

Established 1980

**Over 35 Years
Of Academic Excellence**

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Purpose and Vision

- To form a partnership with Bible believing parents in the task of establishing our children in a total, Biblical worldview.
- To train up a generation of godly leaders who love learning and are “sought after” for their wisdom.
- To prepare students spiritually, academically, physically, and in accordance with their God-given talents; thus, enabling them to handle the rigors of life.
- CCA is a vital part of the educational ministry of the Cornerstone Free Will Baptist Church. It is our desire to provide a Christian education to train our young people to be better servants of God. **CCA is NOT a reform school.** We seek to work with the home to better fulfill the scriptural requirements of educating our children according to the teachings of the Word of God, rather than the ways of the world.
- **Proverbs 22:6** "Train up a child in the way he should go: and when he is old, he will not depart from it." *This involves far more than reading the Bible at bedtime or attending Sunday school one hour a week. It involves the total training of the total child.*
- **Deuteronomy 6:5-7** "And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house and when thou walkest by the way, and when thou liest down, and when thou risest up." *We are commanded to be training our children all the time about God's Word and to be teaching them how it relates to their everyday lives.*
- **Proverbs 19:27** "Cease, my son, to hear the instruction that causeth thee to err from the words of knowledge." *We are forbidden to even hear words that may cause us to depart from God's Word or ways.*
- **Colossians 2:8** "Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ." *We are to guard our minds and the minds of our children from the philosophies of the world.*
- **Jeremiah 10:2** "Thus saith the Lord, learn not the ways of the heathen." *We are commanded by God not to learn their ways.*
- Government schools today teach a philosophy known as **humanism**.
Humanism believes and teaches:
 1. Man determines his own destiny.
 2. Truth is to be found within oneself.
 3. Man is basically good.
 4. There is no absolute right or wrong.
 5. The majority determines right or wrong.
 6. The family and home are obsolete.
 7. Man is the ultimate being.
 8. The satisfaction of man's desires is most important.

This philosophy is contrary to the teaching of the Word of God. Therefore, to meet God's requirement, to train children in the principles and character of God, to the exclusion of false philosophies, requires a Christian education.

Core Values

Lordship of Christ

The lordship of Christ is the daily submission and surrender of the entire self to the authority and leadership of Jesus Christ, recognizing His sovereign right to rule pre-eminently over us. Students are taught to submit every area of their lives to Him so that they might experience the joy, blessings, and fullness of Christ in their lives. Each child is encouraged to begin and/or develop a relationship with Jesus Christ.

Centrality of Scripture

The authority of God's Word for faith and practice is taught to every student. The Bible is a core subject in the academic curriculum and biblical integration is planned into the learning experience. Students will learn how to process information and to think critically in the context of a biblical worldview in order to defend their faith and to live a lifestyle in accordance with it.

Academic Excellence

High academic standards are maintained for all students with the expectation that each can succeed. Every child is encouraged to maximize his/her learning potential and to develop a lifelong love for learning. Students will be equipped with a high-quality education to think critically and to influence the world for Christ.

Character Development

Character development based on the Word of God is instilled in the hearts of all students. Every child receives individual discipleship in self-discipline and personal responsibility in an orderly environment of Christian love and compassion. Each student is trained to be a leader as he/she is given opportunities to lead others while learning the difference between what is acceptable and what is commendable.

Service to Others

Every student is taught to develop a servant's heart. Students will learn ways to serve others through outreach, missionary projects, and community service. Students are taught to love God with all their heart, soul, mind, and strength, and to love their neighbors as themselves. As students grow in their relationship to God, they will glorify Him through their interactions with others. A student's relationships with fellow students, parents, and teachers will be Christ-centered and edifying.

Parent Involvement

A high level of parental involvement at school and church is encouraged. Effort will be made to encourage parents to take part in their children's education and to build a strong relationship between the home, church, and school.

Godly Teachers

The faculty and staff commit to exhibiting Christ-like character and serving as role models for the students. Each has a personal relationship with Jesus Christ and has been called to serve at the school. All continually pray and seek the Lord for wisdom and discernment in ministering to parents and students, and have a love for learning and for the students.

OBJECTIVES

- To seek to lead each child into a personal relationship with Jesus Christ and into a personal commitment to maturity in Jesus Christ.
- To promote self-discipline in our students so they can grow in obedience to God-established authority.
- To develop convictions and standards in each child and help him / her experience God's power in his / her daily life by developing his / her ability to see life from God's point of view.
- To assist each child in finding the place he / she is best suited to serve God with his / her life and to prepare for a life, which will continually bring glory to God.
- To help everyone achieve his / her highest potential, thereby developing self-confidence, a positive self-image, and a Godly character.
- To teach each child that God has given him / her individual motivation and abilities and to help him / her begin to discover and develop them.
- To train the student in the fundamental academic skills in all major subjects, while compensating for any previous inadequacies.
- To assist each child to develop potential vocational and / or artistic skills, to fulfill their God-intended purpose.
- To instill a burden for lost souls and to train each student to be an effective soul winner for Jesus Christ.

