

# CORNERSTONE CHRISTIAN ACADEMY

JONESBORO, LOUISIANA



# Handbook 2026-2027

## CONTACT INFORMATION

Phone: ..... (318) 395-1004

Bro. Clay Contact:.....936-433-9124.....clayg.cca@gmail.com

Address: .....773 Walker Road

Jonesboro, LA 71251

Website: .....www.thetemplejonesboro.com

This handbook contains general information regarding Cornerstone Christian Academy (CCA) administration, procedures, and fees. CCA reserves the right to change items contained in this handbook at any time. Effective dates for all changes are at the discretion of the school and apply to each student/family enrolled at the time.



Strong Families • Strong Students • Strong Faith

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## Welcome to Cornerstone Christian Academy

Welcome to Cornerstone Christian Academy. You have enrolled in a school that will provide a quality Christian education. We are excited that you have decided to become a part of CCA and look forward to a great year. We pray for God's anointing and blessing upon you as we embark on a successful school year together.

The policies and procedures in this handbook are the product of concentrated prayer and input from parents, students, and staff members. This book is designed to serve students and parents by establishing guidelines and parameters for expected attitude and behavior.

**Please read it together with your student and ensure that he/she understands it and that together as a family you agree with it and will work diligently to adhere to it.**

Please note that exceptions are made on an individual, as needed, basis and do not constitute a policy for all.

This school is a part of the vision of the ministry of Full Gospel Temple Church. The Administrators, Pastor Joel and Mauri Sneed, are ultimately responsible for the school as the Senior Pastors of Full Gospel Temple Church. The Pastor has the final authority of CCA.

Full Gospel Temple Church and CCA enroll students regardless of race and color, as long as they are in agreement with the school's philosophy and objectives and can meet the entrance requirements and then maintain established levels of spiritual and academic growth. CCA does not have the necessary facilities to accommodate some disabilities; therefore, we are not able to provide a proper learning environment for some disabled or special needs students.

Students are accepted on a probationary period of *nine weeks* and shall be placed initially at the discretion of the principal/teacher pending our observation and assessment.

Full Gospel Temple Church and CCA believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes.

## CCA At a Glance

Children from Pre-K through 12th grade receive a superior education from qualified, spiritually minded Christian teachers and administrators at CCA.

A distinctively Christian philosophy of knowledge and learning combines with serious academics and **home reinforcement** to produce young people that are responsible and full of Godly character. Proven learning techniques are combined with traditional values and content. Comfortable Learning Centers provide an atmosphere for maximum learning. For students who are in 1<sup>st</sup> grade and above in conventional schools, the *Accelerated Christian Education* program is individualized, and **children are placed in levels of learning, not grade levels**. It is designed to allow each student to work at his own level of achievement.

The core curriculum package is intended to provide a quick start for beginning students; however, it can do much more than that. The *Accelerated Christian Education* curriculum enables the student to progress through high school, adequately preparing him/her for college or for performance in the working world.

## Core Curriculum

The term “core” is used to distinguish the foundational courses from the enhancement courses in the *Accelerated Christian Education’s* expanded curriculum. The core curriculum provides the student with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word.

It includes basic academic disciplines that provide for a student’s essential educational needs in Math, English, Literature, Social Studies, Science and Word Building. Each curriculum course level consists of 12 PACEs. Careful attention is given by the teacher to see that each student maintains an academic balance.

## Mission Statement

It is the mission of Cornerstone Christian Academy to help each student become as much like Jesus Christ as possible. This means that each student will be trained spiritually, academically, and physically in an excellent manner. It is also the mission of CCA to create Christian leaders who will help carry out the "Great Commission" (Matthew 23:18-20).

## Purpose

Cornerstone Christian Academy is one of the ministries of Full Gospel Temple Church and is an extension of the Christian home. Our purpose is to train young people in a Christian environment, emphasize matters of eternal value, educate and train the whole student physically, socially, intellectually, and spiritually. The school staff is dedicated to partnering closely with parents in the training and development of the whole child.

Attendance at Cornerstone Christian Academy should be considered a privilege and not merely a right. Our goal is to train Christian youth in the principles of God's Word, stressing such vital areas as: leadership, self-discipline, responsibility, integrity, good citizenship, and consistency. **The church, as does the school, stands without apology for the highest standards of morality, honesty, modesty, and genuine Christian character.**

Guidelines for personal habits and definite dress codes are provided to help each student become the fit vessel the Lord requires. The principle of self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person must have Biblical wisdom, knowledge, and understanding to serve the Lord Jesus Christ. The Bible is not used as a substitute for any academic subject but is integrated into the total educational program. Cornerstone Christian Academy desires to send out into the world young people who will be *lights* in an age of spiritual darkness. It is our desire to see each of our students become a humble, faithful, teachable, separated (holy), and committed servant of the Lord in a fundamental, Bible-believing, soul-winning local church.

Cornerstone Christian Academy believes the Bible to be the authoritative Word of God and the core foundation of all our programs. Both curricular and extra-curricular programs are based on the principles set forth in God's Word.

The administration, faculty, and staff must be born-again, Bible-believing, Spirit-filled Christians.

**It is also the school's desire to be a reinforcement of the Christian home.** Students are taught what the proper respect and relationship between mother, father, child, husband, or wife and God should be (Proverbs 28:7, 22:6, 29:15; Ephesians 6:4; Deuteronomy 6:7, 31:13; I Timothy 3:4; Matthew 19:14). The home, like the church, is one of the institutions God has ordained to carry out His plan for a Christian's life. Cornerstone Christian Academy does not attempt to replace the Christian home but strives to strengthen the home according to God's Word.

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes.

## Statement of Faith

These are nonnegotiable tenets of faith that Full Gospel Temple Church adheres to. This list is derived from the official Statement of fundamental Truths.

1. WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind.
2. WE BELIEVE...**There is only One True God**-revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...**In the Deity of the Lord Jesus Christ.** As God's Son Jesus was both human and divine.
4. WE BELIEVE...though originally good, **Man willingly Fell to Sin**-ushering evil and death, both physical and spiritual, into the world.
5. WE BELIEVE...**Every Person Can have Restored Fellowship With God Through 'Salvation'** (accepting Christ's offer of forgiveness for sin).
6. WE BELIEVE...and practice two ordinances (1) **Water Baptism by Immersion** after repenting of one's sins receiving Christ's gift of salvation, and (2) **Holy Communion**

(the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.

7. WE BELIEVE...**the Baptism in the Holy Spirit is a Special Experience Following Salvation** that empowers believers for witnessing and effective service, just as it did in New Testament times.
8. WE BELIEVE...**The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues,'** as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
9. WE BELIEVE...**Sanctification Initially Occurs at Salvation** and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ like.
10. WE BELIEVE...**the Church has a Mission** to seek and save all who are lost in sin. We believe 'The Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His Son Jesus Christ.
11. WE BELIEVE...**A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church.** The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the Body of Believers-The Church.
12. WE BELIEVE...**Divine Healing of the Sick is a Privilege for Christians Today** and is provided for in Christ's atonement (His sacrificial death on the cross for our sins).
13. WE BELIEVE...in **The Blessed Hope – When Jesus Raptures His Church Prior to His Return to Earth** (the second coming).  
At this future moment in time all Believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever.
14. WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. WE BELIEVE...**A Final Judgment will Take Place** for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. WE BELIEVE...and look forward to the perfect **New Heavens and a New Earth** that Christ is

preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following his millennial reign on Earth. 'And so shall we forever be with the Lord!'

## Standard of Conduct

Students of the school are expected to refrain from engaging in or talking about: cheating, swearing, ungodly music, ungodly television programs or movies, and any use of narcotics, alcohol or tobacco. Students who participate in/or talk about such activities are subject to correction. Once again, discussion of ungodly television programs, music, or movies while at school is prohibited.

Cornerstone Christian Academy students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy, kindness, clean language, morality, and trustworthiness.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with the administration. This is not considered 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.

## CCA Code of Conduct

As a Christian, I will behave as much like Jesus Christ as possible. The fruit of the Spirit will be evident in my life in and out of the classroom. Galatians 5:22-23 says, "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faithfulness, meekness, temperance: against such there is no law."

### Classroom/Building Code of Conduct:

\_\_\_\_\_ I will do my best to obey those that have the authority over me, for this is right in the sight of God.

\_\_\_\_\_ I will, at all times, follow the Classroom Code of Conduct:

- Show proper respect to faculty and students (Romans 13:7).

- Speak only WHOLESOME words (Ephesians 4:29).
- Obey those in authority (Ephesians 6:1,5; Romans 13:1).
- Wait to be acknowledged by the supervisor by raising my flag or hand in an appropriate setting (1 Corinthians 14:40).
- Keep the classroom clean (1 Corinthians 14:40).
- Behave in ways that will not disrupt others (John 13:35).
- Be responsible (Matthew 25:21).

\_\_\_\_\_ I will not chew gum during school hours.

\_\_\_\_\_ I will remain in CCA dress code until I am off campus, unless involved in a CCA sponsored activity that requires a dress change.

\_\_\_\_\_ I will not run in the halls, engage in horseplay, or make loud noises in the school building, or while riding in school vehicles.

\_\_\_\_\_ I will be punctual to all assemblies, chapels, and classes.

\_\_\_\_\_ I will not bring (on person, in locker, or vehicle) matches, lighters, fireworks, explosives, weapons, tobacco, alcohol, illegal drugs, laser pointers, silly string, or other articles of this nature that can damage property.

\_\_\_\_\_ I will not bring electronic music devices, electronic games, or toys on campus unless authorized for a class project by the teacher or administrator.

\_\_\_\_\_ I will not attempt to sell or distribute any object or substance that has not been authorized for sale or distribution by the administrator.

\_\_\_\_\_ I will not steal any object from the school, a classroom, from teachers, or other students. I will not borrow items without permission, because I understand this is a form of stealing.

\_\_\_\_\_ Cellular phones are to remain off and placed in care of their teacher during school hours.

\_\_\_\_\_ I will not use unwholesome speech, including slurs and slag words.

### General Life Code of Conduct (on and off school campus, and on the internet)

\_\_\_\_\_ I will not use, write, distribute, or possess profane, indecent, or obscene language, literature, writing, or pictures while I am a student at CCA.

\_\_\_\_\_ I will not use tobacco, alcohol, or illegal drugs or other life controlling habits that are not conducive to a righteous lifestyle.

\_\_\_\_\_ I will not fight verbally or physically or speak words that are not uplifting or wholesome to parents, other students, or authority figures.

\_\_\_\_\_ I will reflect the high standards of Christian morals and principles. To alleviate distractions from living these morals, I will maintain appropriate boundaries with the opposite gender during my tenure at CCA. Any type of public display of affection (such as kissing, holding hands, embracing, etc.) on or off of the school campus is unacceptable.

\_\_\_\_\_ I will refrain from scoffing, scorning, or disrespectful remarks or behavior.

\_\_\_\_\_ I will not be involved in witchcraft, the occult, or astrology. I will not play computer and video games, watch television programs or movies, listen to music or read literature that fosters these philosophies.

\_\_\_\_\_ I will not subscribe to computer sites where sexual immorality as well as excessive use of profane language is prevalent. Students are encouraged to guard their minds and hearts according to the Bible; therefore, participation in all of the above-mentioned activities should be wholesome and support a love for God, the country, and the family.

\_\_\_\_\_ I will not have tattoos on my body. Students who have already tattooed their body or have engaged in other body piercings will need to report this prior to being accepted into the school. Body rings will need to be removed, and tattoos will need to be covered should the student be accepted.

\_\_\_\_\_ I will live a life of character and integrity in all areas of my life including school, home, and places of employment.

\_\_\_\_\_ I will always represent Jesus and His Word and Cornerstone Christian Academy in excellence, understanding that wherever I go I represent them both.

