CORNERSTONE
Christian Academy

STUDENT/PARENT HANDBOOK 2026-2027

CORNERSTONE CHRISTIAN ACADEMY est. 1980
Over 40 Years of Academic Excellence

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I. FOUNDATIONS & IDENTITY:

MISSION, PURPOSE VISION

The mission of Cornerstone Christian Academy is to partner with parents for the purpose of training a new generation of godly leaders who are prepared spiritually, academically, and physically to handle the rigors of life.

- To form a partnership with Bible believing parents in the task of establishing our children in 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. We desire to provide a Christian education to train our young people to be better servants of God. 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 to them when thou liest down, and when thou risest up." *We are commanded to train our children all the time about God's Word and teach 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 determine right or wrong.
6. The family and home are obsolete.
7. Man is the ultimate being.
8. Satisfaction of man's desire 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 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 should be Christ-centered and edifying.

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 to help him/her begin to discover and develop them.
- To train the student in fundamental academic skills in all major subjects.
- 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 effectively win others 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 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 foundation 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 commitment of oneself to Christ as Savior and Lord with the 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 is Free to All.** 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 the 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 employment 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 on 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.”

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 with similar beliefs to the Cornerstone Free Will Baptist Church.
- If you are not a member or a faithful attendee of a local church, you are expected to attend Cornerstone Free Will Baptist Church on campus.

STUDENT OUTCOMES

According to Hebrews 13:21

- 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.
- Appreciation 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 at questioning, solving problems, thinking critically, and making 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.
- Understand and commit to a personal relationship with Jesus Christ.
- Knowledgeable, respectful of, and skilled in applying God's Word 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 civil (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 relate 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.

II. ADMISSIONS & ENROLLMENT:

ADMISSIONS PROCEDURE

1. Submit a completed online enrollment application at www.cornerstonewarriors.net, along with the required enrollment fee and supporting documents. Required documents include the most recent report card, an official copy of the student's birth certificate, and current immunization records.

2. After the application has been reviewed, families will be contacted to schedule a placement test for students entering kindergarten through eighth grade.

3. Parents or guardians should contact the school office to schedule an admissions interview. The interview should include the student and both parents or legal guardians whenever possible.

4. Families of accepted students are required to attend the Parent Orientation meeting held 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 with beliefs and practices of Cornerstone FWB Church.
- Students should desire to attend CCA and willingly accept the standards of conduct and dress as expressed in this handbook.
- Parents and students (middle/high school) must read and sign the designated forms pertaining to 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 has 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.
- A student will be considered enrolled until a Withdrawal Form is requested and submitted to the office.

EQUAL OPPORTUNITY ADMISSIONS POLICY

CCA 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 or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.

ADMISSIONS DEADLINES

To foster a stable, consistent, and Christ-centered learning environment, Cornerstone Christian Academy establishes firm admissions deadlines for each semester. New students will not be admitted after October 1st for the first semester or February 1st for the second semester.

This policy is designed to support the academic and spiritual growth of all students by minimizing classroom disruptions and ensuring that each student has the opportunity to fully engage with the curriculum from the beginning of the term. Entering mid-semester can hinder a student's ability to build strong academic foundations and meaningful relationships within the classroom community.

Additionally, this guideline enables the school to steward its resources wisely by planning curriculum orders in advance, avoiding unnecessary expenses and minimizing the financial burden associated with late or individual material purchases.
Exceptions may be considered for preschool students and for families relocating from out of state whose students have been enrolled in an Abeka curriculum school, as these situations often allow for smoother academic transition.

TUITION & FEES

Enrollment / RE-Enrollment Fee

There is a $100 enrollment / re-enrollment fee for all students who wish to attend CCA. This is a NONrefundable fee. This fee is due at the time of enrollment of each school year.

Tuition

DAYS	GRADE	YEARLY TUITION	10 MONTH PLAN
3 days (8:00 am - 3:00 pm)	K3	$3,750. 00	$375 / mo.
Full day (8:00 am - 3:00 pm)	K3 - K4	$5,000. 00	$500 / mo.
Full day (8:00 am - 3:00 pm)	K5 - 12th grade	$7,000. 00	$700 / mo.

Book & Activities Fee

K3 - 5th grade	$400 / year
6th grade - 12th grade	$500 / year

Book and activities fee are NONrefundable. All fees are due in July and must be paid in full by the first day of school, or students will not be admitted to classes.

Before & After Care

Before & After Care	7 am - 7:30 am; 3:30 pm - 6:00 pm	$2,000
Morning ONLY	7 am - 7:30 am	$350
Afternoon ONLY	3:30 pm - 6:00 pm	$1,650

Costs of extended care may be divided into a 10-month plan and divided into your monthly tuition costs.

Graduation Fees

There will be a KINDERGARTEN graduation fee of $50. This fee will go towards covering the costs of cap, gown, diploma, and reception needs.

There will be a SENIOR graduation fee of $200. This fee will go towards cap, gown, tassel, diploma, honor cords & medals (as earned), and reception needs. *This fee does **NOT** include graduation announcements.*

Athletic Fees

Athletic fees will vary by age and sport. These will be announced before signups.

OKLAHOMA PARENTAL TAX CHOICE CREDIT

Cornerstone Christian Academy is a qualifying school for the Parental Choice Tax Credit program. This program provides a refundable income tax credit of $5,000-$7,500 for eligible Oklahoma Taxpayers who pay, or expect to pay, qualified expenses such as tuition and fees to an eligible private school on behalf of an eligible student that attends or plans to attend an eligible private school during that tax year.

Upon admission and enrollment into CCA, you will then be eligible to apply for this credit.

