

# Cornerstone Christian Academy Handbook



# WARRIORS



**CORNERSTONE CHRISTIAN ACADEMY**

“Put on the full armor of God, so that you will be able to stand firm  
against the schemes of the devil.” Ephesians 6:1

6<sup>th</sup> through 12<sup>th</sup> grades  
2024-2025

# Cornerstone Christian Academy

## 2024 - 2025 CALENDAR

7/29 - 8/1 Teacher Inservice  
 8/2 Parent & Student Orientation Night  
 8/14 First Day of School  
 8/17 Annual Golf Tournament

AUGUST 2024						
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

JANUARY 2025						
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	

1/6 Second Semester Begins  
 1/6 3rd Qtr. Begins  
 1/6 Return to School  
 1/20 MLK Observance - No School

9/2 Labor Day - No School  
 9/12 Parent/Teacher Conf.  
 9/25 See You at the Pole

SEPTEMBER 2024						
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					

FEBRUARY 2025						
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	

2/17 Presidents' Day - No School  
 2/21 Teacher PD

10/1 Teacher PD  
 10/10 1st Qtr. Ends  
 10/14 Columbus Day  
 10/15 - 18 Fall Break  
 10/21 Return to School  
 10/21 2nd Qtr. Begins

OCTOBER 2024						
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		

MARCH 2025						
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					

3/7 Annual Home & Farm Auction  
 3/13 3rd Qtr. Ends  
 3/17 4th Qtr. Begins  
 3/20 Parent/Teacher Conf.  
 3/24-28 Spring Break  
 3/31 Return to School

11/25 - 29 Thanksgiving Break

NOVEMBER 2024						
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

APRIL 2025						
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			

4/14 - 17 Standardized Testing  
 4/17 Progress Reports  
 4/20 Easter  
 4/21 Resurrection Celebration

12/2 Return to School  
 12/13 Homecoming Ceremony  
 12/16 - 19 Semester Exams Week  
 12/16 Full Day  
 12/17 - 19 Half Days  
 12/19 2nd Qtr. Ends  
 12/19 End of First Semester  
 12/23 - 1/2 CHRISTmas Break

DECEMBER 2024						
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				

MAY 2025						
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

5/9 Senior Graduation  
 5/16 Elementary Graduations & Award Ceremonies  
 5/19 - 22 Semester Exam Week  
 5/22 Last Day of School

Teachers only: blue  
 Parents on site: red  
 Semester exams: purple

No school: green  
 First/last days: yellow  
 Standardized testing: turquoise

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## 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.

## Non - Discrimination Policy

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

## Conduct Admittance Policy

Scripture is very clear that all persons are born as a biological male or female with a sin nature, and all persons 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 life or an openly sinful lifestyle including but not limited to: promiscuity, homosexuality, transgender, etc. Furthermore, students will NOT be permitted to attend CCA who consume alcohol, use drugs, and/or are involved in any unlawful activity.

1 Corinthians 6:12-20

Romans 1:24-32

Ephesians 5:3-7

## Orientation

On Orientation Day all students, accompanied by their parents, will first attend a meeting in the gymnasium. Parents and students will then be dismissed to go to his/her student's classroom. It is a "get-acquainted" time for parents, students, and teachers.

## Finances

Registration, Building, Book, and Orientation Fee	\$550.00
Tuition (Lunches are Included)	\$6,200.00

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

### **Tuition should be paid at the office or mailed to:**

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

### **TUITION** - Tuition plans available

- Onetime payment plan - DEADLINE – Day of Orientation. This plan includes a onetime \$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 5<sup>th</sup> or the 20<sup>th</sup> of the month. Drafts will not start until September. Therefore, August tuition is due on the Day of Orientation.
- Tuition is due on the 20<sup>th</sup> of every month.

**We accept payments made by: cash, money orders, bank drafts, personal checks, debit cards, and credit cards.**

**All online and credit card payment options are through PayPal. You may**

**call the office or go to the ccawarriors.net website.  
There is a 3.75% processing fee for credit card payments.**

**TUITION RATES**

	<b>Annual</b> <small>*Reflects discount</small>	<b>Semi-annual (x2)</b>	<b>Monthly (x10)</b>	<b>Bi-weekly (x20)</b>
Kindergarten through 12 <sup>th</sup>	\$6,150.00	\$3,100.00	\$ 620.00	\$310.00

Tuition is due by the 20<sup>th</sup> of the current month.

- If tuition is not received by the 25<sup>th</sup> of the current month, a late fee of \$15 will be charged to your account showing a balance.
- If tuition is not paid by the 20<sup>th</sup> of the following month:
  - The amount outstanding will be turned over to a collection agency and a 25% fee of total balance will be added to your account.
  - Students will receive 0% on grades until balance is paid.