\_\_\_\_\_ I will not participate in any alternative lifestyles.

\_\_\_\_\_ I will live a life of purity that is honorable unto God, and I understand that I may be dismissed from school if I choose to live a lifestyle that is not honorable before God.

\_\_\_\_\_ I will seek to honor the school and its staff by not engaging in conversations—by phone or text—that involve gossip or disrespect.

\_\_\_\_\_ I will not send, request, receive, or share photos or videos that are inappropriate, lewd, or sexually explicit.

## Residence of Students

All CCA students must live with a parent, legal guardian, or parent designee throughout their enrollment at CCA. According to the BIBLE, we believe “couples” should not live together if they are not married. Therefore, all CCA family homes must be either (1) married (husband & wife) or (2) single parent homes.

## Church Attendance of Students

Students and parents are expected to be regularly attending members of a Bible-believing, Bible-practicing church.

## Admissions Procedure

1. Parents and student(s) visit school and interview with Administration.
2. Parents and student(s) read this handbook throughout.
3. Parents or student(s) secure a Pastor’s reference letter.
4. Application is submitted accompanied by nonrefundable enrollment fee.
5. All new students understand there is a nine-week probationary acceptance.
6. Returning students may be accepted on a probationary basis if deemed necessary.
7. The following items are to be submitted to the school office within three days of interview:
  - a. Copy of Birth Certificate
  - b. Standard of Conduct Form (signed by student and parent(s)).
  - c. Record Release Form (enables us to request former school records)
  - d. Corporal Punishment Form
  - e. Handbook Agreement Form
  - f. Other forms as requested by the office.
8. New Parent Orientation is attended by parents or parents with custodial care of new student(s).
9. Parent Orientation is attended by parents or parents with custodial care of returning students.

All of the criteria mentioned above must be met before enrollment can be completed.

## Tuition & Fees

See Current year fee schedule.

**Late Fees-** If Tuition is not paid by the end of the school day on the 15<sup>th</sup> day of each month, it is then considered "Late". A \$25 late fee will be applied to next month's invoice, unless previous arrangements have been made and approved by the school office.

**Curriculum Replacement Fee:** A fee will be assessed if a student fails a PACE test and must repeat the material, or if a PACE is lost and not recovered within three school days. The fee for each replacement PACE is \$10.00.

**Field Trips/Special Activities-** Students are responsible for any fees charged for admission, lunch, and some of the other costs on field trips and special activities.

## Student Withdrawal Policy

The school has the right to ask any student to withdraw for any reason. If a student is asked to withdraw, any tuition paid for days the student is not in attendance will be refunded. Registration fees, vision and screening fees, book fees, lunch fees, and other fees paid for services or supplies **will not** be refunded. This provision is separate and apart from suspension or expulsion indicated under the discipline policy.

A parent may also withdraw a student for any reason. Tuition paid in advance for months the student will not attend will be refunded. Registration fees, vision and screening fees, book fees, lunch fees, athletic fees, and other fees paid for services or supplies **will not** be refunded.

All schoolbooks, material, equipment, and other school-owned property, as well as tuition must be finalized and turned in before a withdrawal can be completed. All obligations, including financial, must be cleared up before the final withdrawal. All records will be held until an official withdrawal takes place.

## Medicine

No staff member will be allowed to administer any medicines, tranquilizers, aspirin, or pain pills to any student for headaches, fever, or other ailments without parent authorization. All prescription medicines must be kept and administered by the staff. Permission to use cough drops or throat lozenges may be given as necessary by the student's supervisor.

## Attendance

Cornerstone Christian Academy strongly stresses the importance of **punctuality** upon arrival, departure, and consistency in attendance. Parents have the responsibility of seeing that their student is on time.

Hours are from 8:00 AM– 3:00 PM, Monday – Thursday

Students should not be brought to school before 7:30 a.m. They should be picked up promptly when school is out unless other arrangements have been made with school staff.

## Tardiness

A student is considered tardy if he/she is not present for opening assembly and ready for school at 8:00 a.m.

## Absences

An absence is considered excused for the following circumstances:

- Death of a family member or legal guardian (proper paperwork should be submitted).
- Inclement weather that could threaten the child's safety.
- Pre-approved by administration.
- Religious Holidays approved by Administration.
- Illness with a note from the doctor.

The above-mentioned documentation should be submitted by email or in writing upon student's return to school. **A text message alone does not constitute a valid excuse for an absence.**

In both excused and unexcused absences, **the work must be made up.** Goals will be increased until the student is back on target. In Upper Elementary, Middle School, and High School classes make up work is the responsibility of the student.

**If a student has ten (10) unexcused absences, there will be a parent conference scheduled to discuss the future enrollment of your child at Cornerstone Christian Academy.** Parents will receive information regarding tardy and absence totals by quarterly and semester updates as well as on their Progress Reports/Report Cards.

Please remember: When a child misses school he/she is missing learning time and projected goals are being disrupted. If a student's work is not completed, parents must understand that *it is possible that the student's graduation projection may be altered.*

## The School Day

1. If a student leaves before 11:00 a.m., they are considered absent for that day.
2. If a student leaves between 11:00 a.m. and 2:30 p.m., they have completed a ½ day of school.

3. If a student leaves after 3:00 p.m., they are considered to have completed a full day of school.
4. For the safety and smooth dismissal of all students, please refrain from checking students out after 2:00 p.m.

As a part of “Christian Character” training it is important to instill in our students the need to be punctual and dependable by requiring them to attend daily and by arriving on time.

### Lost and Found

The school is not responsible for personal property left in the building or on the premises. All clothing and personal items should be well marked with the student’s name. The school will have a specified lost and found area. Please check with the school office for any missing items. All clothing and personal items not claimed at the end of each quarter will be discarded.

### Fire and Tornado Drills

During the school year, fire drills and tornado drills will be scheduled. Students are required to walk in a line and refrain from talking, pushing, or running. Each supervisor will be with his/her group.

### Homework

The responsibility for scholastic achievement is placed on the student.