PAYMENT POLICY

- A non-refundable annual enrollment/re-enrollment fee is required to hold a place in class.
- CCA uses FACTS, a tuition management company, to process our payments for tuition and fees. Each family will log on to the CCA website to register their FACTS account. This link can be found under the “MYSCHOOL” tab at http://www.cornerstonewarriors.net
- **WE ACCEPT CASH, CHECK, MONEY ORDERS, AND ONLINE CREDIT CARD PAYMENTS via FACTS.**

- A **$25.00 late fee** is charged when payments are late. There is also a **$25.00 non-sufficient funds** charge for all returned or stopped checks.
- No Progress Reports, Report Cards, or Transcripts, etc. will be released to parents with delinquent accounts.
- Continued enrollment may be impacted by delinquent accounts.
- Accounts must be paid in full before re-enrollment for the next school year can be approved.

III. GENERAL SCHOOL INFORMATION:

SCHOOL HOURS

- Normal school hours are from 8:00 a.m. - 3:00 p.m., Monday - Friday.
- Three-Day options are available for K3.
- **Before care** is available from 7:00 a.m. - 7:30 a.m., Monday - Friday.
- **Aftercare** is available from 3:30 p.m. - 6:00 p.m.
    - **NO BEFORE OR AFTERCARE ON HOLIDAYS**
- Students in grades K3 - 12th grades, which are not enrolled in Before/Aftercare must be dropped off no earlier than 7:30 a.m. AND must be picked up by 3:30 p.m. or your account will be charged **$5.00** for each early arrival and **$10.00** for each late pick up.
- Students must be in class no later than 8:00 a.m. or must report to the office upon arrival.
- Students will be marked tardy at 8:01 a.m.
- 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 an excused tardy.

CARE OF SCHOOL PROPERTY

Students are expected to respect school property. Any property that is damaged, defaced, or destroyed must be repaired or replaced at the expense of the student responsible. All associated costs, including labor, will be charged to the student's account.
Weapons or dangerous items, including guns, knives, matches, and lighters, are strictly prohibited on campus.
Personal electronic devices are not permitted on campus without prior teacher approval.

LANGUAGE AND CONDUCT

Students are expected to demonstrate respectful, Christ-honoring speech and behavior at all times. Expletive, vulgar, or inappropriate language is not permitted.

PERSONAL BOUNDARIES

Students are required to keep their hands to themselves. Play fighting, wrestling, or other inappropriate physical contact is prohibited.

LUNCH PROCEDURES

Students bring lunch every day.
A Pizza Pass is available for purchase and applies to pizza provided on Fridays.

Students should bring lunches that do not require heating, when possible, due to limited microwave availability and lunchtime. If heating or cooling is required, lunches must be packed appropriately.

ADDITIONAL EXPECTATIONS:

- Eat only in designated areas.
- Clean assigned eating areas after use.
- Students may not enter the kitchen area.
- Microwave use is limited to students able to operate safely without assistance.

MICROWAVE USE:

Middle School and High School students may use the microwaves provided in the cafeteria to heat their lunches.

Please keep in mind that lunch periods are limited to 30 minutes, and microwave availability is limited. Therefore, lunches that do not require heating are strongly preferred for all grade levels.

LUNCH SUPPLIES:

The school does NOT provide plates, cups, napkins, bowls, or plasticware for meals brought from home. Parents are asked to send students all the necessary items needed for their meal each day.

We encourage families to support these guidelines so that lunchtime remains orderly and efficient, reflecting our commitment to stewardship of time and responsibility in daily routines.

RESTRICTED AREAS

Students may not access the following without staff permission:

- Teacher desks and files
- Other students' desks or lockers
- Classroom files
- Unsupervised classrooms
- Physical education areas outside supervised activities
- Parking lots or vehicles

Students must exit vehicles immediately upon arrival and remain inside the building.
Closed Campus

The school operates as a closed campus. Students may not leave campus during school hours without written parental permission and administrative approval.

ELECTRONICS AND MUSICAL INSTRUMENTS

Electronic devices are not permitted in class without authorization. Unauthorized items may be confiscated. Repeated violations may result in permanent forfeiture.
Musical instruments may only be used during supervised music classes and may be brought on designated music days only.

OUTSIDE READING MATERIAL

All outside reading materials must be approved by the teacher upon arrival. Approved materials may be read only after assigned work is completed and with teacher's permission.

PARTIES

Parties are not school sponsored unless parents receive written notification from a teacher or administration.

VISITORS

All visitors must check in at the front office, sign in, and wear a visitor badge while on campus.
All parent and adult volunteers are **required** to complete a background check prior to service.

SECURITY PROCEDURES

The main building doors remain locked during the school day.
Designated entry times:

- Morning arrival: 7:30 a.m. – 8:00 a.m.
- Afternoon dismissal: 3:00 p.m. – 3:30 p.m.

Outside these times, access is restricted. Approved before- and aftercare families may enter using the secure Rhombus app provided by the school office.

TRANSPORTATION AND PARKING

Vehicles and bicycles must be locked. Students may not remain in or return to vehicles during the school day without staff permission.
Only licensed drivers may drive to school. Driving privileges may be revoked for unsafe or reckless behavior, including speeding or spinning tires.

MORNING DROP-OFF AND PICK-UP PROCEDURES

To promote order, safety, and a calm, focused start and end to each school day, the following procedures are expected:

MORNING DROP-OFF

Preschool parents are welcome to walk their child to the classroom each morning.
For Kindergarten through 12th grade, parents may assist with drop-off during the first week of school only.

After the first week, all Kindergarten and above students must be dropped off at the front entrance, allowing them to enter independently. This helps establish consistent classroom routines and fosters student responsibility.

AFTERNOON PICK-UP

All parents are asked to wait for students under the canopy or in the designated pick-up line. To ensure student safety and an orderly dismissal process, parents should not enter the building during afternoon pick-up time.