STATEMENT OF FAITH

We believe in:

1. **The Bible.** The Scriptures of the Old and New Testaments were given by inspiration of God and are our infallible rule of faith and practice.
2. **God.** There is one living and true God, revealed in nature as the Creator, Preserver, and Righteous Governor of the universe; and in the Scriptures as Father, Son, and Holy Ghost; yet as one God, infinitely wise and good, whom all intelligent creatures are supremely to love, adore, and obey.
3. **Christ.** Christ is God manifest in the flesh, in His divine nature, truly God, in His human nature, truly man. The mediator between God and man, once crucified, He is now risen and glorified, and is our ever-present Savior and Lord.
4. **The Holy Spirit.** The Scriptures assign to the Holy Spirit all the attributes of God.
5. **The Government of God.** God exercises a wise and benevolent providence over all beings and all things by maintaining the constitution and laws of nature. He also performs special acts, not otherwise provided for, as the highest welfare of men requires.
6. **The Sinfulness of Man.** Man was created innocent, but by disobedience fell into a state of sin and condemnation. His posterity, therefore, inherits a fallen nature of such tendencies that all, who come to years of accountability, sin and become guilty before God.

7. **The Work of Christ.** The Son of God by His incarnation, life, sufferings, death, and resurrection effected for all redemption from sin that is full and free and is the ground of salvation by faith.
8. **The Terms of Salvation.** The conditions of salvation are: (1) Repentance or sincere sorrow for sin and hearty renunciation of it. (2) Faith or the unreserved committal of one's self to Christ as Savior and Lord with purpose to love and obey Him in all things. In the exercise of saving faith, the soul is renewed by the Holy Spirit, freed from the dominion of sin, and becomes a child of God. (3) Continuance of faith and obedience unto death.
9. **Election.** God determined from the beginning to save all who should comply with the conditions of salvation. Hence, by faith in Christ, men become His elect.
10. **Freedom of the Will.** The human will be free and self-controlled, having power to yield to the influence of the truth and the Spirit, or to resist them and perish.
11. **Salvation Free.** God desires the salvation of all, the Gospel invites all, the Holy Spirit strives with all, and whosoever will, may come and take of the water of life freely.
12. **Perseverance.** All believers in Christ, who through grace persevere in holiness to the end of life, have promise of eternal salvation.
13. **Gospel Ordinances.** BAPTISM, or the immersion of believers in water, and the LORD'S SUPPER, are the ordinances to be perpetuated under the Gospel.
14. **Tithing.** God commanded tithes and offerings in the Old Testament; Jesus Christ endorsed it in the Gospel (Matt. 23:23), and the apostle Paul said, "Upon the first day of the week let every one of you lay by him in store, as God hath prospered him" (1 Cor. 16:2a).
15. **The Christian Sabbath.** The divine law requires that one day in seven be set apart from secular employments and amusements, for rest, worship, holy works, and activities, and for personal communion with God.
16. **Resurrection, Judgment, and Final Retribution.** The Scriptures teach the resurrection of all men at the last day. Those who have done good will come forth to the resurrection of life, and those who have done evil unto the resurrection of damnation; then the wicked will "go away into eternal punishment, but the righteous into eternal life."

Student Outcomes

According to Hebrews 13:21

Cornerstone Christian Academy graduates will be equipped to be:

- Personally responsive to carrying out the Great Commission locally and around the world in a culturally sensitive manner
- Prepared in all academic disciplines and skilled in reading, writing, speaking, listening and thinking
- Proficient in mathematics and science
- Knowledgeable and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places

- Appreciative of literature and the arts and of how they shape the students' beliefs and values
- Holding a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien, or stranger
- Knowledgeable in how to utilize resources – including technology – to find, analyze, and evaluate information
- Committed to lifelong learning
- Skilled to question, solve problems, think critically and make wise decisions
- Understanding of the worth of every human being as created in the image of God
- Articulate and be able to defend their Christian worldview while having a basic understanding of opposing worldviews
- Understanding and commitment to a personal relationship with Jesus Christ
- Knowledgeable, respectful of and skilled in applying God's Work in daily life
- Skilled in apologetics and able to defend their faith
- Empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness and love
- Treating their bodies as a temple of the Holy Spirit
- Actively involved in a church community, serving God and others
- Engaged in appropriate social (community) and civic (political) activities
- Embracing and practicing justice, mercy, and peacemaking in family and society
- Valuing intellectual inquiry and engaging in the marketplace of ideas (open, honest exchange of ideas)
- Respectful and relating appropriately with integrity to the people with whom they work, play, and live
- Appreciative of the national environment and practicing responsible stewardship of God's creation
- Prepared to practice the principles of healthy, moral family living
- Good stewards of their finances, time (including discretionary time), and all other resources

CHURCH AFFILIATION

- [CCA](#) is an integral and inseparable part of Cornerstone Free Will Baptist Church.
- **Students and parents are expected to be faithful, attending members of a Bible-believing church which hold similar beliefs of the [Cornerstone Free Will Baptist Church](#).**
- If you are not a member or faithful attendee of a local church, you are expected to attend [Cornerstone Free Will Baptist Church](#) located here on the campus.

STANDARD OF CONDUCT

CCA strives to provide an environment conducive to the spiritual growth and development of young people, who are striving to mature as Christians. A standard of conduct, based on spiritual imperatives, is necessary to provide such an environment. The activities of the Christian must be subordinate to the glory of God. The Christian, therefore, should endeavor to avoid activities which cause the loss of sensitivity to the Holy Spirit, and consequently, a diminishing on one's spiritual well-being.

A sense of the need for spiritual growth has led CCA to adopt the following standards which are conducive to the environment that will best promote the spiritual welfare of the students.