The goal for Elementary school students is that they should not need to take academic work home. (Middle School and High School students may do so based on graduation projection and other variables). The goals set each day by the student and reviewed by the teacher should not be more than the student is capable of completing during the normal academic day. Students who are not completing their goals for the day will be required, at the discretion of the teacher, to complete the work at home.

Should the student have homework, a homework slip will be issued to be signed by the parent upon examination of the homework (**whether completed or not**). If a homework slip is returned unsigned, the teacher will assume the parent was not notified of the assignment.

Students arriving late or leaving early will be required to complete regular goals unless the teacher gives other directives.

All work completed at home should be the students' own work and written in their own handwriting.

### Parent Involvement

The Bible clearly teaches that parents are ultimately responsible for the training of their children (Deuteronomy 6:7, Proverbs 22:6, Ephesians 6:1-4, and Hebrews 12:9). We will never replace a parent or intentionally imply that their word or judgment is inferior; however, we will only permit students to remain at Cornerstone Christian Academy whose parents willingly agree and support the policies of the school. Unless parents and educators cooperate, the student cannot progress to his/her full potential. In short, we will work with a child to the best of our ability as long as parents will work with us in good faith.

Proper discipline originates in the home. Parents are the first teachers of their children and should develop in them good behavioral habits and proper attitudes toward school. Parents should:

1. Recognize the teacher represents them while the child is in school.
2. Teach the child respect for the law, authority figures, the rights of others and for private and public property.
3. Work with the school in carrying out recommendations made in the best interest of the child.
4. Talk with the child about school activities. Show an active interest in his report cards and progress. Questions to consider:
  - Do you encourage your child to be enthusiastic about his/her schoolwork?
  - Does your child schedule sufficient time at home for study/review?

- Is there a suitable, quiet place to study at home at a regularly scheduled time?
- Are there pencils, pens, paper, books, dictionary, ruler, etc. available?
- Do you have family agreements that are kept regarding the use of telephone and TV?
- What do you suggest as a substitute activity when you are told there is no homework?

5. Consider:

- Reading: The Bible, appropriate magazines, newspapers, and books chosen for enjoyment (this can be a continuous assignment for everyone).
- Reviewing: class notes, arithmetic processes, grammar usage, spelling
- Research: Science or other long-term projects that have been assigned
- Adequate Rest: giving a set time for going to sleep to ensure proper rest

Assist your child in reviewing for any test to be taken the following day. Your child should be ready to test shortly after the morning assemblies.

Your interest and support at home are important to your child and greatly appreciated by his/her teacher.

Parental involvement is an essential part of making CCA a fun and exciting place for students. In order to make memories for our students utilizing fun activities, we need the assistance of parents. Parents plan for special events and parties in each individual classroom by communicating with faculty and other parents.

### Annual Open House

Parents or parents with custodial care will attend the Open House at the beginning of the school year. Teachers will explain the CCA classroom procedures and A.C.E. Procedures in full detail, give other information concerning the school year, and opportunity for parent questions/concerns to be voiced. It is also an opportunity for parents to get acquainted with other student parents.

## Parent Lunches

Parents may bring their students' lunch and eat with them. Office staff will announce your arrival to the teacher. Enjoy lunch with your student and when they return to class, we ask that visitors leave the campus.

## Study Helps for Students

God's will for your child at this period in his/her life is the mastery of his/her school subjects. Studies form the most important part of his/her school training. Good studying begins with a Godly attitude in receiving and doing studies "as unto the Lord".

Here are some practical helps:

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all the materials you will need and set aside anything which distracts your attention.
3. Study in a quiet place where you can settle yourself to your work.
4. Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Commit yourself into His hands with a short prayer.
5. Concentrate on your work and refuse to entertain distracting thoughts.
6. Budget your time to cover all of your subjects.
7. Skim over the whole assignment to get the main points, then reread for details.
8. Outline, write topic sentences, and make notes while watching assigned videos.
9. Study examples, maps charts, and footnotes.
10. Use your dictionary.
11. Do your own work. Ask for help only if you are absolutely certain that you are unable to do the work yourself.
12. Be dissatisfied with any effort that falls short of your God-given ability.

## Awards Program

Ribbons, certificates, and other awards are presented as the highlight of the annual Graduation and Awards Ceremony held at the close of each regular school year. Students strive during the year to attain awards in the following categories: Academics and Character.

The following is a list of awards that may be presented:

|                           |                     |
|---------------------------|---------------------|
| Honor Roll                | School Spirit Award |
| Christian Character Award | Eagle Award         |
| Classroom Achievements    | Perfect Attendance  |

## Field Trips

Periodic field trips will be taken to enrich learning. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

Students are only excused from a field trip by a note from a parent stating they are not financially able to attend.

## Fundraisers

Each student will be required to participate in all fundraiser activities each year, raising a minimum of \$100 per student.

## Progress Reports / Report Cards

The school's grading system is designed to give parents an accurate indication of the student's progress. Report Cards are sent home to the parents at the end of the quarter. A routine parent conference may be scheduled with those parents whose child/children are not staying on track with assignments and/or making low test scores. Parents may request Parent/Teacher conferences at any time throughout the school year.

## Disciplinary Action for 2<sup>nd</sup> through 12<sup>th</sup>

It is the desire of the staff, faculty, and administration of Cornerstone Christian Academy to have each student travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for Jesus. First, challenge them through personal contact with other believers who are serving God (Hebrews 10:25). Secondly, we can build their faith, confidence, and trust in God by requiring them to be under the teaching and preaching of God's word during weekly chapel services held at the school. (Romans 10:17).

Cornerstone Christian Academy expects full cooperation from both student and parent in the educational process. If at any time the school feels this cooperation is lacking, the student may be requested to transfer out. Attendance at Cornerstone Christian Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect him/her to abide by the spirit of the law as well as to abide by the letter of the law. A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence, spirit of controversy, or displays a spirit contrary to the purpose and principles for which the school stands, he/she is subject to detention, suspension, or expulsion, whichever the administration deems necessary.