We appreciate your partnership in helping us maintain a structured and respectful environment. As Scripture reminds us, “For God is not a God of disorder but of peace” (1 Corinthians 14:33). Our procedures are designed to reflect that spirit of order and excellence in all we do.

BIRTHDAYS

Birthdays are an important milestone for children, and at Cornerstone Christian Academy we recognize each child's life as a gift from the Lord worthy of celebration.

Parents or guardians are welcome to come to school to celebrate their child's birthday. Store-bought treats such as cupcakes, cookies, cakes, or donuts may be provided. **Please consult your child's teacher in advance regarding any food allergies within the class.**

Birthday celebrations are scheduled during lunch, snack time, or Friday afternoons, at the discretion of the classroom teacher.

Families are responsible for providing all necessary supplies for the celebration, including plates, cups, napkins, utensils, and serving materials.

If a child's birthday falls outside the school year, families are welcome to arrange a celebration on an alternate date with prior teacher approval.

LOST & FOUND

All lost items are to be turned into the school office.

Personal belongings should be clearly labeled with the student's name to facilitate identification and return.

Items not claimed by the end of each week will be considered unclaimed property and may be donated or discarded at the discretion of the school.

Cornerstone Christian Academy is not responsible for personal items that are lost, misplaced, stolen, damaged, or discarded.

FUNDRAISERS

- Attendance at CCA means that you agree to ACTIVELY participate in all the main fundraising activities of CCA, as they are necessary to keep tuition at a reasonable fee. The main fundraisers are as follows:
    - Fall Blue & Gold Sausage sale.
    - Fall Festival in October
    - Spring Blue & Gold Sausage sale.
- If your family cannot participate in any of these fundraisers, you will be required to make a $50.00 donation per fundraiser PER STUDENT ENROLLED to CCA.
- Parents must also support other school functions if their child is a participant.

- 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 the best interest of the school.

IV. ACADEMICS:

HOMEWORK

- **The responsibility for scholastic achievement is placed on the students!**
- The amount of work given to students by their teachers is usually not more than the student can complete during the school day.
- Should the students not complete their schoolwork for the day, they will be required to take the work home to complete it.
- Parents should expect students to occasionally have homework. Students will need to study for tests, quizzes, Scripture memorization, spelling, etc.
- Studying and preparing academic challenges may not be assigned as homework by the classroom teacher but still should be considered as homework.

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+ = 100% - 97%
- A = 96% - 93%
- A- = 92% - 90%
    - B+ = 89% - 87%
    - B = 86% - 83%
    - B- = 82% - 80%
        - C+ = 79% - 77%
        - C = 76% - 73%
        - C- = 72% - 70%
            - D+ = 69% - 67%
            - D = 66% - 63%
            - D- = 62% - 60%
                - Failing (F) = 59% and below

Report Cards will be available at the end of each nine-week period and may be viewed in your student's Gradelink account.

HONOR ROLL

- The “A” Honor Roll consists of students with an average of A. This includes:
    - 4.0 GPA in all subjects
    - No D’s or F’s
- The “B” Honor Roll consists of students with a B average. This includes:
    - 3.99 - 3.0 GPA in all subjects
    - No F’s

STUDENT PROMOTION & RETENTION POLICY

At our school, we are committed to supporting each student’s academic, social, and spiritual growth. We recognize that children develop at different rates, and in some cases, grade-level retention may be recommended to better prepare a student for future success.

Retention decisions are made prayerfully and thoughtfully by school leadership in partnership with parents, with the goal of serving the best interests of the child and supporting their God-given potential.

As part of our academic policy, a student may be retained (held back) when it is determined to be in the student's best educational interest; however, a student may not be retained for two consecutive school years. If significant academic concerns remain after a retained year, school leadership will partner with the family to evaluate additional interventions and determine the educational environment best suited to support the student's continued growth and success.

GRADUATION REQUIREMENTS

- **A minimum of 25 ½ units of credits is required for graduation.**
- Graduation diplomas are earned when the student completes all requirements of the prescribed course of study. No student will participate in the graduation ceremony until all course work is completed.
- **Graduation is reserved for students who have completed their education as on-campus students.**
- To be considered for Valedictorian or Salutatorian, a student must have an overall G.P.A. of at least 3.51.
- To graduate with honors, a student must have an overall G.P.A. of at least 3.5.
- Students that just quit coming to school without the administrator being notified will be considered **TRUANT AND REPORTED AS SUCH!**
- **Before any transcripts, progress reports, or report cards can be released to another school, <u>all CCA accounts must be paid in full.</u>**

HIGH SCHOOL COURSES OF STUDY LEADING TO A DIPLOMA

Bible		**4 credits required.** **(or equivalent to the number of high school years attending CCA)**
English		**4 credits required.**
Math		**3 credits required.**
Algebra I	*Geometry*	*Algebra II*
Social Studies		**3.5 credits required.**
World History, US History, Oklahoma History, Government, Economics		
Science		**3 credits required.**
Biology	*Physical Science*	*Chemistry*
Fine Art / Speech		**1 credit required.**
Foreign Language / Computer		**2 consecutive credits required.**
Electives (as offered)		**4 credits required.**

OTHER Requirements: *CPR certification, Financial Literacy, & Naturalization Test*

Total **25 ½ total credits**

PHYSICAL EDUCATION

It is our policy that no student is excused from the required Physical Education course without a doctor's written excuse.

P. E. Equipment:

- When a student checks out physical education equipment, they are responsible for returning it or paying for it.

SCRIPTURE MEMORY

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

V. ATTENDANCE, ACADEMIC RESPONSIBILITY, AND DISCIPLINE

ATTENDANCE REQUIREMENTS

CCA works in cooperation with families to ensure compliance with Oklahoma Compulsory Attendance Laws.

