



CORNERSTONE

CHRISTIAN ACADEMY

A Louisiana Department of Education State Approved Non-Public School

Family

HANDBOOK

2023-2024

“The stone the builders rejected has become the chief cornerstone.”

Psalms 118:22

Cornerstone Christian Academy admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. Cornerstone Christian Academy does not discriminate on the basis of race, color, gender, nationality or ethnic origin in the administration of educational policies, athletics, admissions procedures, and other school-administered programs.

FAMILY HANDBOOK

Cornerstone Christian Academy of DeRidder

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DeRidder, LA 70634

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1208 Blankenship Drive

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THANK YOU FOR CHOOSING CORNERSTONE CHRISTIAN ACADEMY!
WE REALIZE THE INVESTMENT YOU ARE MAKING IN YOUR CHILD'S
EDUCATION AND ETERNITY! WE ARE HERE TO PARTNER WITH YOU
TO ENSURE YOUR CHILD RECEIVES OUR VERY BEST EVERY DAY!

**THE POLICIES IN THIS FAMILY HANDBOOK ARE GUIDELINES.
ALL FACULTY, STUDENT AND PARENTAL POLICIES AND HANDBOOK
ARE DETERMINED BY THE CCA SCHOOL BOARD.**

NON-DISCRIMINATORY POLICY

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CORNERSTONE CHRISTIAN ACADEMY

MISSION STATEMENT

In pursuit of excellence in education, the mission of Cornerstone Christian Academy is: ***To teach a biblical worldview with academic excellence to build a Christ-centered foundation in our scholars.***

VISION STATEMENT

VISION FOR THE FUTURE... We at Cornerstone Christian Academy strive to **“DEVELOP AMBASSADORS FOR CHRIST.”**

MOTTO

LIONS LOVE, LEARN, & LEAD

STATEMENT OF PHILOSOPHY

LEADING THE WAY.....Here at CCA, we believe in building a solid foundation for a quality education that focuses on academic, social, and spiritual growth. We believe that each child is a gift from God, and we intend to nurture each individual need. Our scholars are taught biblical truths and bring forth a servant spirit. Our scholars will possess a Biblical worldview resulting in a lifestyle of Christ-like character, leadership, servant-hood, and worship.

The goal of Cornerstone Christian Academy is to provide a Christ-centered education in a disciplined environment. Education is the instruction of truth. We believe that the Bible is the true revelation of God to mankind. These Bible truths of God and His Son Jesus Christ must be the foundation for the education of children. The Bible tells us that all the treasures of wisdom and knowledge are hidden in Christ (Col.2:3), and that wisdom comes from God (James 1:5). Therefore, each child needs to know Christ, and Christ must be the primary consideration in every area of educational study. These Biblical principles and Godly values are essential for the future success of every child both in this life and in eternity. Parents are given the ultimate responsibility for teaching their children in the ways of God (Deut. 6:6-7). Our school seeks to be a partner with parents to provide a quality Christian education that will encourage each child to grow academically, socially, physically, spiritually, and to reach his or her greatest potential.

STATEMENT OF FAITH

We at CCA believe in the following:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation.

5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous work, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.

NON-DISCRIMINATORY POLICY

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SCHOOL BOARD

CCA is under the jurisdiction and leadership of a school board consisting of eight members with a pastor advisor and is the primary policy-making body of the school. The school board meets quarterly, or as needed, with the School Administrator to review the general operation of the school. The School Board will assist in a resource and advisory capacity in establishing and enforcing school policies. The School Administrator directs the operation of the school. The Pastors and the board members are the final authority for the school. Most of all, the desire is for Jesus Christ to work through the school staff and to direct in this great ministry with children. Please pray for these leaders and all staff members as they work in the school to provide for students' spiritual, academic, social, and emotional development.

School Board

Randy Larken, Board President
Susan Day, Board Vice-President
Whitney Fritzing, Secretary/Treasurer
Jennifer Fruge
Seth Joubert
Meghan Hooks
Michael Clary
Joey Bartz
Pastor Karen Glass
Lisa Causey, CCA Principal
Pastor George Lee Glass, Advisory Pastor

FACULTY & STAFF

Faculty and staff are carefully screened. All applicants must meet stringent guidelines regarding spiritual maturity and academic experience. All elementary faculty members hold a minimum of a bachelor's degree in education and/or Louisiana certification or a bachelor's degree working toward certification.

Office Staff:

Lisa Causey CCA Principal - lcausey@ccaderidder.org
Dusti Lestage Administrative Assistant

CCA Faculty and Staff

PreK3	Melanie Griffin	Aide - Hannah Bruce
PreK4	Susan Yerby	Aide – Shawnika Mitchell
Kindergarten	Amanda O'Brien	Aide - Heather Digby
Kindergarten	Kaitlyn Smith	
First Grade	Sarah Streets	
Second Grade	Annalaura Yarbrough	
Third Grade	Tricia Simmons	
Fourth Grade	Amy Bruce	
Fifth	Jessica Salter	
Sixth/8 th Grade	Kendal Campbell – ELA/Heritage Studies	
Sixth/8 th Grade	Norma Brown – Math/Science	
Health/P.E.	Dustie Waddell	
Library/FACS/Life Skills	Tiffany Galey	
Staff Assistants	Janice Lungrin/Leilani Maddox	
Facilitator	Mary Hickman	
Interventionist	Linda Johnson	

PARENT VOLUNTEERS

Parents are encouraged to be involved in their child's education by volunteering as room parents, club leaders, athletic coaches, committees, field trip chaperones, class/school events leader, and yearbook team. *For the safety and protection of the students, all faculty, staff and parent volunteers must have background clearance before they are allowed to work with any student at Cornerstone Christian Academy.