Cornerstone Christian Academy is not meant to be a correctional institution. It is designed to work with the home but not take the place of parents who have experienced difficulty in fulfilling their God-given roles.

**Complaining will not be tolerated! If your child does come home complaining about a policy, rule, or discipline, please follow this procedure:**

1. Give the staff the benefit of the doubt.
2. Realize that all children report from an emotional bias and usually do not include all the information.
3. Understand that the school has reasons for every rule, the rules are enforced without partiality or favor, and that when there is no longer need for a certain rule, that rule will cease to exist.
4. Fully support the administration, and **PLEASE** call the school office for all the facts.

The paramount rule is “Do right!” Correction is earned for lack of responsibility, A.C.E. policy violations, and lack of character or disobedience to the Code of Conduct.

When a student earns a detention, a “Detention Slip” is sent home with the student. It is to be signed by the parent and returned the following morning. If the Detention Slip is not signed and returned, administration will assume the parent was not informed of the detention and a phone call will then be made.

If a student “forgets” to serve his/her detention, the detention will be doubled for the next day. The detention limit for one week is two hours.

If this limit is exceeded, the matter will be brought to the attention of the administration, resulting in a conference with the student and parents. The student may be placed on probation. If the administration believes that the situation has not changed within two weeks, the parents will be asked to withdraw the child from Cornerstone Christian Academy.

**Most common infractions include but are not limited to:**

- Out of seat without permission
- Messy goal card
- Messy office
- Homework slip not signed
- Not working on prescribed work
- Scoring violations
- Leaving PACEs at home
- Goal card not posted
- Not using flags
- Taking pencil to score table
- Taking red pen to desk
- Working a Checkup or Self Test without teacher’s instructions
- Talking during testing
- Unauthorized communication in classroom
- Detention slip not returned or not signed
- Incomplete homework (this includes Math work, Word Building words, Projects, Vocabulary, Review, Study Sheets, and all related assignments to homework pages.)

- PACEs not brought to school. Parent will be called to bring PACEs to school. If PACEs cannot be delivered, the work for that PACE(s) will be added to another subject.
- Out of uniform
- More than 1 day's goals not scored, corrected, and /or rescored
- Disturbance: at lunch or breaks, in classroom, score station, testing time, etc.), in rest rooms, hallways and/or stairs
- Throwing objects
- Sleeping while not completing work
- Littering
- Failure to follow written or oral instructions
- Tardy to class
- Running in building
- Disobedience
- Writing or passing notes
- **Not keeping your hands and feet to yourself**
- Gripping, complaining, or backbiting
- Speaking unkindly to others
- Name calling
- Note writing, passing, and/or receiving
- Lying
- Inappropriate language including slang words
- Doing a Self Test at home
- Cheating
- **Direct disobedience to staff member**
- "Back talking" to a staff member
- Any act or gesture of disrespect to a staff member or another student
- In unsupervised or off-limits area without permission
- Defacing school property, school materials, or other student's property
- Speeding in parking lot
- Giving another student PACE/test answers
- Fighting or provoking another to fight
- Lying to staff
- Stealing

- Cheating on test
- Violation of CODE OF CONDUCT
- Repeat offenses (depending on nature of infraction)

All repeated offenses are worthy of double disciplinary action.

**All school rules apply at all school functions.**

## Disciplinary Action for Pre-K – 1<sup>st</sup> grade

Most common infractions include but are not limited to:

- Name calling
- Hitting
- Talking in class
- Talking or being loud in hallway
- Playing when should be working or watching educational videos
- Out of seat without permission
- Provoking or causing others to act out
- Leaving school material or homework at home
- Homework not complete
- Disturbance (classroom, restroom, lunch, hallways)
- Littering
- Failure to follow instructions (after 1 warning)
- Not keeping hands/feet to self
- Speaking unkindly to others
- \* Disrespect to staff or students
- \* Complaining
- \* Throwing objects
- \* Lying
- \* Inappropriate language
- \* Direct disobedience to staff member
- \* Back Talking
- \* Defacing school property, school material, or other student's property

- o \* Fighting or provoking another to fight

*(Infractions with an asterisk (\*) before it is not considered 'minor' infractions)*

Disciplinary time is served during recess.

Punishment should be referred to as "Time Out". During Time Out students are expected to sit with his/her teacher and should be silent. Teacher and student should not converse, and students will not continue to be scolded once Time Out time has started. Before a child is put into Time Out his/her teacher must explain what actions have earned his/her punishment. Punishment is *earned* and not *given*!

## Corporal Punishment

CCA will assist in the training for each child for Christian leadership. Our total program is designed to develop spiritual, academic, and social qualities in your child, and we appreciate your confidence in us.

To best carry out your wishes for total character development, we believe it is necessary to follow the scriptural admonition to correct a child when their behavior warrants such. As a means of correction, of the more serious offense, or continued minor offenses, we, if necessary, will exercise corporal punishment (Proverbs 22:15, 23:13-14) under the following guidelines.

1. The parent will be called before corporal punishment is administered.
2. The offense will be clearly discussed with the child.
3. Two or Three firm strokes will be administered by the principal with a simple, flat paddle.
4. A staff witness will be present.
5. If the child refuses to submit to paddling, the parent will be called and given the opportunity to sit in during the paddling. If the child refuses, or if parent(s) object to corporal punishment, if in the best interest of the school and the child, the child will be dismissed from the school.
6. After administering strokes, a staff member will pray with and encourage your child, assuring them of our love. The child will then have time to regain composure

and will be dismissed to the restroom to wash their face before returning to the classroom.

Each family will be required to agree to Corporal Punishment correction before a student will be accepted for attendance at CCA. By agreeing and signing the Handbook Agreement, I will adhere to Corporal Punishment guidelines.