\*Students enrolled one day or more of any month will owe the full month’s tuition.

\*There is a \$50 charge for all checks and/or automatic drafts returned to us by your bank for any reason. If two checks and/or automatic drafts are returned, the account is on a cash only basis.

Example:

September Tuition is due: 9/20

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

September Tuition not paid by 10/20 – 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.

**Seniors- The 10<sup>th</sup> tuition payment must be paid by your last day of school.**

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

**Money Owed to the Academy**

Parents/students must clear all debts such as tuition, fines or fees before receiving grades for the grading period. **Grades will NOT be transferred or transcripts prepared until all tuition, fines, and fees are paid.**

## Insurance

We have a secondary insurance policy for school related accidents. What your primary insurance policy and the school insurance policy does not pay, parents are responsible for the remainder due.

## Lunches

Students may bring his/her own lunch, but credits will NOT be issued for those days or for days when students are absent. Lunch menus will be posted on our webpage monthly. If your child brings a lunch, it must be prepared. We will not have microwaves to heat up individual lunches. If you plan to bring your child's lunch to him/her, it must be brought to the main office.

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

## GENERAL INFORMATION

### **2024-2025 School Week Monday through Thursday 7:45 – 4:00**

## Attendance

**Students WILL NOT be allowed to attend school unless ALL handbook forms are completed and returned to the office. These absences will count towards their 10 days (for the semester).**

**Tardy Policy: Students will be considered tardy if they arrive 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. Any tardiness of more than TWENTY minutes will result in an absence for that class. If a student should be tardy, he/she will go the office to receive a tardy slip.

**The following corrective measures will be administered for unexcused tardiness:**

- First tardy – verbal warning
- Second tardy – one day of detention
- Third tardy – two days of detention
- Fourth tardy – three days of detention
- Five or more tardies per nine weeks shall receive one day of afterschool for every tardy. Afterschool hours – 4:00-4:40 and a \$20.00/day fee.



**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 case of an absence, a dated parent/doctor note explaining the reason for the absence should be taken to the main office. The note must be sent within 3 days a student returns from an absence. Students will not be allowed to 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 1 class day to make up their work for each class day they are absent.

- An absence may be excused due to personal illness, serious illness in the family, death in the family, medical appointments, and exceptional circumstances.
- **Family vacations and trips will be 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 unexcused, and a student will not be able to receive credit for required make up work.**
- If a student is absent half a day, and he/she returns to school, the student is responsible for getting his/her work in the class he/she missed. The student will be responsible for the missed work the next school day.
- Unexcused absences will not receive credit in all classes, and all class time 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 or contact administration by 8:30 a.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 stop all duties and prepare make-up work immediately, as the teaching process for those students present will be hindered.

**Approved Excuses:**

**\*A doctor, legal, military, funeral, or any other extenuating circumstance will NOT count against a student's 10 absences but will count towards test exemptions.**

-Students shall not be absent more than 10 days in a semester.

-Students with 10 absences in a course in a semester shall not receive credit for that course.

-Whenever a student reaches 8 absences in a semester, the parents and student will be required to meet with the CCA Board of Directors.

- If a student is absent half a day and he/she returns to school, the student is responsible for getting his/her work in the class he/she missed. The student will be responsible for the missed work the next school day.
- Unexcused absences for which no permission slip is granted will not receive credit in all classes, and all work must be made up in detention.

### **Semester Exams:**

Students may be exempt from semester tests if they meet any of the following requirements in class:

1. A with no more than 5 absences that semester
2. B with no more than 4 absences that semester
3. C with no more than 3 absences that semester

\*Students may not be exempt if they have been assigned suspension with academic credit or suspension without academic credit for any reason during the semester in question.

**Semester exams must be taken during scheduled times.**  
**No exceptions unless sickness or an emergency occurs.**

### **Checkout from School -Everyone must follow this procedure!**

- Occasionally, a student may need to leave school before 4:00 due to certain situations such as medical appointments, legal appointments, etc. Students will not be allowed to check out to take care of things that can be done after 4:00 (example: haircuts, business in town, tanning, pick up items for class, etc.) The procedure for checking out is as follows:

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

- If a parent/guardian is unable to come to school to sign the student out, the student must have a note or text from the parent/guardian.
- The note should tell the student's name, the time he/she is to leave school, the student's destination, and the means of transportation.

- This note should have a phone number where the person signing the note can be reached.
- When it is time for the student to leave, the student will then sign the checkout sheet, stating the time leaving and the destination.
- Phone calls, for early checkout will be accepted only for sudden illness of the student or a family emergency.

## Automobile Policies

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

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

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

## CCA's Official Means of Communication

The CCA Board of Directors states our school's official means of communication is SmartSend (SchoolCast). This system 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.