The school therefore requests that each student, whether at home, school, or elsewhere:

- Show reverence to God and His Word.
- Have respect for parental authority, governmental authority, and the rights of others.
- Be respectful to pastors, administrators, teachers, support staff, and parents.
- Be honest and truthful, refraining from cheating, dishonesty, and stealing.
- Maintain a pure and wholesome lifestyle and refrain from immorality, promiscuity and homosexuality.
- Refrain from profane, obscene, abusive, or otherwise inappropriate language.
- Refrain from drinking any form of alcoholic beverages.
- Refrain from using any form of illegal narcotic drugs.
- Refrain from using any type of tobacco products.
- Not read, distribute, or have possession of any type of pornographic materials.
- Refrain from gambling.
- Refrain from fighting, bullying, and name calling.
- Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, language, and morality.
- Students are required to strive toward unquestionable character in dress, conduct, and attitude.
- Students found to be out of harmony with the school's Standard of Conduct may be asked to withdraw from school.
- CCA reserves the **right to search** a student's belongings (including but not limited to his/her automobile, backpack, purse, pockets, locker, desk, etc.).
- Any student observing questionable activities, **ON or OFF CAMPUS**, or overhearing conversations, which are contrary to the policies of this academy, should immediately discuss the matter with a teacher.

THIS IS NOT TATTLING.

It has been said:

"All it takes for evil to triumph is for good men to do nothing." -

"... to him that knoweth to do good, and doeth it not, to him it is sin."

James 4:17

ADMISSIONS PROCEDURE

- Call the office to request an interview, which should include both parents (guardians) and the student.
- Submit completed application packet accompanied by enrollment fee and previous school records (**report card, Official copy of Birth Certificate, updated shot records, etc**).
- We must have updated emergency contact phone numbers for the student's mother, father, and at least two other people that we can contact in case medical attention is needed. In instances where a student needs medical attention, the school will call the parents first, and then the other contacts listed if the parents are unreachable.
- **Attend the first Parent Orientation meeting in August.**

ADMISSIONS REQUIREMENTS

- **Attendance at CCA is a privilege and not a right.** Our goal is to train Christian youth, of every ability, in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. CCA stands without apology for the Word of God and the highest standards of morality and behavior.
- To reach this goal, we seek to enroll students and parents who are equally committed to the same convictions maintained by CCA.
- Students and parents are expected to belong to and regularly attend a Bible-believing church similar to the beliefs and practices of the [Cornerstone FWB Church](#).
- **Students should desire to attend CCA** and willingly accept the standards of conduct and dress as explained in this handbook and sign the designated forms.
- Parents and students must read and sign the designated forms having to do with the policies of CCA concerning student discipline, conduct, dress, and procedures as stated within this handbook and other documentation (Standard of Conduct, Parent / School Agreement, etc.).
- Parents must share the same basic philosophy for Christian education as CCA as expressed in this handbook and **be actively involved with their child's education.**
- **Upon enrolling your child in CCA, you are stating you are able and willing to pay the child's tuition.**
- All parents must sign the CCA Parent-School Agreement.
- Students who are married are not permitted to attend CCA.
- Students who are engaged to be married are not permitted to attend CCA.
- Students who are expecting a child are not permitted to attend CCA.
- CCA's policy is to make **no refunds** on enrollment, book, or activity fees & tuition
- A student will be considered enrolled until a Withdrawal Form is requested and submitted to the office.

PAYMENT POLICY

- A non-refundable annual enrollment/re-enrollment fee is required to hold a place in class.
- Parents are required to sign The Parent - School Agreement and to complete all additional paperwork.
- **WE ACCEPT CASH, CHECK and MONEY ORDERS.** You will receive an invoice via email on the first day of the month. Payments are due by the 10th of each month. **And must be paid by the 15th.** If the 15th falls on a weekend, holiday, or snow day, payment is due the following day that school is in session.
- A **\$50.00 late fee** is charged when payments are late. There is also a **\$50.00 non-sufficient funds** charge for all returned or stopped checks. This will be added to your bill, as well as the value of the check that is non-sufficient. **We do not honor/accept Post-Dated checks.** Each family will receive a one-time late fee credit per year. There are no credits after the one-time credit has been applied. All past due payments or returned checks, must be made by cash, money order, or cashier check.
- No Progress Reports, Report Cards, or Transcripts, etc. will be released to parents with delinquent accounts.
- Your child will not be admitted to class on the first of the next month if your account is not paid in full.
- In the month of May, all accounts must be current by no later than May 10th. Students whose accounts are not paid in full by that time will not be allowed back to school until their accounts are paid in full.
- Accounts must be cleared before re-enrollment for the next school year can be approved.