- Any student with a history of attendance problems from a previous school may not be considered for admission.
- Parents must notify the school on the day of absence.
- Appointments should be scheduled outside school hours when possible.
- Absences not approved in advance or deemed unnecessary may be considered unexcused.

DEFINITIONS OF ABSENCE AND TARDINESS

Excused Absences

- Illness or medical / dental appointments
- Family emergencies
- Court or legal obligations
- Church activities with academic arrangements made prior to event.
- School-approved activities

Unexcused Absences

- Vacations without academic arrangements prior to trip
- Oversleeping
- Transportation issues
- Failure to communicate reason for absence.
- Any absence not approved by administration.

Tardiness

Students arriving after 8:00 a.m. are considered tardy.

- Excused Tardy: Verified or unavoidable
- Unexcused Tardy: Preventable or unverified

✓ Three (3) unexcused tardies = one (1) unexcused absence

ATTENDANCE ACCOUNTABILITY

- Leaving after lunch = ½ day absence
- A “half day” is defined as:
    - 8:00 a.m. – 11:30 a.m. OR
    - 11:30 a.m. – 3:00 p.m.

Students must attend at least half a day to be counted as present.

Five or more unexcused absences per quarter will require communication with the Head of School and may result in an attendance plan.

Patterns of unexcused absences may result in further intervention in alignment with attendance expectations.

ACADEMIC RESPONSIBILITY DUE TO ABSENCE

Consistent attendance is directly tied to academic success. Students are responsible for all missed work.

Make-Up Work

Excused Absences

- Full credit allowed
- One (1) day per day of absence to turn in make-up work.
- Extensions may be granted at the teacher’s discretion.

Unexcused Absences

- Student must obtain all assignments.
- Same timeline applies unless directed otherwise.
- Consequences may include:
    - Reduced credit
    - Zeros for missing or late work

Students will be allowed the same number of school days to complete and submit missed assignments as the number of days they were absent, whether the absence is excused or unexcused. If a student exceeds their allotted make-up work timeline by more than five additional school days, any outstanding assignments will receive a grade of zero.

Tests, Quizzes, and Assignments

- Excused Absences: No penalty; rescheduled at teacher discretion.
- Unexcused Absences: Must be completed promptly; grade penalties may apply.

Tardy-Related Academic Impact

Late arrival may result in:

- Loss of participation or readiness points
- Independent completion of missed work

Chronic tardiness may result in additional academic consequences.

Missed Instruction

Students are responsible for:

- Obtaining notes and assignments
- Requesting help as needed

Teachers *are not required* to reteach full lessons. To ensure your child receives the full and complete lesson, please make all efforts to be in class.

EXCESSIVE ABSENCES AND ACADEMIC STANDING

Students with excessive absences may:

- Be placed on academic probation.
- Lose course credit.
- Be retained or required to repeat coursework.

EXTRACURRICULAR PARTICIPATION

Students must be present for at least ½ day to participate in after-school activities.
Exceptions:

- Medical appointments
- Family emergencies

VI. STUDENT LIFE & ACTIVITIES:

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(ren) 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.**

SPIRITUAL FORMATION

- **Bible Class**: Biblical principles are taught and discussed each day in Bible class, where students will learn real-life application of God's Word.
- **Chapel**: Chapel is held every Wednesday, during which the student identifies his education with the ministry of the church. Invited local pastors and staff members preach the Word of God.
- **Bible**: **Students must have a King James Version Bible at school every day**! It is best to have one Bible that can be left at school.

CHRISTIAN AMERICANISM

Christian Americanism emphasizes the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for the flag and country. All students are required to memorize the following pledges and to stand and recite them at all appropriate and instructed 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, on 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.

VII. STUDENT EXPECTATIONS & APPROPRIATE CONDUCT:

STANDARD OF CONDUCT

CCA strives to provide an environment conducive to the spiritual growth and development of young people 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 that cause the loss of sensitivity to the Holy Spirit, and consequently, a diminishing of 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, parents, and fellow students.
- 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.
- Refrain from reading, distributing, or possessing any type of pornographic material.
- 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. Complaining, arguing, back talk, or disrespect will **not** be tolerated.
- Students found to be out of harmony with the school's Standard of Conduct may be asked to withdraw from the school.
- CCA reserves the **right to inspect** a student's property when there is reasonable suspicion of a violation of school policy.
- Any student observing questionable activities, **ON or OFF CAMPUS**, or overhearing conversations that are contrary to the policies of this academy, should immediately discuss the matter with a teacher.

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**, *KJV*

BULLYING, CYBERBULLYING, AND HARASSMENT

We desire that every student, every single day, experiences a safe and civil environment to be able to learn and achieve high academic standards. Bullying and harassment disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment.

Demonstration of Appropriate Behavior:

Treating others with civility, and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for expected student behavior.

Definitions of Inappropriate / Unkind Behavior:

There are times students mistreat one another through unkind, inappropriate, and disrespectful behavior. While it is wrong, sinful, and needs to be corrected, it does not automatically qualify as “bullying” or “harassment.” Students committing the offense generally need to be reminded, redirected, warned, and/or receive consequences for the behavior.

If a student continues to exhibit inappropriate / unkind behavior towards another student (or group of students) then there is a dual issue 1) disregarding the first admonition, and 2) the possible reclassification of the behavioral issue.

Bullying: Bullying is any unwanted, aggressive behavior that is repeated (or likely to be repeated) against a targeted individual because of an observed (or reasonably perceived) power imbalance, and there is a purposeful intention to hurt, harm, or humiliate the individual.

Unwanted, Aggressive Behavior: Unwanted, aggressive behaviors are negative behaviors that a targeted student wants the aggressive student to stop doing. We are not going to assess whether the aggressive student meant to harm the targeted student; but rather, we will assess if the aggressive student had the intention to exhibit the unwanted, aggressive behavior.