## Suspension Policy

The following behavior will receive an automatic one to three day **out-of-school** suspension:

1. Breaking into, vandalizing, or damaging the campus or property on campus (student are required to pay for repairs)
2. Bringing or threatening to bring weapons to school – such as knives, martial arts paraphernalia, or fireworks
3. Possession of pornographic, lewd, immodest, or inappropriate material on campus
4. Possession or use of any alcoholic beverages on campus or off campus
5. Possession or use of tobacco products
6. Any physical contact with the opposite sex that the administration deems inappropriate
7. Second offense in using bad or vulgar language
8. Continual disrespect and/or disobedience to any staff member
9. Forging of parents or staff signature or initials
10. Racial slurs
11. Fighting and/or threats of physical violence
12. Leaving the school campus without being dismissed or getting permission to leave

## Expulsion Policy

The following behavior will result in automatic expulsion:

1. Bringing a gun to school
2. Acts of immorality on or off campus

3. Possession or use of drugs on or off campus
4. Striking a teacher or staff member
5. Arrest or involvement in crimes other than minor traffic tickets

## Search Policy

CCA staff reserves the right to check students' personal belongings. This includes the following areas:

1. Backpacks, purses, pockets, bags, notebooks, binders, etc.
2. Lockers, desks, cubby holes, etc.
3. Individuals (male staff will check male student with a male witness, female staff will check female student with a female witness)
4. Cellphones may be searched if probable cause is given that cellphone may contain inappropriate photos, videos, text messages, either through the cellphone or application(s).

## Social Media Code of Conduct

CCA recognizes the role and importance of social media in today's culture. We embrace and affirm social media's role in helping students socialize, evangelize, encourage, and maintain friendships over distances. Social media (Facebook, Twitter, Instagram, Email, Blogs, Website forums or discussion boards, YouTube, etc.) also provide students with unavoidable temptations. The purpose of the policy is to protect students from unwanted social media pressures, set the school's guidelines for appropriate behavior, and to encourage parents to take an active role in monitoring their children's usage and presence on social media websites. Students who violate the school's Social Media Policy may be given detention, suspension, or expulsion for their actions. Severity of punishment will be determined by the administration of CCA. Any newly enrolling student is expected to remove any questionable or inappropriate posts, quotes, pictures, or profanity from those sites before enrollment. Think twice before you post, never make a post out of anger.

## Students may not:

1. Post inappropriate or threatening messages about or to another student, staff member, or administration.
2. Post explicit photographs or videos of themselves or another student. Students should be reminded that explicit online photographs or videos of another student could constitute a criminal act.
3. Use or post vile language, profanity, slang, or crude humor.
4. Misrepresent, criticize, or denigrate the school, staff, or fellow students.
5. Use social media to share homework, schoolwork, or test answers.

## Lunch Guidelines

Each student is responsible for bringing his/her lunch to school. A CCA staff member will heat lunches for your child that are purchased from the school only.

CCA is not responsible for providing snacks, drinks, cups, dishes, and utensils.

Please follow these lunch rules:

1. Lunch boxes must not be decorated with questionable pictures or signs (skulls, peace signs, ying yang, etc., ask if you are not sure).
2. Lunch boxes, sacks, and lunch containers must be labeled with student's first and last names.
3. Insulated lunch boxes or ice packs are recommended for all students. Lunches will not be placed in the refrigerator.

## Classroom Rules

### General:

1. A student is not permitted to communicate or be out of his/her desk without permission. He/she should not tip his/her chair back. Students are not allowed to communicate within the classroom.
2. The Christian flag should be raised for the teacher's guidance in academic difficulties. The American flag is to be raised for the teacher's assistance in non-academic activities such as checking out reference books, getting permission to score PACEs, etc. Personal questions should be asked at break time.
3. Students may not approach staff in the classroom without permission, except in an extreme emergency.
4. There is to be no eating at the student's desk without permission.
5. Students must do the minimum number of pages of PACE work a day for their level.

### Student Desks:

1. Desks are assigned and changed only by the teacher; and the desks must be cared for by the student.
2. Anything to be placed in the desk is to be approved by the teacher. Limited decoration (teacher/administration discretion) should be used, and it should be of a Biblical, patriotic, or home theme.
3. Students are NOT to lean on or sit on the desks or dividers at ANY time.
4. The Goal Card is to be kept up to date. Use blue ballpoint pen for setting goals. Cross goals off with one straight line using a ruler. Keep the goal Card as neat as possible. Any changes should be made by the teacher. Goals should not be crossed off until rescoring is complete.
5. Students may not sleep in their offices unless the teacher gives permission.
6. Other students' desks are off limits.
7. Students are to always have all required materials in their desks.
8. Student desks are to be always kept clean and neat.

## PACE Work:

1. All work in PACEs should be done in pencil unless otherwise instructed.
2. PACEs and PACE review notes are private property and are not to be shared or discussed with another student.
3. Work must be shown in Math and Science PACEs. If the work is done on scratch paper, it must be stapled to the PACE.

Word Building Checkups need initials to verify that words have been written. These words should be stapled to the Checkup page.

4. Students in courses that have a video are required to watch the video as they work through the PACE. Notes must be taken and checked daily by the teacher.
5. In **reading** subjects beginning with PACE 1049, the answers missed on activities, Checkups, and Self Tests must be researched and underlined in the text (cross referenced). The page number of the text must be placed next to the corrected answer. In case of separate Reading Text Pack, underlining is not needed, only the page number is recorded.
6. Calculators may be used by students who have successfully completed PACE number 1072.
7. Students are allowed only one "Review" day. Either before, or after the Self Test is completed. The teacher will write "Review" in green on the goal card upon the student's request. An assignment, will be given to help the student prepare for the PACE Test. The teacher will cross the goal off, in green, after viewing the completed assignment, and will date and initial the completed assignment.

A Self Test Review Day (repeat of Self Test) is required when student scores less than 90% on the Self Test.

8. Self Test and PACE Test are never to be taken outside the supervision of a staff member of the school. Score keys, tests, test keys, and personal records are not to be removed from the school files for any reason.
9. PACEs must be turned in to the staff before classroom dismissal. PACEs left in a student's desk are not considered as being turned in for testing.
10. After a PACE is completed, the student waits until the next morning before receiving the PACE Test.