## Bible

Bible study is recognized here as of fundamental importance and is a required subject. It augments the study of English, history, math, and science. Without 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**- The student body attends chapel on Wednesdays. Chapel speakers which include great preachers, missionaries, and teachers will challenge and inspire students to practice the truths of God’s Word. Chapel is mandatory! **Being punctual as well as attending is very important!**

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

\* If there are more than three unexcused tardies or absentees TO CHAPEL, a corrective measure will be administered upon administration recommendation.

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

## Communicable Diseases

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

\*A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal.

## Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Diphtheria	Measles (rubeola)
Aids Related Complex (ARC)	Encephalitis	Meningitis
Amebiasis	Giardiasis (acute)	Meningococcal Disease
Animal Bite of Humans only by a potentially rabid animal	Gonorrhea	Mumps
Anthrax	Granuloma Inguinale	Paralytic Shellfish
Botulism	Hansen’s Disease (Leprosy)	Poisoning
Brucellosis	Hemorrhagic Fevers	Pertussis
Campylobacteriosis	Hepatitis	Pesticide Poisoning
Chancroid	Histoplasmosis	Pink Eye
Dengue	Human Immunodeficiency Virus (HIV)	Plague
	Legionnaires’ Disease	Poliomyelitis
	Leptospirosis	Psittacosis
	Lymphogranuloma Venereum	Rabies
	Malaria	Relapsing Fever
		Ringworm

Rocky Mt. Spotted Fever	Smallpox	Typhoid Fever
R. Rickettsia	Syphilis	Typhus
Rubella including congenital	Tetanus	Vibrio Cholera
Salmonellosis	Toxoplasmosis acute	Vibrio Infections
Scabies	Trichinosis	Yellow Fever
Schistosomiasis	Tuberculosis	
Shigellosis	Tularemia	

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.

## Homework

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

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

## Homework Policy

completed. Failure to complete homework will affect the student's daily grade.

Repeated delinquent homework could result in a student's suspension.

**Homework violations will be documented monthly.**

1<sup>st</sup> Offense:

- Warning
- Must complete work
- Full credit (once work is completed and turned in)

2<sup>nd</sup> Offense:

- Noon detention
- Must complete work
- Half credit
- Teacher contacts the parent

3<sup>rd</sup> Offense:

- Discipline turned into administration
- Must complete work
- Student does not receive academic credit

## Summer Reading Program

In an effort to promote high academic achievement in literacy, spiritual growth, and unity among the student body, students are required to read a book from God's Word and submit a report on the Thursday **before** Labor Day.

## Library Book Policy

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

## **Cornerstone Christian Academy Appropriate Use Policy Computer Resources**

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

### **General Policy Provisions:**

- This system is to be used for educational purposes only. All users should treat this facility with respect and recognized that access to the Internet is a privilege not a right.
- No illegal activity is permitted.
- Proper courtesy should be observed at all times.
- "Zero tolerance" will be used against any user who chooses to use the system or Internet improperly.

### **User Responsibilities:**

- Use of the network resources is recognized by the user as a privilege.
- The user will cooperate with the staff members that are present to monitor the student's use of online resources.
- The user is responsible for following local, state, national, and international copyright, intellectual property rights, and adhering to acceptable network use.
- The user will work in a moral and ethical fashion that supports CCA's educational, 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.
- In general, a user is not authorized to transfer programs to or from the district's local area network.
- A user's privilege of access to remote electronic information resources shall be temporarily or permanently revoked for inappropriate use or violation of CCA's policy. In each specific case, such action must be initiated by the staff monitoring such activities. Violations shall be documented. Documented violations and repeated violations by a user shall be presented to the school administrator for appropriate action.

## **Classroom Behavior Policy**

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.

Students should abide by these basic guidelines:

- Immediate Obedience - Students should respond positively to any instruction by those in authority. (Ephesians 6:5-7)
- Honor Authority - Students are expected to give honor to all those in authority in both attitude and action. (Romans 13:1-2)
- Absolute Honesty - Students should never lie, deceive, mislead or fail to tell the truth. (Romans 13:13)
- Christ-like behavior - In all attitudes and actions, students should live according to Biblical principles and values. (Ephesians 2:10, 5:1)
- Dependability - Students should keep up with their work and accept the necessary responsibilities. (Matthew 5:34 - 37)

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

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

**Our goal for each student:**

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

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



## Student Conduct - Read Carefully

Rule:

1. All students shall comply with all directions of teachers, substitute 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.
- The principal will investigate the incident and make a recommendation to the Administrator. The recommendation may include any of the following actions.
    - a. Allow the student to return to school after the suspension.
    - b. Recommend that the student be expelled for the remainder of the current semester.
    - c. Recommend that the student be expelled for the remainder of the school year.
    - d. The Board of Directors will review the details. If the incident merits, a report of the incident will be made to the appropriate law enforcement agency. Charges will be filed when appropriate. Act 1046 of 2001 makes it a class C felony to seriously threaten school employees, or students who 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. 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.
7. A student shall not possess, store (ex. in your vehicle) or transmit contraband material at school or at any school sponsored activity on or off campus.
8. Possession of hand-held lasers by students 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 substance as defined in Act 590 of 1970 of the State of Arkansas, or any beverage containing alcohol or any intoxicant. CCA expects **students to maintain this standard on as well as off campus!**
  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 grounds shall be prohibited. Cigarette lighters and matches are not permitted and will be confiscated and not returned. Any tobacco look-alike product will be dealt with in the same manner as tobacco. Ex. vapors
  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.
  17. Cameras, radios, or other electronic equipment or toys are prohibited unless special permissions 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, and yelling inside the academy.
  25. No gum allowed.
  26. Any non-Christian music MUST be approved by administration before played on campus or any school events at any time.
  27. Pets are not allowed on school grounds unless permission has been given

- from the principal for educational purposes.
28. Use of social media or technology to defame God or Cornerstone Christian Academy will not be tolerated on or off campus.
  29. Use of social media 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.

## Corrective Measures for Rule Violations

Corresponds to the number above:

1. Insubordination will not be tolerated: 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.
  - 1st offense: 3 days suspension with academic credit or a paddling and 2 days suspension with academic credit
  - 2nd offense: 3 days suspension without academic credit
  - 3rd offense: Student and guardians will meet with the CCA Board of Directors and 4 days suspension without academic credit.
  - 4th offense: 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 of severity - paddling, after school, 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 a weapon: 8 days suspension without academic credit, charges filed. Recommendation for expulsion.
7. Possession of contraband material/theft: 8 days suspension without academic credit, charges filed, administration recommendation.
8. Should a student be in possession of a handheld laser the laser shall be confiscated and appropriate disciplinary measures taken. Conference and recommendation of the administration.
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 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: 1<sup>st</sup> offense- 3 days suspension without academic credit, 2<sup>nd</sup> offense - 4 days suspension without academic credit and the student/parents meet with the CCA Board of Directors, 3<sup>rd</sup> offense- expulsion
14. Truancy: 3 days suspension without academic credit or administration recommendation, unexcused absence for periods missed.
15. Public display of affection: 1<sup>st</sup> offense - warning and conference with parent, 2<sup>nd</sup> offense - paddling and conference with parent, 3<sup>rd</sup> offense - after school and conference with parent. All other offenses will be administration recommendation.
16. Consumption of food and beverages in classroom: administration recommendation.
17. Possession of cameras, radios, etc.: the electronic item will be confiscated, the parent will be called and must pick up the item(s) from the office, and/or administration recommendation.  
\*\*For cellular phone policy refer to the section labeled **Telephone**.
18. Gambling: administration recommendation.
19. Addressing faculty with respect: administration recommendation.
20. Profanity used by students: 3 days suspension without academic credit or administration recommendation. Extreme cases: 8 days suspension without academic credit to expulsion.
21. Suggestive slang is unacceptable: administration recommendation.
22. Stealing, cheating and lying will not be tolerated: paddling, after school, suspended or administration recommendation.
23. No littering in classroom or on school grounds: administration recommendation
24. Running and yelling not allowed in the academy: administration recommendation.
25. No Gum: 1<sup>st</sup> offense - Teacher will discipline. Further offenses - administration recommendation.
26. Administration must approve all non-Christian music.
27. No pets allowed on campus: administration recommendation.

28. Social media or technology abuse will be handled on a case-by-case basis.

29. Abuse of technology will be handled on a case-by-case basis.

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

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

- 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)
- Afterschool – 4:00 – 4:40 and a \$20.00/day fee
- Corporal punishment
- Suspension without academic credit and 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, the student may be expelled from school.

## CCA Discipline Policy

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

## **CLASSROOM CONSEQUENCES/CORRECTIVE MEASURES**

### **TEACHER:**

\*All violations and consequences of the **Classroom Behavior Policy** will be documented monthly.

#### 1<sup>st</sup> violation:

- A warning will be given.

#### 2<sup>nd</sup> violation

- The teacher will administer discipline and follow up with a phone call to the parent.

#### 3<sup>rd</sup> violation:

- 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.

### **ADMINISTRATOR:**

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> office visit - parent conference
- 3<sup>rd</sup> office visit - 3 days suspension
- 4<sup>th</sup> office visit - 4 days suspension
- 5<sup>th</sup> office visit - 8 days suspension and recommendation for expulsion.