EQUAL OPPORTUNITY ADMISSIONS POLICY

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

OKLAHOMA STATE ACCREDITATION

- **Oklahoma State law allows for a Christian School and does not require it to be state accredited.**

- Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public-school districts to meet what the state educational agencies determined to be minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians.
- **CCA has chosen not to be state accredited.** CCA is a ministry with sincerely held convictions against government control and oversight of the academic aspects of our institution. While the State of Oklahoma does not require CCA to obtain any regional or state accreditation to operate or grant diplomas, individual public-school districts, colleges, and universities establish their own admissions policies.
- Accreditation of a private, Christian school is not necessary for a graduate of that school to enroll in any college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests (ACT or SAT) and individual academic excellence (Grade Point Average, attendance, type of diploma, Valedictorian, Salutatorian, etc.).
- Parents are encouraged to personally check with their local school districts or colleges in which their children are interested to find out what their policies are regarding admissions and transferring credits.
- **CCA is a member and accredited by the (ACSI) Association of Christian Schools International (ACSI)**

SCHOOL HOURS

- **Normal school hours** are from 8:00 a.m. to 3:00 p.m. Mon.-Fri
- **Half Day hours** for K3-K4 are from 8:00 a.m. to 11:30 Monday through Friday.
- **Before care** is available from 6:45- 7:30 a.m., Mon - Fri
- **After care** is available from 3:30 – 6:00 p.m.
- **(except holidays – NO BEFORE or AFTERCARE).**
- Students in grades K-3 - 12th grades, which are not enrolled in Before/After care must not be dropped off earlier than 7:30 a.m. AND must be picked up by 3:30 p.m. or your account will be charged **\$10.00** for each early arrival and **\$10.00** for each late pickup.
- If you choose to enroll your student in the Before/After Care Program on a regular basis, we offer a monthly charge that will be billed to your account each month. The cost for this service is an additional \$160.00 per month.
- Students must be in class no later than 8:15 a.m. or report to office.
- Pre-K students must come to school no later than 9:00 a.m. or will not be allowed to attend class that day unless they have a legitimate excuse.

FUNDRAISERS

- **Attendance at CCA means that you are agreeing to ACTIVELY participate in all the main fundraising activities of CCA, as they are necessary to keep tuition at a reasonable rate.** These main fundraisers are the Fall Blue & Gold Sausage, the Fall Festival in October, and the Spring Blue & Gold Sausage. If, for some reason, your family is not able to participate in any of these fundraisers, you will be required to make a **\$50.00** per fundraiser donation to CCA.
- Parents must also **attend all Parent Teacher Fellowship meetings and support other school functions if your child is a participant.**
- The upper level classes are often involved in fundraising for their senior trips and/or other events. At no time will any funds raised during a fundraiser be disbursed as cash to any student. All funds raised are the property of the class to be used for that class and only that class. For no reason will funds be transferred between classes because of a student's promotion or demotion in grade level. All senior funds left over after graduation becomes the property of the school.
- **The entire school will be involved in fundraisers during the school year.** At no time will any funds raised during a fundraiser be disbursed as cash to any student. Ultimately, CCA reserves the right to use all school proceeds and/or fundraisers as the school deems in the best interest of the school.
- Parents may OPT OUT OF ALL FUNDRAISERS by paying an additional month's tuition UP FRONT! Please designate this on your check OR receipt if paying cash.

MEDICINE / MEDICAL GUIDELINES

- No staff member will be allowed to administer any medicines, tranquilizers, aspirin, or Tylenol to any student for headaches, fever, or other reasons without prior, written, parental authorization.
- All medicines are kept and administered at the school office.
- Students are **not** allowed to bring their own medication unless kept in the office.
- **When children are ill or contagious, parents are asked to keep them home.**
- **CCA recommends an annual eye exam for each student** – especially if they suffer from frequent headaches.
- For the benefit of all children and staff, we will not allow any student with the following to attend or remain in the classroom with other students:
 - ❑ Fever above 99.5
 - ❑ Diarrhea
 - ❑ Vomiting
 - ❑ Consistent sore throat
 - ❑ Constant coughing
 - ❑ Consistent nasal discharge
 - ❑ Pink eye or conjunctivitis
 - ❑ Head lice
 - ❑ Impetigo

- ❑ Any contagious disease (such as measles, mumps, rubella, chicken pox, etc.)
 - ❑ Rash (other than heat rash)
 - ❑ Mouth sores with discharge
 - ❑ Etc.
- Your child may return to school **after** he/she has been free of any of the above symptoms for a full 24-hour period or with doctor's written permission.
- Students who develop any of the above symptoms will need to be picked up immediately!

IMMUNIZATIONS

- All students are required to maintain current immunizations records on file with the school.
- An immunization record must be presented prior to enrollment.
- Any new immunizations need to be added to the student's school record.

PARENTAL INVOLVEMENT

- Parent Orientation, Parent Teacher Fellowships, and Parent Teacher Conferences promote a good understanding between parents or guardians and the faculty / administration of this school. At least one parent is **required** to participate in these informative and helpful programs.
- Parent Conferences with the teachers are scheduled following the first & third quarters or as needed.

PHONE USE & MESSAGES

- Messages between parents and teachers should be in person, by phone, or by written note.
- Although your calls are important to us, teachers will be unavailable for phone conversations during class times, unless there is an emergency.
- **Please leave a message with the secretary and she will ensure the message gets to the teacher.**
- Teachers will return phone messages during breaks or after school.
- Students will have a phone available for use in the office. This phone is to be used for urgent phone calls only. Students must have permission to use this phone.
- Cell phones may **not** be used at school. Parents can get messages to their children by calling the school office. Students can get messages to their parents by using the phone available in the office. Some parents feel that their child needs to carry a cell phone for emergencies. This is permissible. However, if a student uses a cell phone for any other reason while at school, it will be confiscated until the end of the school day.

SCHOOL SUPPLIES

Please obtain a school supply list from the school office.