## Scoring Table:

1. Score keys are to be handled carefully.
2. Mark a red "X" beside each wrong answer. (This indicates to the supervisor that you may need help.)
3. If working on a PACE which has a score strip, put a red "X" in the first box of the score strip.
4. Use only the red pen supplied at the score table (red pens are never kept at a student's office).
5. Score key answers are for scoring work only.
6. Correct the wrong answers in pencil at desk and circle the problem number.
7. If working on a PACE which has a score strip, put an "X" in pencil in the second box of the strip.
8. Rescore – circle each red "X" in red when answer is correct.
9. When scoring is completed, put a red "X" in the third box of the score strip in the PACE.
10. Replace pen.
11. Replace score key to its' proper place.

## Testing:

After the PACE is completed, scored, restudied, and turned in, the test is issued the following school morning. Tests are administered to the student. The Accelerated Christian Education system is designed so that the students should master the material in their PACEs as they progress through them. Therefore, a student should be "ready" for the test upon completion of the PACE and should take the PACE Test as soon as possible the following morning. A reasonable amount of time (15 – 30) minutes is allowed for the student to review any study notes before taking the test.

## Physical Education

A physical education class is mandatory for all students' levels 1 and above until requirements are completed. To receive an excuse from class due to injury or illness requires a doctor's written note. If a student is injured or too ill to attend the Physical Education class, he remains in the classroom to do PACE work.

## Holidays

The annual school calendar will reflect school days that are dismissed and early release days for Holidays. Classroom Holiday parties will be announced in the classroom and communication will be sent home with students for parent awareness. Parents are always invited to come and share in Holiday parties. Please get with your student's teacher if you would like to bring treats or help in any way; parent participation is always appreciated. CCA does not participate in Halloween activities.

## Cameras

Cameras may be used for security purposes and for our school records. Special permission from teachers or Principals must be granted for students to have a camera on campus.

## Dismissal

School ends at 3:00 pm

Students will not be dismissed until that time without documentation for an excused early departure. (Listed under excused absences).

**Students picked up before then will not receive a full day's attendance.**

Administration requests that parents wait in the car pick up line rather than coming to the school or classrooms to pick students up on foot. This will facilitate the exiting of all students more effectively, avoid confusion, and provide for a safe exit for all students. Teachers will escort their students to the curb.

After 3:00 p.m. students will ONLY be released to parents or authorized pick-up individuals. If student(s) are to be released to someone who is not authorized to pick up, a signed note or phone call from parent/guardian with the name and vehicle description must be received. Student(s) cannot approve a change of who is authorized to pick them up.

## Leaving Campus Early

Students who leave early to go home due to illness or for other excused reasons are required to sign out. All missed work must be made up.

## Phones & Electronics

Cell phones and electronic devices (e.g., iPods, iPads, handheld gaming systems, etc.) are required to be powered off and placed in a designated location as determined by the teacher. These devices are not to be in the student's possession throughout the school day unless permission is given by the teacher.

## Accreditation

We use an accredited curriculum with which to educate our students. CCA does not seek state or government accreditation.

## Dual Enrollment Guidelines

Students may begin dual enrollment through a higher education institution beginning their junior year of high school. Students should not take any dual enrollment courses before all credits are fulfilled for freshman and sophomore years. All college courses must be completed outside of the CCA campus. Students should seek the assistance of a college professor or counselor for guidance and help with prescribed courses. CCA administration and staff are not responsible for overseeing the completion of any dually enrolled college

course. CCA staff will not assist with any college courses because they are not familiar with the requirements of the institution or professor. Staff also cannot neglect their daily classroom obligations to assist students who are taking non-CCA courses. It is the student's responsibility to report all final grades to CCA administration to ensure credits and grades are added to their high school transcript in a timely manner.

### Juniors:

- Communicate with administration before the dual enrollment process begins to ensure a clear plan is implemented.
- Obtain a transcript and home study letter from administration.
- Juniors are required to fulfill attendance requirements outlined in the schools' attendance policy.
- Juniors are required to fulfill six credits to complete the school year; two of those credits may be dual enrollment credits.

### Seniors:

- Communicate with administration before the dual enrollment process begins to ensure a clear plan is implemented.
- Obtain a transcript and home study letter from administration.
- Seniors who have fulfilled the required credits of their freshman, sophomore, and junior years are required to fulfill attendance requirements outlined in the schools' attendance policy but may leave school campus at 10:40 a.m.
- Seniors who have fulfilled all required credits of their freshman, sophomore, and junior years are required to fulfill a minimum of four credits during their senior year, two of which may be a dually enrolled college course.
- Seniors involved in after-school activities should leave campus at 10:40 a.m. and should not return to campus until the time of the school-approved activity.

## Dress Code / Uniforms\*

\*The school reserves the right to modify the uniform dress code throughout the year as is deemed necessary.

The Bible does tell us that man looks at a person's outer appearance, but God looks at our hearts (1 Samuel 16:7). We know that how we are viewed by God is the most important thing! Nevertheless, man does look at our outward appearance. Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves.

In accordance with this underlying belief, we at CCA expect the students to observe the guidelines presented for young men and women. It is the school's belief that parents shall accept their responsibility, and students will show their respect for the school by living within the guidelines expressed below.

CCA has a uniform dress code for the purposes listed as follows:

1. To train students to dress in a conservative, traditional fashion.
  2. To create a positive disciplined environment in the school.
  3. To assist students in concentrating on academic achievement rather than on clothing competition.
  4. To eliminate offensive fashions.
  5. To help reduce peer pressure.
  6. To help parents and students with financial stewardship.
  7. To create a positive image in the community.
  8. To train students to dress to honor the occasion.
- 
- All clothing should be clean, neat, and in good repair.
  - All clothing is to be marked with the student's name.
  - Students should arrive at school and leave school in complete uniform.