Direct Bullying: Direct bullying occurs when unwanted, aggressive behavior occurs in the presence of the targeted student (i.e., face-to-face interaction or within a group setting). Examples include, but are not limited to:

- Physical such as hitting, kicking, and tripping.
- Verbal including name-calling and excessive, continual teasing.
- Damaging a student's property (done in the presence of the student).

Indirect Bullying: Indirect bullying occurs when unwanted, aggressive behavior is NOT directly communicated to the targeted student. Examples include, but are not limited to:

- Spreading false and/or malicious rumors.
- Damaging a student’s property (not done in the presence of the student).

Cyberbullying: Cyberbullying occurs when "bullying behaviors" occur via technological/digital communications, including but not limited to:

- Texting
- Social media posts and/or comments
- Snapchat or other communication apps
- Direct personal messengers

Harassment: Harassment is bullying with the added component that unwanted, aggressive behaviors are about and due to a student's gender, race, culture, socioeconomic status, ethnicity, religion, age, disability, or national origin.

Sexual Harassment: Any student who is or has been subjected to sexual harassment, or knows of any student, who is or has been subjected to sexual harassment, should promptly contact a teacher, staff or faculty member, and/or Head of School. In the event a complaint is reported, a confidential investigation will be undertaken immediately.

DEVELOPING CHRISTIAN CHARACTER – DISCIPLINE POLICY

Discipline and consequences

Godly discipline is the responsibility of every parent. We fully support parents in developing Christian character in their children. Discipline challenges are opportunities to redirect unwanted behavior and *"train a child in the way he should go." (Proverbs 22:6)* Teachers and administrators, as part of their calling and ministry, take upon themselves the responsibility of assisting parents in the process. When a discipline challenge arises, the administration reserves the right to administer any of the following consequences:

- Warning
- Natural Consequences (ex: vandalism = student will clean up the damage)
- Detention
- Work Detail
- In-School Suspension
- Out-of-school Suspension
- Expulsion

Demerits for infractions as administrators deem necessary. Demerits will be issued to students who violate school rules or policies. A pattern of repeated wrongdoings may result in more demerits being assigned for similar offenses. Demerits total will accumulate by semester.

STEP LEVELS	NUMBER OF DEMERITS	CONSEQUENCE(S)
Step 1	Three (3)	● Detention
Step 2	Six (6)	● Detention ● Parent Conference with Principal
Step 3	Nine (9)	● One day “IN SCHOOL” Suspension
Step 4	Twelve (12)	● Parent Conference with Principal ● Student placed on Conduct Probation ● Two days “OUT OF SCHOOL” suspension
Step 5	Fifteen (15)	● Three days “OUT OF SCHOOL” suspension
Step 6	Eighteen (18)	● Parent Conference with Principal ● FINAL conduct warning ● Five days “OUT OF SCHOOL” suspension
Step 7 - FINAL	Twenty (20)	● Expulsion

The following categories represent examples of offenses that require disciplinary action and demerits:

CATEGORY ONE - The first offense in this category may result in a warning, but multiple offenses will result in stronger consequences. The following offenses will result in one (1) demerit:

Category 1 Demerits:
● Five (5) unexcused tardies to any one class per quarter ● Continuous failure to be prepared for class. ● Continuous talking or disrupting class. ● Minor use of unwholesome language (not swearing) ● Food, candy, gum, or drink in the classroom ● Tampering with another student’s property ● Inappropriate use of cell phones, smartwatches, or any other electronic device ● Dress code violations. ● Failure to sign-out or sign-in of the office ● Violation of student parking privileges

CATEGORY TWO - The first offense in this category may result in strong disciplinary consequences. Repetitive offenses may lead to a student's dismissal. The following offenses will result in two (2) demerits:

Category 2 Demerits:
● More than one violation of any Category One offense ● Cheating or contributing to cheating (a zero will be received on the assignment) ● Skipping class or school ● Leaving school grounds without permission ● Minor damage to school property ● Minor purposeful damage to another person's property ● Minor physical altercation ● Public displays of affection ● Use or possession of fireworks on campus or buses ● Reckless operation of a motor vehicle on or near school property ○ Students may also lose driving privileges on campus

CATEGORY THREE - The first offense in this category may result in strong disciplinary consequences. Repetitive offenses may lead to a student's dismissal. The following offenses will result in three (3) demerits:

Category Three Demerits:
● More than one violation of any Category Two ● Defiant or disrespectful attitudes toward any school personnel ● Direct disobedience ● Lying or planned deceit ● Possession or viewing of unwholesome material. ● Profanity, obscene language or gestures, off color jokes ● Texting, writing, or drawing obscene words or pictures. ● Plagiarism ○ This includes the use of Artificial Intelligence programs

CATEGORY FOUR - Any violations in this category may lead to immediate suspension and possible expulsion. The following offenses will result in five (5) or more demerits depending on severity:

Category Four Demerits:
● More than one violation of any Category Three ● Severe disrespect ● Assault and/or battery. ● Pranks that damage property or bring harm to an individual. ● Stealing ● Taking another person's electronic device(s)

- Malicious vandalism
- Bullying behavior as defined under “Bullying, Cyberbullying, and Harassment.”

CATEGORY FIVE - Any violations in this category will lead to probable expulsion.