CHRISTIAN LEADERSHIP TRAINING

- **Daily Devotions:** Each day begins with prayer and devotion where Biblical principles are taught and discussed.
- **Chapel:** Chapel sessions are held the first Wednesday of every month, during which the student identifies his education with the ministry of the church. Invited local pastors and staff members preach the Word of God.
- **Special Meetings:** During the fall and again during the spring, revivals and evangelistic meetings may be held, at which attendance is required.
- **Bible:** Students must have a **King James Version Bible at school everyday!** It is best to have one Bible that can be left at school.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, their natural outgrowth, and love for flag and country. All students and parents are required to memorize these pledges and to stand and recite them at the appropriate times.

- **Pledge of Allegiance to the American Flag:**
I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
- **Pledge of Allegiance to the Christian Flag:**
I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.
- **Pledge of Allegiance to the Bible:**
I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

SCRIPTURE MEMORY

All students are **required** to memorize portions of Scripture each month.

BIRTHDAYS

- Birthdays are very important to children.

- You may come to the school to celebrate your child's birthday. You may bring cupcakes, cookies, cakes, etc. to celebrate. *Please check with teacher for possible **food allergies** of other students.
- If your child's birthday is not celebrated during the school year, why not surprise them with an impromptu celebration?
- We celebrate birthdays during **lunch times, snack times, or Friday afternoons, according to the classroom teacher's preference.**
- Please arrange this with your child's teacher well in advance.
- You will also need to provide cups, plates, napkins, forks, etc.

ATTENDANCE REQUIREMENTS

- Any student with prior attendance problems from a previous school may not be considered for admission.
- If a student is absent from school, and the school has not been notified beforehand, we ask that a parent please call the office as early as possible the day of the absence to let us know the reason for the absence.
- **A written excuse signed by a parent or guardian must be presented to the teacher when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance.** Doctors, dental, music, and other appointments are to be scheduled **after** school, when possible.
- Absence for reasons other than for sickness and emergency will be excused **only** if arrangements are made in advance with the teacher **and** the student is sufficiently advanced in his work.
- Excessive absences will inhibit the student's progress. Absences, if deemed unnecessary by the Administration, may be considered unexcused. ***Unexcused absences will result in a loss of student privileges, probation, or suspension.*** When a student is absent or tardy, it is necessary for them to have a written excuse, signed by the parent, to be permitted to go back to class.
- **Students arriving late for school must obtain a pass from the Secretary to enter the class.** Any student arriving at school after 8:00 A.M. will be considered tardy.
- Students leaving school after lunch, but before school is out will be considered ½ day absent.
- Excessive absences (5 or more per quarter) will necessitate a conference with the Administrator.
- A student must be in school **all day** on the day of an after-school activity to **attend or participate** in that activity. The only exceptions would be a doctor's or dentist's appointment and of course any emergency. If a student is tardy, they must be at school by 9:00 A.M. to be able to participate.

LOST AND FOUND

- Lost and Found items will be turned in to the office.

- At the end of each week, all items, which have not been picked up, will become the property of the school **and will be disposed of** at the discretion of the staff.
- Personal property should be **clearly marked** so they can be promptly returned.
- **CCA** is not responsible for lost, misplaced, stolen, damaged, or discarded items.

HOMEWORK

- **The responsibility for scholastic achievement is placed on students!**
- The amount of work given to students by their teacher is usually not more than the student can complete during the school day.
- Should the student not complete their schoolwork for the day, they will be required to take the work home to complete it.
- Should the student have homework, parents will be notified by a homework slip or through the student's notebook.
- **The Homework Slip or Assignment Notebook is to be signed by the parent and returned the following day.**
- Parents should expect students to occasionally have homework. Students will need to study for tests, quizzes, Scripture memory, spelling, etc.
- Studying and preparing for academic challenges may not be assigned as homework by the classroom teacher, but still should be considered as homework.

FIRE AND TORNADO DRILLS

- At the instruction of the Teacher, students are to stand and march out of the class in an orderly manner to a designated place. At the Teacher's instruction, they may return to the classroom in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be with his / her group.
- A practice **fire drill** may be held at the beginning of each semester.
- During **tornado drills**, students should proceed (as above) to a designated place, according to plan, and assume a crouched position with their heads protected.
- Tornado drills are practiced at the beginning of each semester.

ANNUAL AWARDS CEREMONY

Certificates are presented at the Annual Awards Ceremony held at the end of each school year. Attendance at the Award Ceremony is required for the students and expected for the parents. Families choosing not to have their students attend will mean the forfeiture of any awards that the student may have received. The only exception would be in the case of an emergency.

FIELD TRIPS

Classroom teachers may plan several field trips during the school term.

- Although such off-campus trips are of real enjoyment for the students, they are designed primarily to enrich learning. Teachers may ask students to take notes and complete tests upon returning to school.
- By attending school at CCA, you are giving CCA permission for your child (children) to take part in all school activities, including bus trips, sports activities, and school-sponsored trips away from the school premises.
- **Dress code is enforced during field trips and students not dressed appropriately (as defined by this Handbook and the administration) will not be allowed to leave the campus.**

HONOR ROLL

- The Administrator's Honor Roll consists of students who receive A's in all subjects (4.00 GPA).
- The "A" Honor Roll consists of students with an A average (3.51 -3.99 GPA) in all subjects, with no D's or F's.
- The "B" Honor Roll consists of students with a B average in all subjects (2.51-3.50 GPA), with no F's.