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

### **Notice:**

- Students who violate rules during the last two weeks of the school year may not have all options that are available during the preceding days of the year. Violations may require after-school suspension to be served after the end of school or may carry over into the next school year.
- 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 principal shall suspend the student for 10 days and will begin due process procedures for recommendation for expulsion.

## School Conferences

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

Please do not go directly to the classroom in the morning or afternoon to conference with a teacher. Conferences must be made by definite appointment with the teacher at a convenient after-school hour. If you need to talk with a member of the faculty, please call the school office between 8 a.m. and 4 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 18<sup>th</sup> Chapter of Matthew and then take the following steps:**

Pray about the situation of concern.

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

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

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

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

## Sexual Harassment

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

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

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

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

## Bullying

It is the policy of Cornerstone Christian Academy that students shall be free of harassment, threats or harmful actions commonly referred to as "bullying."

**Bullying shall be defined as the repeated intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, school employee, or person with whom the other student or school employee is associated and 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, verbal or by use of digital technology devices (cyberbullying) in nature and may include violence or threat of violence. Forms of bullying behaviors that are prohibited include, but are not limited to: verbal, physical or psychological actions such as: threatening, name calling, hitting, spreading rumors, extorting money, and social isolation/exclusion.
- Teasing will be considered bullying when the behavior is degrading, offensive, malicious, and/or the victim experiences distress or fear as a result of the repeated teasing behaviors.
- Bullying behaviors are prohibited on school property, at school sponsored activities, and on school buses.
- Any school employee who has witnessed or has reliable information that a student is a victim of bullying behavior shall report the incident to the principal of the school.
- Any form of bullying will be dealt with immediately. Punishment may range from a principal/student conference to expulsion, depending on the age and grade of the student involved and the severity of the offense. Any bullying which involves a weapon shall result in an 8-day suspension without academic credit and recommendation for expulsion.

## Gangs, Secret Societies, Prohibited Clubs

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

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

## Pregnancy Policy

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

**Girls:** Upon the school becoming aware of the pregnancy of one of its students, the

student will immediately go on a home bound or home school program with no participation in any school functions. All efforts will be made by the school and teacher to help the student continue their studies at home. Return to school may be no earlier than six weeks after the baby's birth.

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

## Drug Testing Policy

All students attending Cornerstone Christian Academy (CCA) are subject to be randomly drug tested throughout the school year. Testing will occur under the following terms: randomly testing all students, randomly testing by grade, or randomly testing a student with reasonable suspicion.

If a student tests positive, he/she must:

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

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

\*While attending CCA, if a student test's positive a second time, he/she will not be allowed to re-enroll.

## 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 and Tuesday

Boys and Girls must wear the following:

- 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, slacks, or capris
  - **Knit material NOT acceptable Shorts must be longer than fingertips.**
  - **Pants and shorts must NOT have rips, holes, tears, or any appearance resembling them. Pants with built-in patches are NOT allowed.**
  - Shorts must be NO shorter than credit card width from top of the knee
- Closed-toe 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 the CCA Bookstore (including t-shirts, sweatshirts, and hoodies)

### Girls ONLY

- Leggings or pantyhose may be worn under skirts but not as your daily slacks.
- Jeggings must have a zipper and fasten at the waist.
- Navy or Khaki jumpers/skirts (Must not be shorter than credit card width from top of the knee.) Solid or Plaid (Only from [www.landsend.com](http://www.landsend.com) under CCA's approved selection for plaid)

### Wednesday (Chapel Day):

- Girls- Khaki jumpers, skirts, shorts, capris or pants with a white oxford or polo style shirt · Plaid jumper or skirt (Only from [www.landsend.com](http://www.landsend.com) under CCA's approved selection for plaid)
- Boys- Khaki pants or shorts with white oxford or polo style shirt. Red, Navy, or Khaki Blazers (solid colors only)

**Thursday (Casual Day):**

Girls and Boys- Students can follow the Mon, Tues, Wed. dress code or will be allowed to wear any CCA t-shirt as well as 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 as long as they meet the modesty guidelines and have prior approval by teacher/coach.
- Failure to bring CCA athletic shorts to P.E. will result in the student being counted as absent, and they will have to make-up that day's activities the following day.
- Failure to bring CCA athletic shorts for an athletic practice will result in consequences deemed appropriate by each sport's coach.