Category Five Demerits:

- More than one violation of any Category Four
- Arson or false reporting of
- Possession or use of a weapon at school. This includes:
    - Talking about
    - Joking about
    - Threatening
    - Or planning to commit an act of violence towards anyone.
- Sexual Harassment as defined under the Bullying, Cyberbullying, and Harassment
- Sexual immorality (premarital sex, perverse sexual behavior, etc.)
- Vaping or possession of vaping products
- Drinking or possession of alcoholic beverages*
- Smoking or possession of tobacco*
- Use, sale, or possession of illegal drugs*
- Sexual immorality (premarital sex, perverse sexual behavior, etc.)
- Actions requiring outside law enforcement or civil charges

* A student shall not possess, use, transmit, conceal, or be under the influence of tobacco, narcotics, alcoholic beverages, drugs or other “mood modifying” substances, other than prescribed medicines. A student shall not make, sell, or possess drugs and related tools. If reasonable suspicion exists that a student is in violation of this policy, a drug test will be administered to them. Also, random drug testing may be done on any student, at any time, at the discretion of the administration. A student may be suspended (in or out of school) or expelled for any individual incident that is deemed severe in nature. Please note: Off campus actions may affect a student’s enrollment status. Students are accountable to the school for behavior occurring on or off campus. Students that engage in behavior outside of school that bring discredit to themselves and/or the school will receive consequences from the school administration. Although the school’s intent is not to monitor student behavior off campus, students are expected at all times to act in a manner that brings credit to our Lord, themselves, their families, and the school.

PROBATION

All new students are admitted under a nine-week probationary period. A student may also be placed on probation for misconduct or lack of academic diligence.

Parents will be notified when probation is assigned. Probation provides an opportunity for correction and growth.

Reasons for Probation:

1) Continued deliberate disobedience.
2) A rebellious spirit that is unchanged.
3) A continued negative attitude and bad influence on other students.
4) A serious breach of conduct inside or outside of school that 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) Excessive tardiness or absenteeism.

A conference will be held when improvement is demonstrated. Failure to improve may result in suspension or dismissal.

Parents may provide relevant information at any stage of the probation process.

SUSPENSION

A student may be suspended from school on justifiable grounds for a period not to exceed two weeks. A parent conference is required, followed by written notice outlining 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 remainder of the school year or permanently.
- Students who are dismissed/expelled/suspended from CCA may not attend any CCA functions. This includes all CCA sponsored activities.

The discipline policies contained in this handbook serve as general guidelines. Each situation is unique; therefore, the administration reserves the right to exercise discretion and make final decisions regarding disciplinary matters on a case-by-case basis. In making these decisions, the school seeks to uphold biblical principles by balancing accountability, grace, restoration, and the best interests of the student and the school community. All disciplinary decisions made by the administration are final.

VIII. DRESS & APPEARANCE:

DRESS CODE / UNIFORMS

NOTE: Our dress code may be modified for specified activities, dress up days, and field trips. You will be notified via email or text from the school when / if these changes occur.

MONDAY / WEDNESDAY UNIFORM REQUIREMENTS

Boys: Solid color polo shirt with khaki, navy blue, or black slacks or knee-length shorts. A solid color or CCA crew neck sweatshirt may be worn. **Hooded sweatshirts or hoods of any kind are not allowed to be worn in the classroom.**

Girls: Solid color polo shirts may be worn with khaki, navy blue, or black slacks, jumpers, skirts, or knee-length shorts. A solid color or CCA crew neck sweatshirt may also be worn. **Hooded sweatshirts or hoods of any kind are not allowed to be worn in the classroom.**

TUESDAYS / THURSDAY P.E. UNIFORM REQUIREMENTS:

Boys & Girls P.E. uniform:

- Loose-fitting gym T-shirt provided by the school.
- T-shirt must be a CCA shirt (any previous years are also permitted).
    - NO tank top or sleeveless shirts
- Black, navy, or gray pants or knee-length shorts.
    - NO leggings

Additional gym shirts are available for purchase through our spirit store.
https://thespiritrally.com/collections/cornerstone-christian-academy-official-spirit-shop

Dress Code Expectations for All School Events:

Students are expected to adhere to the school dress code at ALL school-sponsored events, both on and off campus, during and after school hours. Our appearance should consistently reflect Christlike modesty, respect, and honor for the Lord in every setting.

UNIFORMS

- Skirts and shorts
    - must go to the top of your knee when standing.
    - Active students must wear shorts or leggings beneath their skirts.
- Polos / Shirts
    - Solid color
    - Must be loose-fitting and not form-fitting.
- Shoes
    - All shoes should have non-marking soles.
    - No open-toe shoes or backless / open heels
    - No flip-flops or sandals

WHY WE CHOOSE UNIFORMS

- A uniform prevents Christian youth from being a stumbling block through immodesty or sloppy dress.
- Uniforms and high standards help prevent offense.
- Uniforms result in higher discipline and higher academics.
- Uniforms help improve a student's self-image.
- Uniforms provide classroom decor.
- Uniforms give identification for building school "esprit de corps."
- Uniforms reduce yearly clothing costs.
- Uniforms eliminate daily decisions about what to wear.
- Uniforms standardize and neutralize externals while enhancing individualization in internal values.
- ALL clothing should be clean, in good repair, and WELL PRESSED.

PERSONAL APPEARANCE / CLASSROOM ATTIRE

BOYS/ MEN

Hair:

- Boys are supposed to maintain a short, conservative haircut.
    - Eyes MUST BE visible and not blocking vision or the ability for others to see the eyes.
- Extreme haircuts and styles (ex: long mohawks) are not permitted, as determined by the administration.

Jewelry:

- Boys may not wear earrings, body piercings, or have any kind of body modifications.
- Tattoos are NOT acceptable.

- Unacceptable jewelry worn will become the property of the school after the second offense.
- ACCEPTABLE forms of male jewelry would be as follows:
    - Cross necklace
    - Small, modest chain necklace
    - A watch or small bracelet
- Boys may not wear painted fingernails.