REPORT CARDS

- The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. The Grading Scale is as follows:

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

Failing = 59 or below

- Report Cards will be available at the end of each nine-week period if your account is paid in full.

DISCIPLINE

- Discipline is necessary for the welfare of each student, as well as for the entire school. Attendance at CCA indicates your permission for your child's teacher, and/or other agents of the school, to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures and the CCA Handbook.
- CCA is not a corrective institution or a reform school; consequently, we ask that a child not be enrolled with the idea that we will reform them. **We are here to work with the home, but not to take the place of parents who have had trouble in fulfilling their roles.**
- **All new students are admitted on probation for 9 weeks.**
- All students must always conduct themselves in a manner becoming of a Christian.
- ***Gripping is not tolerated!***
 - **If your child does come home complaining about a teacher, policy or discipline, please follow this procedure:**
 1. **Give the staff the benefit of the doubt.**
 2. Realize that your child's reporting is emotionally biased and **may not** include all the information.
 3. Realize that the school has reasons for all rules and that they are enforced without partiality.
 4. **Support the Administration and call the school for all the facts.**
- When a child's attitude or behavior is not in accord with school policies or principles, the child may be placed on extended probation and the parents will be called for a conference.
- If the administration feels the situation has not changed after meeting with the parents, we will ask the parents to withdraw the child.
- High-school students, in particular, because of their testimony before younger children, are to set a proper example of behavior in every manner.
- This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."
- At CCA, a discipline is maintained which is firm, fair, consistent, and tempered with love. Our staff maintains standards of behavior in the Classroom through love, kindness, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.
- Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:
- "Children, obey your parents in all things: for this is well pleasing unto the Lord." **Colossians 3:20**
- "Let every soul be subject unto the higher powers..." **Romans 13:1**

- "Obey them that have the rule over you, and submit yourselves..." **Hebrews 13:17**
- "For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life." **Proverbs 6:23**
- "He is in the way of life that keepeth instruction: but he that refuseth reproof erreth." **Proverbs 19:18**
- "Chasten thy son while there is hope and let not thy soul spare for his crying."
- **Proverbs 19:18**
- "Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." **Proverbs 22:15**

PROBATION

- All new students are admitted on a 9-week probationary period.
- **A student may also be placed on probation by the school for any act of misconduct including non-diligence in studies.**
- Parents will be notified when this action is taken. Probation gives the student **opportunity** to correct his / her problem.
- If student does not improve to a satisfactory level, they will be suspended or asked to withdraw from school.
- Reasons for Probation:
 1. Continued deliberate disobedience.
 2. A rebellious spirit that is unchanged.
 3. A continued negative attitude and bad influence upon other students.
 4. A serious breach of conduct inside or outside of school which has an adverse effect on the testimony of the school. Should we ask or question any student's medical condition, we reserve the right to have a Doctor's Statement provided immediately.
 5. Habitual and excessive tardiness or absenteeism.
- If a student is placed on probation by the administration, a conference will be held with the parents, the student, and the school administration. The probation period will be decided by the administration.
- The student is removed from the probation by the administration when satisfactory improvement is shown. If the student fails to show improvement, they may be suspended or dismissed. Parents will be given the opportunity to share relevant information affecting the decision at any point in the probation procedures.

SUSPENSION

A student may be suspended from school on justifiable grounds for a period not to exceed two weeks. A conference with parents must be held and followed by written notification of the suspension terms.

DISMISSAL/EXPULSION

- The school administration makes the final decision on the dismissal of any student from school.
- The administration may expel a student from school for misconduct when other means of correction fail to bring about proper conduct.
- Suspension and dismissal are viewed as acts of **last resort** and to be taken when the retention of the student in the school would not benefit the student or the student body. The student may be dismissed for the balance of the school year or permanently.
- Students who are dismissed/expelled/suspended from CCA may not attend any CCA functions. This includes banquets, ball games (home & away), picnics, outings, etc.

GENERAL INFORMATION

Griping/Arguing:

- Griping, arguing, back talk, or disrespect will **not** be tolerated.

Property:

- Marked on, defaced, or broken property is to be replaced at offending student's expense. The cost to repair or replace damaged property will be charged to the student's account, including labor.
- Guns, matches, lighters, knives, etc are NEVER allowed on campus!
- C.D. players, tape players, mp3 players, Game boys, iPods, DSi's, and radios, etc. are not permitted on campus without your teacher's prior approval.

Language:

- Use only words which glorify the Lord.
- Expletives (*dang, darn, suck, etc.*), slang, or vulgar language will not be allowed.

"Six inch" Rule:

- ALL students should keep "hands off other students." - "six-inch rule" - no "play fighting" or wrestling.

P. E. Equipment:

- When a student checks out physical educational equipment, they are responsible to return it or pay for it.

Lunch Procedures & Cost:

- Students will bring their own lunch during the week.
- We will have a concession area available with items for purchase.
- We will have a **“Pizza Pass”** available for purchase which covers pizza on **Fridays.**
- Students whose lunch must be kept hot or cool should be packaged in a **thermal lunch box.** These are available at Wal-Mart and other stores.
- Eat only at assigned area.
- Put trash in wastebaskets.
- Clean off table.
- **Students are not permitted in the kitchen area.**
- **Students not old enough to utilize the microwave ovens without assistance will not be allowed to do so.**
- Since we have a short time allotted for lunch (30 minutes) and a limited number of microwaves available please send food items that do not need to be heated if possible.