**Young ladies** – Navy, Kelly Green, or White Polo shirts. *Tennis shoes or dress shoes can be worn.* No back-less shoes, no crocs, sandals nor flip flops are allowed. During the Fall and Winter months, coordinating school-colored socks or tights can be worn. Natural appearing makeup only. French tip or clear nail polish only (no colored nail polish is allowed).

*One watch and one ring per hand, one necklace, and one stud earring in each ear is allowed.*

**Young men** – Navy, Kelly Green, and White Polo shirts. Navy or Khaki pants, *Tennis shoes or dress shoes can be worn.* *Socks are required to be worn with shoes.* *Only one watch and one ring.* No back-less shoes, no crocs, nor flip flops are allowed.

**Jackets and Sweaters** – Jackets, sweaters, hoodies and coats may be purchased anywhere. Questionable logos (skulls, peace signs, ying yang, etc.) will not be allowed. If logos are visible, they must be smaller than 2" x 2" in diameter. Navy, Kelly Green, White, Light Grey and Khaki are the only acceptable colors.

In accordance with the Jackson Parish School System, **camouflage** in any form is prohibited. No clothing, backpacks, lunch boxes, shoes, socks, etc., no matter what the color, shall not be camouflage printed.

## Hair and Hair Accessories:

- Hair styles should be neat and modest.
- Boys are required to have neat, trimmed haircuts above the ear. No facial hair. Sideburns should be neatly trimmed and no longer than the bottom of the ear. Length of hair should be above collar, no long hairstyles.
- Shaved designs may not be worn by boys or girls.
- Hair coloring must appear natural with no dramatic highlights or unnatural colors.
- Girls, hair accessories must coordinate with standardized dress colors. Navy, Kelly Green, or White, or school themed.

**Field Trip Dress Code** – All students must have an approved CCA uniform combination and wear it on designated days unless instructed otherwise.

**Tattoos** – Tattoos are prohibited. If a student had a tattoo prior to attending CCA the tattoo should be covered at ALL times.

## Biting Policy

CCA strongly disapproves of biting and deems this action as inappropriate behavior.

For grades, Prekindergarten 3, Prekindergarten 4 and Kindergarten 5, biting is considered a serious offense and will not be tolerated.

### For the student that bit:

1. Teacher will discuss that biting is not acceptable.
2. Student will be placed in Time Out as form of corrective action.
3. Parent(s) will immediately be contacted.
4. An "Incident Report" is completed and placed in student file.

This is the one and only time the child will be corrected for biting. If the child bites again, they will be immediately dismissed, and parents must pick up the child and their belongings. Students in grades K3, K4 or K5, may submit an application for enrollment the next school year.

### For the student that was bitten:

1. Teacher/School Nurse will administer first aid, as needed.
2. Parent(s) will immediately be contacted.
3. An "Incident Report" is completed and placed in student file.

CCA will hold a zero-tolerance stance for biting grades 1 through 12, students will be immediately dismissed.

## Internet/Network User Agreement

### Student

"I understand and will abide by the Internet/Network User Agreement regulations set by Cornerstone Christian Academy. I understand that I may not sell or purchase items on the internet while at school, and I may only search appropriate school related topics under the supervision of my instructors. I further understand that any violation of the rules and regulations for internet use is unethical and may constitute criminal offense. Should I commit

any violation, my Internet/Network access privileges may be revoked, school disciplinary action will be taken including suspension and/or expulsion and/or legal action may be taken. I also understand that because I violate this agreement, I may not be able to attend Cornerstone Christian Academy, based on the discretion of Administration.”

### Parent or Guardian

As the parent or guardian of the enrolled student, “I understand and agree that Internet/Network access allowed is for educational purposes. I recognize that it is impossible for Cornerstone Christian Academy to restrict access to all controversial materials, and I will not hold the school, or administration, responsible for such materials acquired by my child while on the school Internet/Network, or possibly by another student using the Internet/Network. Further, I accept full responsibility and supervision of my child’s Internet usage while not within the school setting. I hereby give permission for my child to access Internet/Network, provided by Cornerstone Christian Academy, and certify that the information contained on this form is correct.”

### **Social Media Statement**

I, as the parent/guardian of the enrolled child, give permission for photos to be publicized in the newspaper, school programs, school group messages and social media platforms. I understand that all pictures will be school related and deemed appropriate by the staff of CCA.

If I DO NOT want my child’s picture used for this type of publicity I must inform school administration. I understand my child will still appear in photos but CCA will distort or cover my child’s face before these photos are publicized.

### **Registered as Homeschooled**

“I understand and give permission to the administration of Cornerstone Christian Academy to register my student as a “Homeschooled Student” with the state of Louisiana. I understand that I am ultimately responsible for the education of my child, and that any additional educational hours not provided through classes at CCA, are my responsibility. I am aware that my child being registered as homeschooled is allowed to reenter the public school system, but on the terms of each parish or school. I also understand that according to the BESE Board’s decision in 2010, my child’s diploma will be of equal value as the public school diploma but will not have the state stamp.”

## Permission To Travel & Release of Liability

"I, as the parent/guardian, give permission for my child to travel on any Full Gospel Temple Bus/Van for trips pertaining to Cornerstone Christian Academy. I understand that only certified drivers will be driving, and the staff of the church/school will do their very best to ensure the safety of my child during such activities. I agree that I will not hold Full Gospel Temple or Cornerstone Christian Academy responsible beyond the expected coverage if in the occasion there is an accident resulting in injury or death. Again, I do understand that this form is not a prediction of any accident, but simply an agreement of the expected protection and compensation of the normal coverage in this type of accident. I also know that my child will not be traveling without my knowledge unless an extreme emergency presents a need to do so."

If I DO NOT give permission for my child to travel on any Full Gospel Temple Bus/Van for trips pertaining to Cornerstone Christian Academy. I will notify CCA Administration and provide transportation for such trips.

## Binding Arbitration

### Section 1 – Submission to Arbitration

All students, parents of students, and guardians of students of Cornerstone Christian Academy agree to submit to binding arbitration on 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 interest 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 principal and the leadership of Full Gospel Temple Church.