**Unacceptable Grooming and Dress**

**Girls and Boys:**

- No hats allowed on campus. Don't even bring to school!!!! Unless given special privilege!!!
- Shirts must be buttoned up, not including the top button
- No sunglasses
- No hair rollers
- No see-through garments
- No bandanas worn on the head
- Shirt sleeves and collars must be buttoned
- **No Excessively tight clothing items. Clothing that clings to the body.**
- Slacks or jeans that SAG, have holes, or are not hemmed are unacceptable.
- Outlandish hairstyles or colors will not be allowed (green, pink, blue, bright red, etc.) Subject to approval by administration
- No monogramming or logos allowed on shirts

**Boys:**

- No piercing(s) may be worn.
- Hair is to be neat and groomed at all times. Hair is to be cut above the shoulders and no hair accessories. Masculine inspired hairstyles. 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 a credit card width from the top of the knee
- Skirts- They must NOT be shorter than a credit card.

- Piercing other than the ears.
- Girls, make sure your oxford shirts do not gap open! Button all the way up, not including the top button. We should not have to pin your shirts!

## **Always Remember Modest Dress!**

**\*\*ALL DRESS REQUIREMENTS ARE IN EFFECT AS LONG AS THE STUDENT IS ON CAMPUS.**

**If a student is out of dress code, he/she must change, appropriate clothing may be brought to school, or the student 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) students must wear modest dress!**

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

### **Dress Code for Formal Functions:**

**STUDENTS (AS WELL AS GUESTS) WILL NOT BE ABLE TO ATTEND ANY FORMAL FUNCTION UNTIL ATTIRE HAS BEEN APPROVED BY ADMINISTRATION.**

Boys: Male students must wear either suits, tuxedos, or a dress shirt and slacks. Students should also wear dress shoes.

Girls:

- No plunging necklines
- No cleavage
- Dresses may be backless as long as the cut is not below the navel
- No exposed midriff in the front or on the sides
- Slits cannot exceed a credit card width from the top of the knee.
- Dresses should be No shorter than a credit card width from the knee.
- Dress should not be excessively tight fitting
- No cover-ups (coats, shawls, sweaters) will be allowed over dresses that do not meet the dress code.

You will not be allowed into the dance if you are dressed inappropriately. This dress code does not limit your ability to show your style and uniqueness.

## Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. A child must be fever free for 24 hours before returning to school.

## Medication

The class does participate in outdoor activities each day, weather permitting.

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

## Patriotism

"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction—a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. 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. Cornerstone Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## Telephone

Students are not permitted to use the school telephone except in cases of emergency. Cellular phones and digital cellular watches are not permitted for student use on campus. Leave phones in your vehicle or turn it in to the office upon arrival. On extracurricular events: The sponsor must approve possession of a phone.

**Possession of a cellular phone or a smart watch will result in disciplinary action, as well as confiscation of the phone/smart watch. The following policy will be used:**

1st offense:

- 2 days suspension with academic credit

2nd offense:

- 2 days suspension without academic credit

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

All students are expected to have all necessary books and materials prescribed for each class. Failure to do so may result in detention, 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:** The gates will be opened at 7:30. The tardy bell will ring at 7:45. 6<sup>th</sup> - 12<sup>th</sup> grade students will enter the north double door of the Gymnasium. Vehicles will enter from the west of the gym on the back road and exit through the middle exit driveway onto Hwy. 65. Student parking will be in the north vacant lot beside gymnasium.

**Dismissal:** Students will be dismissed at 4:00 on Monday – Thursday. Vehicles will follow the same flow of traffic as did for arrival. If you have not picked your child/children up by 4:15 a \$5.00 after school care fee will be applied to your account. If you have not picked up your child/children by 4:25 a \$10.00 fee will be applied, by 4:35 a \$15.00 fee will be applied.

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

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

Restriction on Child Pickup:

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

## Visitors

It is mandatory that all visitors check in at the main office if they need to leave something for the student or teacher or if they have to pick up the student. Do not go directly to the classroom, as this interrupts the teaching.

## Withdrawals

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

## Parent-Teacher Meetings

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

September 12<sup>th</sup>

March 20<sup>th</sup>

## 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. Student codes will be passed out at orientation. A SmartSend (SchoolCast) will be sent out notifying parents when final grades or progress reports are officially posted. If you would like a hard copy of your child's report card or progress report, notify the office.

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

## Grading Code

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

## Graduation Requirements

**Twenty-five credits are required for graduation.**

Required credits are as follows:

- 4 credits in English
- 4 credits in math
  - 1 credit in Algebra I or higher level
  - Geometry
  - 2 other credits in Mathematics
- 3 credits in science
- 4 credits in history
  - 1 credit in American History
  - 1 credit in World History
  - ½ credit in Economics
  - ½ credit in American Government
  - ½ credit Civics
  - ½ credit History elective
- ½ credit in Fine Art (performing or practical arts)
- ½ credit in Speech
- 1 credit in Health/P.E.
- 1 credit in Computer Technology (3 credit hours of college level MicroComputer Applications = 1 high school credit in Computer Technology)
- 4 credits in Bible; or a credit for every year student has attended CCA
- 3 credits in electives