Off Limits:

- Teacher’s desk and files
- Other student’s desks
- Classroom files
- Classroom when staff is not in attendance
- P. E. area except under supervised activity

No loitering in autos or parking area. Once a student arrives at school, they are to exit their vehicles and come inside the school building.

Closed campus policy:

- Students may not leave the school grounds during school hours without written permission from parents and prior approval from CCA staff.

Music:

- Students are not permitted to bring any handheld games (Nintendo, PSP, etc.) radios, tape players, tapes, compact disks, mp3 players, video tapes, digital video disks, digital video disk players, or CD players to school (without teacher’s prior approval).
- Unauthorized possession or use of any of these items will result in confiscation and they will become the property of the school.
- Instruments are to be played only in supervised music classes and are not to be brought (except on music days) or kept at school. Repeated failure to comply will result in confiscation of the item and it will become school property.

Outside Reading Material (Books, etc.):

- Must be approved by the Teacher upon student's arrival at school.
- May be read after completion of schoolwork with permission from the teacher.

Parties:

- Parties are not school sponsored unless parents receive a notification letter from the administrator.

Visitors:

- Visitors must check in at the front office before entering Classroom.

Security Procedure:

- The main doors to the building will **ALWAYS** be locked down for security purposes. **EXCEPTION:** For your convenience, the doors will be automatically opened from 7:30am-8:00am and again at 3:00pm- 3:30p.m.
- Older students can be fingerprinted and that will allow access into the building during all school hours.
- Parents who will be dropping off and picking up will need to register their fingerprint to gain access into the building during school and extended care hours.

Transportation:

- Cars, motorcycles, and bikes should be locked. All students must stay out of and off vehicles from arrival time until departure.
- **Only licensed drivers are permitted to drive automobiles to the school.**
- Student drivers will forfeit their driving privileges to and from school if they are noticed driving recklessly in parking lot or entering or exiting property. **Spinning tires will constitute reason for taking privileges away.**

Students are not allowed to sit in their cars during school hours or at any school activity. Students may not go to their cars and get anything out of it after they enter the building without specific permission from a staff member.

<p>CLOTHING REGULATIONS AND PERSONAL APPEARANCE</p>

Uniforms

Boys: solid color polo shirt & khaki, blue or black slacks or shorts * Must be knee length

Girls: solid color polo shirt & khaki, blue or black slacks, jumpers, skirts, or shorts *Must be knee length

Shoes: Non-marking soles only *No sandals or flip flops.

Uniform shirts are to be tucked in always.

- A uniform prevents Christian youth from being a stumbling block through immodesty or sloppy dress.
- Uniforms and high standards help prevent giving offense.
- Uniforms result in higher discipline and higher academics.
- Uniforms help improve a student's self-image.
- Uniforms provide classroom decor.
- Uniforms provide a distinct difference; "Being not conformed...but...transformed."
- Uniforms give identification for building school "esprit de corps".
- Uniforms reduce yearly clothing costs.
- Uniforms eliminate daily decision of what to wear.
- Uniforms eliminate competition in dress between potential social climbers.
- Uniforms standardize and neutralize externals while enhancing individualization in internal values.
- ALL clothing should be clean, in good repair, and WELL PRESSED.

P. E. Uniform: Boys/Men

- Loose-fitting, **DESIGNATED gym T-shirt** provided by the school. (No tank top or sleeveless shirts).
- Black pants OR black shorts: Shorts must come down to the knee.
- Only tennis shoes with **non-marking soles** will be permitted.

P. E. Uniform: Girls/Ladies

- Loose-fitting, gym T-shirt provided by the school. (No tank top or sleeveless shirts).
- Black pants or black shorts: Shorts must come down to the knee.
- Tennis shoes with **non-marking** soles.

Additional gym shirts are available for purchase.

- **Special Activities: Students attending official school activities on or off campus after school hours must wear clothing consistent with standards of the uniform worn in the classroom.**

CLASSROOM ATTIRE

BOYS / MEN

Note: For specified activities and field trips, modifications may be made in our dress code. Casual slacks (with belt) and a shirt with a collar and sleeves (long or short and tucked in) may be worn when deemed appropriate for an activity and announced in advance, in writing, by staff.

Hair: Boys / Men

- **Boys are to maintain a short, conservative haircut, tapered or blocked, and off the collar, off the ears and off the eyebrows.**
- **Bleached, streaked, or colored (etc.) hair is not allowed.**
- Spiked, sculptured styles, wedge cuts, mohawks, corn rolls, dreadlocks, hair extensions, braiding, and other extreme haircuts (as determined by the administration) are not permitted.
- Hair is to be above the ears, with sideburns no longer than the middle of the ears.
- If in doubt, please ask your Teacher prior to getting the haircut.
- No facial hair is allowed (no mustaches, goatees, beards, etc).
- Teachers noticing facial hair will instruct students to shave. Failure to comply will result in suspension / expulsion.

Shoes: Boy / Men

- Non-marking soles only.
- No open toed or open heels.
- Absolutely no flip flops or sandals allowed.
- Socks must be worn.

Jewelry: Boys / Men

- **Boys may not wear ANY jewelry other than a watch or an appropriate men's bracelet or ring (including necklaces, earrings, body piercings, etc.) of any kind.**
- Unacceptable jewelry worn will become the property of the school after the second offense.

TATTOOS are NOT Acceptable.