GIRLS / LADIES

Make up and Jewelry: Makeup and jewelry must be worn in a conservative and modest fashion. Excessive or distracting styles are not permitted, as we seek to promote an environment that reflects Christ-like character, including humility and self-respect. As Scripture reminds us in *1 Peter 3:3–4*, true beauty comes from "the inner self, the unfading beauty of a gentle and quiet spirit," which we strive to reflect in our appearance.

THE ADMINISTRATION HAS ULTIMATE AUTHORITY TO MAKE THE FINAL DECISIONS ON QUESTIONS RELATING TO DRESS.

IX. HEALTH & SAFETY:

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 in the school office.
- Students are **not** allowed to bring their own medication unless it is kept in the office.
- **When children are ill or contagious, parents are asked to keep them at 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 if:
    - Fever at or above 100.4º
    - Diarrhea
    - Vomiting
    - Consistent sore throat
    - Constant cough
    - 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 the doctor's written permission.
- Students who develop any of the above symptoms will need to be picked up **immediately**!
- CCA follows the current CDC policy regarding COVID-19.

IMMUNIZATIONS

All students must meet Oklahoma immunization requirements or provide a State approved exemption in accordance with Oklahoma law.

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

EMERGENCY PROCEDURES

NOTIFICATIONS

In the event of an emergency, parents and staff will be notified via text message service. Please read the message in its entirety before taking action. Do not call the school or expect your child to call you; the use of cell phones will tie up emergency lines that must remain open. When the emergency event has been declared safe, CCA will notify parents via test message service.

LOCKDOWNS

A lockdown can be ordered for several reasons, including intruders on campus, hostage, threat of violence and abduction/kidnapping, medical emergency, disturbance, or terrorist attacks, chemical/ biological release. The campus will remain in lockdown until the campus is safe and secure.

FIRE AND TORNADO DRILLS

- On the instruction of the Teacher, students are to stand and walk out of the class in an orderly manner to a designated place. Once everyone has arrived at the designated place, teachers, administrators, and office staff will conduct an

attendance check to ensure all students, faculty, staff, and visitors are accounted for.
    - This is why attendance is of the utmost importance.
    - This includes signing in a student when late and signing a student out when leaving early.
- At the teacher's instruction, they may return to the classroom in the same orderly manner. Students must walk in line. They are 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.

CHILD ABUSE ALLEGATIONS

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

X. COMMUNICATION & TECHNOLOGY:

PHONE USE & MESSAGES

- Messages between parents and teachers should be in person, by phone, by written note, or by email.
- 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 front office and our secretary 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 the office 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 during class time, it will be confiscated until the end of the school day.

RESPECTFUL COMMUNICATION & SOCIAL MEDIA POLICY

"As believers, we are called to use our words to build one another up: 'Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up…' (Ephesians 4:29)."

As a Christian school community, we are called to reflect Christ in our words and actions. We strive to model kindness, integrity, and respect, honoring one another in the way we communicate both in person and online.

We believe that open and respectful communication is essential to a strong partnership between families and the school. If concerns or disagreements arise, we ask that they be addressed directly with the appropriate teacher or school administration so they can be handled thoughtfully and effectively.

We ask all families to partner with us by:

- Speaking with kindness and grace about our school, staff, students, and other families
- Addressing concerns through proper school channels rather than public forums
- Avoiding the spread of misinformation or harmful or divisive commentary on social media or in public settings

Public statements that are knowingly false, defamatory, or damaging to the reputation of the school or members of our community do not reflect the values we seek to uphold.

By working together in a spirit of unity and respect, we can create a positive and Christ-centered environment for all students.

Failure to follow these expectations may result in a review of continued enrollment.

XI. PARENT INVOLVEMENT & SCHOOL BOARD MEETINGS:

PARENT INVOLVEMENT

A high level of parental involvement at school and church is encouraged. Efforts 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.

Parent Orientation and Parent Teacher Conferences promote a good understanding between parents and/or guardians and the faculty/administration of this school.

- Parent Conferences with the teachers are scheduled following the first and third quarters or as needed.

SCHOOL BOARD ACCESS POLICY & MEETING DATES

Purpose

Cornerstone Christian Academy seeks to honor Christ in all relationships by promoting clear, respectful, and orderly communication (Colossians 3:17). This policy outlines the appropriate process for parents to address concerns and clarifies the proper role of the School Board.

Biblical Foundation

We are committed to resolving concerns in a manner consistent with Scripture:

- Direct, respectful communication (Matthew 18:15)
- Order and accountability (1 Corinthians 14:40)
- Unity and peace within the body of Christ (Ephesians 4:3)

Role of the School Board

The School Board serves in a governance and oversight role, including:

- Upholding the mission, vision, and spiritual direction of the school
- Establishing policy and ensuring fiscal responsibility
- Supporting and evaluating the Head of School

The Board does not function as a first point of contact for individual student or classroom concerns and does not intervene in day-to-day operations.

PRINCIPLE OF PROPER CHANNELS

To promote efficiency, fairness, and unity, parents are expected to follow this chain of communication:

1. **Personal Teacher** – First point of contact for classroom, academic, or student-related concerns
2. **Lead Teacher** – If the issue is unresolved or requires escalation to the teacher's direct lead.
3. **Head of School** – For continued concerns or matters involving school-wide impact

This process reflects both biblical instruction and best practice in educational leadership.

WHEN IT IS APPROPRIATE TO CONTACT THE SCHOOL BOARD

Parents may appropriately approach the School Board only after completing the established communication process and when the concern involves one or more of the following:

- Alleged violations of school policy that remain unresolved.
- Concerns regarding the Head of School that cannot be addressed through normal channels.
- Matters related to governance, mission, or strategic direction (not individual classroom issues)

HOW TO CONTACT THE SCHOOL BOARD

Parents wishing to bring a matter to the School Board must:

1. Submit a written request to the Head of School
    - Include a clear summary of the concern.
    - Document steps already taken to resolve the issue.
2. Maintain a Christlike spirit in all communication (Galatians 6:1)
3. Understand that:
    - The Board may determine that the issue should be redirected to administration if proper channels have not been followed.
    - The Board may address the matter privately and may not provide detailed follow-up due to confidentiality.