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

Sample Projected Academic Plan:

<u>Freshman Year</u>	<u>credits</u>	<u>Sophomore Year</u>	<u>credits</u>
English I	1	English II	1
Civics/Government	1	World History	1

## CORNERSTONE CHRISTIAN ACADEMY HANDBOOK 2024-2025

Physical Science	1	Biology	1
Algebra I	1	Algebra II/Geometry or Consumer	
Bible	1	Mathematics	1
P.E/Health	1	Bible	1
Electives	1	Electives	1
<b><u>Junior Year</u></b>	<b><u>credits</u></b>	<b><u>Senior Year</u></b>	<b><u>credits</u></b>
English III	1	English IV	1
American History	1	Contemp. American/Economics	1
Chemistry or Physiology	1	Anatomy and Physiology	1
Geometry, Consumer or		CP Math, Trig/Pre-Cal or Consumer	
Business Mathematics	1	Mathematics	1
Bible	1	Bible	1
Electives	1	Electives	1

\*Chemistry, Trigonometry/Pre-Cal, CP Math, and Physics will be considered college prep (CP) courses.

### Academic Honors

Academic honors are determined based upon the grade point average earned for all courses taken in high school. The valedictorian and salutatorian must have attended CCA 2 full years of high school and have the highest overall GPA. Valedictorian and salutatorian must have taken Trigonometry (or College Prep Math equivalent), two years of a foreign language, and College Prep Chemistry. Honor Graduates must have earned an overall GPA of 3.5. They must have taken Trigonometry (or College Prep Math equivalent), two years of a foreign language, and College Prep Chemistry.

### CCA Early College High School (CCA-ECHS)

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

Sample of suggested classes:

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

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

## Dropping and Adding Courses

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

## Transfer of Summer School Credits

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

## Sports

Cornerstone Christian Academy is a member of the Heartland Christian Athletic Association. Should student population allow, students will have the opportunity to participate in the following athletic activities: Boys- archery, football, basketball, baseball, soccer, and track  
Girls- archery, volleyball, basketball, softball, soccer, and track.

## Eligibility for Athletics

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

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

## Right to Amend

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

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

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

## **Parent Agreement Pledge**

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

## **Student Agreement Pledge**

As a student of Cornerstone Christian Academy, I realize that I am a representative of Christ both on and off campus. Therefore, I pledge to make my conduct, dress, and manner of life, a testimony to Christ's presence in my life. I will not knowingly do anything to dishonor His name while a student of Cornerstone Christian Academy. I resolve to daily 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 as taught in God's Word



## Pledge Signatures

### Student/Parent Handbook Agreement Pledge

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

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

**Please initial each item and sign at the bottom**

Student

Parent



I have read Cornerstone Christian Academy's handbook for the 2024 -2025 school year and while enrolled in CCA agree to cooperate with and abide by the handbook.

I have read the student agreement pledge.

I have read the parent agreement pledge.



I have read and understand Cornerstone Christian Academy's Covid-19 Policy.



I have read and understand Cornerstone Christian Academy's (CCA) Random Drug Testing Policy.



I have read and understand Cornerstone Christian Academy's (CCA) Classroom Behavior Policy.



I have read and understand Cornerstone Christian Academy's (CCA) Homework Policy.

I understand, and will abide with all content, policies, and pledges stated in the CCA handbook. I agree to give my full support to CCA. If ever I find that I cannot do so, I understand that I am forfeiting my privilege to be a part of the school and understand that I may be asked to find another school. I will first bring any grievance that I may have to the teacher or coach that is involved. If the issue is not resolved to my satisfaction, I will bring the matter to the administration. I will not gossip or put my grievances on social media or publicly air my differences which would show non-support of the school. I fully expect that a resolution can be reached when done so in a spirit of Christian love and respect. By signing this Parent/Student Agreement Pledge, parents and students are agreeing to this Statement of Support for the policies of Cornerstone Christian Academy.

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Student	Grade	Date
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Parent/Guardian	Date
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## 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 receive prior approval from administration.
- Parents & students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.

### **Training:**

- Students will be trained on how to use the Chromebook.

### **Return:**

- Student Chromebooks and accessories (charger, case, and earbuds w/mic) 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.



## CORNERSTONE CHRISTIAN ACADEMY HANDBOOK 2024-2025

- 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.

**Cornerstone Christian Academy  
Chromebook Policy Handbook  
Signature and Pledge Page**

- 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 that 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.

Student Name: \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

## ***TECHNOLOGY USAGE GUIDELINES***

### ***Conditions, Rules, and Acceptable 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. In appropriate 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.