CLASSROOM ATTIRE

GIRLS / LADIES

Jewelry: One modest pair of earrings may be worn by the ladies in the lower lobe of the ears.

Make-up: Make-up should be conservative, limited, and not obvious.

- **Bleached, streaked, or colored (etc.) hair is not allowed.**
- Spiked, sculptured styles, wedge cuts, mohawks, corn rolls, dreadlocks, hair extensions, braiding, and other extreme haircuts (as determined by the administration) are not permitted.

Uniforms:

- Must be loose fitting and not form fitting. Modesty (as defined by the Bible) is the best policy!
- **Skirts** and **shorts** must cover the top portion of the knee when standing.
 - Active students **must** wear shorts beneath their skirt for obvious reasons.
- **Shirt** - Top button only may remain unbuttoned. Modesty is a **requirement**, and if there is any immodesty in any form, your student will be asked to go home and change into acceptable attire before returning to school.

Shoes: Girls / Ladies

- Non-marking soles only.
- A nice dress sandal is allowed, but it must have a back strap, and must be closed toe.
- Absolutely no flip flops.
- Elementary girls must wear socks.

The final decisions on questions relating to dress shall be made by the administration.

GUESTS

Guests at the school or school-sponsored activities are required to wear clothing and hairstyles consistent with the school standards previously mentioned.

PHYSICAL EDUCATION

It is our policy that no student is excused from the required Physical Education course without a doctor's written excuse. **Grades will be affected if a child fails to be in complete P.E. Uniform each P.E. period.**

Science **3 credits required**
Biology Physical Science Chemistry

Spelling **1 credit required**

Computer **1 credit required**

Speech **1 credit required**

Music **1 credit required**

Foreign Language **2 credits required**

Physical Education **1 credit required**

Electives (as offered) **2 credits required**

Total credits **25 ½**

*GENERAL COURSE OF STUDY

Bible **4 credits required**

English **4 credits required**
(English and Literature are combined as 1 credit, and both are required 9th-12th grades)

Math **3 credits required**
Pre-Algebra (Required), Algebra I, Geometry, OR Consumer Mathematics

Social Studies **3½ credits required**
World Geography Economics OR Civics (1/2)
World History American History

Science **2 credits required**
Biology Physical Science

Spelling **1 credit required**

Computer **1 credit required**

Speech **1 credit required**

Music **1 credit required**

Foreign Language **2 credits required**

Physical Education 1 credit required

Electives 2 credits required

Total credits 25 ½

***Oklahoma History is a STATE REQUIREMENT and is NOT a High-School elective. It SHOULD be taken BEFORE entering High School! It must be completed in addition to the above listed credits.**

CHILD ABUSE ALLEGATIONS

All Oklahoma Teachers, Teachers Assistants, Principals, and Administrators are **MANDATORY REPORTERS** of child abuse. They must, according to Oklahoma State Law, report all allegations of child abuse. As previously mentioned, we don't believe everything we hear; however, in these instances Teachers are still required to report the allegations, even if the Teacher does not believe a child's allegation. A Teacher can and will be jailed and / or fined for failing to report alleged child abuse.

WITHDRAWAL

- **No student will be considered withdrawn until a Withdrawal Form has been requested from the office, filled out, and returned.**
- Failure to complete and return this form will result in more monthly charges being added to your account.
- **Parents should meet with the Administrator to officially withdraw their children from school.**

Article Binding Arbitration

SECTION 1 - SUBMISSION TO ARBITRATION

All employees, students, parents of students, graduates and guardians of students of this school agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 2 - NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each

other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to section 3 below.

SECTION 3 - ARBITRATION PROCEDURES

The Procedures for Arbitration shall be as adopted by the Administrator and the School Board.

Sexual Orientation

SCHOOL RESPONSE TO THE RISE IN IMMORALITY AND HOMOSEXUAL CONDUCT

1. STATEMENT OF FAITH

The ministry's statement of its foundational, Bible-based beliefs must include a statement on human sexuality which clearly spells out its position on homosexuality and marriage.

Human Sexuality

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter ones' gender by surgery or appearance. (Gen. 2:24; Gen. 19:5; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)

2. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

2. STANDARD OF CONDUCT

The Christian school's Student Handbook must implement the foundational beliefs spelled out in the Statement of Faith. Without implementation, the Statement of Faith's provisions may be considered outdated or mere aspirations.

A student may be refused admission, dismissed, or expelled from school or asked not to return the following year if he/she is out of harmony with the

Statement of Faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration.

The implementation may also be applied to the conduct, support, and spirit of parents (if appropriate in light of the school's enrollment standards):

PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process.

3. DEFINE IMMORAL BEHAVIOR

In the discipline section, the student handbook should define the expected standard of conduct as well as setting forth specific categories of conduct that are forbidden. If "immorality" is to be forbidden, the discipline section should clearly define the term from the viewpoint of the administration.

Physical Contact/Immorality

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times and behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender at birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4).

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral, or words to that effect or language or behavior that a reasonable

person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral, transgender, and /or homosexual acts.

Examples: “I am gay,” “I am a homosexual,” “I have a homosexual orientation,” “I am transgender,” “I identify as another gender.” Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

Definition of “identifying act”

Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

Examples: Wearing apparel and/or accessories that shows and/or implies support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the students naturally born gender. Attempting to use the bathroom and/or locker room facilities of another gender than the students naturally born gender. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

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