MATTERS NOT APPROPRIATE FOR SCHOOL BOARD REVIEW

The following concerns should not be directed to the School Board:

- Individual classroom management or grading decisions
- Student discipline cases (unless involving policy-level concerns)
- Day-to-day operational matters
- Personnel complaints that have not been processed through administration

CONFIDENTIALITY AND UNITY

To protect the integrity of our school community:

- All parties are expected to maintain confidentiality.
- Concerns should not be discussed publicly or on social media.
- Communication should strive to build up the body of Christ, not divide it (Ephesians 4:29)

COMMITMENT TO PARTNERSHIP

Cornerstone Christian Academy values its partnership with families. By following these guidelines, we ensure that concerns are handled with:

- Wisdom
- Godly order
- Mutual respect

Our prayer is that all interactions reflect Christ's love and lead to resolution, growth, and unity within our school community.

REASONS FOR A CLOSED MEETING

School Board meetings are generally open to the school community for observation. Members of the school community may attend meetings as observers but may not address the Board or participate in deliberations unless they have submitted a request through the Head of School and have been placed on the meeting agenda in advance.

In order to exercise wise stewardship and maintain appropriate confidentiality, certain portions of Board meetings may be conducted in closed sessions. Matters involving personnel, student discipline, legal issues, financial concerns, or other sensitive topics may be discussed privately. Attendance at closed sessions is limited to Board members and those invited by the Board to assist in the discussion of the matter at hand.

TENTATIVE SCHOOL BOARD MEETING DATES

- July 27
- November 2
- January 25
- April 26

These dates are subject to change due to weather, illness, unexpected conflicts, etc.

XII. SCHOOL SUPPLIES LISTS:

School supply lists are posted on our website, www.cornerstonewarriors.net

XIII. WITHDRAWAL & RELEASE OF RECORDS:

WITHDRAWL

- **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 child(ren) from school.**

RELEASE OF RECORDS

CCA reserves the right to withhold official transcripts until financial obligations are met, while complying with applicable laws and cooperating with reasonable transfer requests.

XIV. LEGAL & POLICY STATEMENTS

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 right 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 Arbitrations shall be adopted by the Administrator and the School Board.

SEXUAL ORIENTATION

SCHOOL RESPONSE TO THE RISE IN IMMORALITY AND HOMOSEXUAL CONDUCT

All conduct expectations are based on the school's Statement of Faith and biblical standards.

Human Sexuality

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of 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 one's gender by surgery or appearance.
    a. Genesis 2:24, 19:5, 26:8-9
    b. Leviticus 18:1-30
    c. Romans 1:26-29
    d. 1 Corinthians 5:1, 6:9
    e. 1 Thessalonians 4:1-8
    f. Hebrews 13:4
2. We believe that the only legitimate marriage is the joining of one man and one woman.
    a. Genesis 2:24
    b. Romans 7:2
    c. 1 Corinthians 7:10
    d. Ephesians 5:22-23

Immoral Behavior

1. 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 suspension or expulsion. Boys and girls must always maintain a six-inch distance and behavior should be above reproach.
2. 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:
    a. Any actions or identifying statements concerning the change of one's gender at birth.
    b. Fornication
    c. Adultery
    d. Homosexuality / lesbianism / bisexuality
    e. Pornography
        i. Genesis 2:24, 19:5, 26:8-9
        ii. Leviticus 18:30

iii. Romans 1:26-29
iv. 1 Corinthians 5:1, 6:9
v. 1 Thessalonians 4:1-8
vi. Hebrews 13:4

DEFINITIONS as it pertains to Sexual Orientation / Conduct

1. Definition of “immoral act”
    a. 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.
2. Definition of “identifying statement.”
    a. A statement that a student is homosexual, bisexual, transgender, or other 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.
    b. Examples include, but are not limited to: “I am gay,” “I am homosexual,” “I have a homosexual orientation,” “I am transgender,” “I identify as another gender.”
    c. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with the enrollment at this Christian school and is a basis for dismissal.
    d. All students must be treated with dignity and respect, free of threats or harassment.
3. Definition of “identifying act.”
    a. Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.
    b. Examples include, but are not limited to:
        i. Wearing apparel and/or accessories that shows and/or implies support for homosexual, transgender, and/or other immoral behavior.
        ii. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student’s naturally born gender.
        iii. Attempting to use the bathroom and/or locker room facilities of another gender than the student’s naturally born gender.

iv. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at this Christian school and is a basis for dismissal.
v. All students must be treated with dignity and respect, free of threats or harassment.

Cornerstone Christian Academy reserves the right to interpret, apply, and modify policies as necessary in the best interest of the school community. ALL policies are applied at the discretion of the administration in accordance with applicable law.

GLOSSARY:

- Edify - The term "edify" originates from the Latin word "aedificare," which means "to build" or "to construct." In a biblical context, edification refers to the spiritual building up or strengthening of individuals or the church community. It involves promoting growth in Christian knowledge, faith, and holiness.

- Infallible -The word *infallible* means “incapable of error.” If something is infallible, it is never wrong and thus absolutely trustworthy.

- Righteous - characterized by uprightness or morality. morally right or justifiable

- Condemnation - act of declaring someone guilty and subject to punishment.

- Incarnation - the act of being made flesh.

- Redemption - an act of atoning for guilt, a fault, or a mistake, or the state of having atoned.

- Perpetuated - continuing or enduring forever; everlasting.

- Retribution - God repaying individuals or nations based on their actions.