**TECHNOLOGY USAGE ADDITIONAL GUIDELINES**  
**Conditions, Rules, and Acceptable Use Agreement**  
**Signature Page**

**USER:** I understand and will abide by the above Conditions, Rules, and Acceptable Use Agreement. I further understand that any violation of the above Conditions, Rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; disciplinary action may be taken and/or appropriate legal action.

**PARENT OR GUARDIAN:** If you are the parent or guardian of a student, you must also read and sign this agreement. As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes only. I also recognize that it is impossible for CCA to restrict access to controversial materials and I will not hold them responsible for materials acquired on the network. **Further, I accept full responsibility for supervision if my child's use is not in a school setting.** I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Student Name: \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Emergency Information Sheet

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PARENT'S/GUARDIAN'S NAME: \_\_\_\_\_  
FATHER: PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
WORK: \_\_\_\_\_ PHONE \_\_\_\_\_  
MOTHER: PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
WORK: \_\_\_\_\_ PHONE \_\_\_\_\_  
MY CHILD: MAY OR MAY NOT HAVE TYLENOL IF NEEDED. MY CHILD: MAY OR MAY NOT HAVE IBUPROFEN IF NEEDED. LIST ALLERGIES TO MEDICATIONS/FOODS.

\_\_\_\_\_  
FAMILY PHYSICIAN: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

IN CASE OF EMERGENCY, I GIVE PERMISSION FOR CORNERSTONE CHRISTIAN ACADEMY TO HAVE MY CHILD TRANSPORTED TO THE NEAREST MEDICAL FACILITY. SIGNATURE DATE MY CHILD MAY BE RELEASED TO THE FOLLOWING:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

## Photograph/Video Release

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

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_

PLEASE CIRCLE ONE. **Give** / **do not give** permission to photograph/video my child.

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

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

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Permission Form for Prescribed Medication/Treatment

**\*ALL medication/treatment must be administered  
by school personnel in the main office.**

Date received by school: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Form of medication (CIRCLE):

tablet/capsule   liquid   inhaler   injection   Nebulizer   other

Instructions:

\_\_\_\_\_

Start: \_\_\_\_\_ (Date form is received)

Stop: \_\_\_\_\_ (End of school year)

Restrictions/or important side effects:   none anticipated

If yes, please describe: \_\_\_\_\_

Special storage: none   refrigerate   other \_\_\_\_\_

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

Date: \_\_\_\_\_                      Signature: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

To the school: Please report concerns about medications or disease to the above physician.

To be completed by parent/guardian:

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

Date: \_\_\_\_\_                      Guardian Signature: \_\_\_\_\_

## LAKE VILLAGE SCHOOL BUS RULES

1. 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 un-excused.
2. Respect the driver and the school property in every way!
3. Students who by their attitude and/or behavior do not abide by the school bus rules will be suspended from riding the bus.
4. 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.**
5. If you are leaving your vehicle at Faith Fellowship, park your vehicle on the gravel.
6. The fee will be **\$70.00** per student each month.

I have read Cornerstone Christian Academy’s bus rules, for the 2024-2025 school year and agree to cooperate with and abide by the rules.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date\_\_\_\_\_

## STAR CITY SCHOOL BUS RULES

1. Arrive at parking lot of Carla's Café before 6:40 a.m.
2. The school bus will depart at 6:45 a.m. If you are not there, the school bus will still depart. Absentees due to "missed the school bus" are unexcused.
3. 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.
4. The school bus will arrive around 5:00 p.m. at the parking lot in front of Carla's Café. To respect the driver's schedule, **please be on time to pick up your child.**
5. The fee will be **\$70.00** per student each month.

I have read Cornerstone Christian Academy's bus rules, for the 2024-2025 school year and agree to cooperate with and abide by the rules.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date\_\_\_\_\_





**Authorization Agreement for Draft Payments**  
**Cornerstone Christian Academy**  
**P.O. Box 129 Tillar, AR 71670**

Please complete the section below IF PAYING MONTHLY by automatic draft.

I (we) have elected to pay tuition on a monthly basis, therefore, I (we) hereby authorize Cornerstone Christian Academy, hereinafter called COMPANY initiate debit entries to my (our) checking accounting indicated below and the bank named below, hereinafter called DEPOSITORY, to debit the same to such account.

DEPOSITORY/BANK Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Transit/ABA Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (or either of us) of its termination in such manner as to afford company and DEPOSITORY a reasonable opportunity to act on it. Debit entries will be made according to tuition or account balance owed on a monthly basis, whether the 5th or the 20th. Draft will continue until all debts are paid in full.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

IF PAYING BY AUTOMATIC DRAFT, PLEASE ATTACH A  
VOIDED CHECK OR DEPOSIT SLIP TO THIS FORM.