 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 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.

PHOTOGRAPHY/VIDEO POLICY

During the school year, students are photographed and/or videoed while participating in class projects and events. These photos/videos are used in school publications. **Refusal must be approved by administration.**

Cornerstone Christian Academy acknowledges parents' wishes regarding not posting photos or videos of their child on social media. However, we do not have control over pictures or videos taken or posted on social media by others.

LAKE VILLAGE SCHOOL BUS POLICY

- Arrive at Faith Fellowship before 7:00 a.m. The school bus will depart from Faith Fellowship at 7:10 a.m. If you are not there, the school bus will still depart. Absentees due to “missed the school bus” are unexcused.
- Respect the driver and the school property in every way!
- Students who by their attitude and/or behavior do not abide by the school bus rules will be suspended from riding the bus.
- The school bus will arrive at 4:30 p.m. at Faith Fellowship parking lot. To respect the driver’s schedule, **please be on time to pick up your child.**
- If you are leaving your vehicle at Faith Fellowship, park your vehicle on the gravel.
- The fee will be **\$70.00** per student each month.