CHRISTIAN SCHOOL BENEFITS

There are many benefits for a child who attends CCA. Although all the benefits cannot be listed; four of the major benefits are listed below.

1. Preparing and teaching our children a biblical worldview is our goal. The Bible is freely taught and embedded throughout all subjects. Children are taught to love and respect God and His Word. They learn that the Bible and Christian values relate to every area of their life. They are shown that God gives us absolutes by which to live. They memorize portions of the Bible as a guide through life. Often children come to know Jesus as their personal Lord and Savior and will therefore have eternal life.
2. Quality education is given through the chosen curriculum. Small class sizes allow for students to receive differentiated instruction through small grouping and to identify and foster their individual gifts and talents. Students are expected and encouraged to achieve to master standards taught. Achievement tests show that Christian school student averages perform above state and national averages.
3. Students reach their greatest potential in social development. In a Christian atmosphere, students are free from excessive un-Godly peer pressure and therefore relax and prosper socially and spiritually. The well-rounded program includes chapel, music, art, physical education, STEM, Accelerated Reading, computer technology and other extra-curricular activities.

4. Regular field trips enhance their learning and provide an incentive for accomplishing school work.
5. In the smaller school, students actually make more friends.

ADMISSIONS POLICIES

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Cornerstone Christian Academy is a non-profit religious school institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold scholars to be Christ like. **On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.** This includes, but is not necessarily limited to: *living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices, or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).*

CCA encourages the parents and the student be a member of a local Christian church as evidence that the parents are also actively working toward Christian training of their child. Students and parents are expected to attend a Bible-believing church regularly. Students will attend the weekly chapel service.

Applicants for admission to Cornerstone Christian Academy must furnish evidence that they are physically and emotionally fit, of good moral character, and academically capable.

CCA attempts to serve a large cross-section of students, accepting those with average and above average abilities. ***While the school is sympathetic with parents of learning-disabled students, the limited resources available to us as a private school require that we limit our enrollment to students who can work at grade level without medical resources or special services. CCA is NOT equipped to provide resources and support for students with 504 or IEP goals.*** To be admitted, all students, whether continuing or new, must present test scores and achievement records that make academic success probable.

All students who exhibit failing grades in reading and math must enroll in tutoring sessions for a probationary period determined by the administration or until the grades are brought up to a “C” average. The cost of the tutoring sessions is the responsibility of the parent.

ADMISSION PROCEDURES & REQUIREMENTS

The applicant's parent must apply online and provide documentation listed here for admissions evaluation:

- Have not been suspended or expelled from school last attended

- Have academic grade of “C,” or 2.0 average in reading and math on most current transcript
- Be free of severe learning or behavioral problems
- Be administered a placement test (grades 1st and up; test fee applies), results of which are a factor in determining admissions and/or grade placement
- Not be transferring directly from any type of rehabilitation program (drug, alcohol, behavior, mental, etc.)
- PreK3, PreK4, & Kindergarten students must be 3, 4, or 5 years old respectively on or before September 30 of the current school year **AND MUST BE TOILET TRAINED TO ENROLL.**

ADMISSIONS PROCESS

1. Complete the online application.
2. Read the handbook thoroughly.
3. Submit current report card and/or transcript, achievement test scores, immunization record, birth certificate, and social security card.
4. All transfer students must have at least a 2.0 grade average (4-point scale) on the last report card or test at grade level on a placement assessment administered for a nominal fee.
5. ***CCA does not have the resources to fulfill IEP and/or 504 learning plan for individual students. Students in need of individualized learning/services must do so at their own discretion and be able to work within the regular curriculum and classroom maintaining a “C” average.***
6. All new applicants must set up an appointment for an interview with the school administrator to discuss policies and have the opportunity to address questions or concerns about the school.
7. The administrator may find it necessary to interview and/or test the student for grade placement, with the assistance of faculty members from the appropriate grade(s).
8. Parents will be notified of the child's approval for admission, non-approval, or placement on a waiting list.
9. Upon notification of approval, the **non-refundable registration fee must be paid** to complete the enrollment.
10. Parents are required to attend a parent orientation.

New Students to CCA

All new scholars will be accepted on behavioral and academic evaluation for a period of one semester or one academic school year as determined by the

administration. During this period, conduct, attendance, and academic success will be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, psychological maturity and academic achievement.

****All students must re-enroll each year as long as student meets requirements for attendance, behavior, and academic achievement. ****

FINANCIAL POLICIES

TUITION

Annual tuition is at or below average of surrounding Christian schools. Tuition may be paid in full or in ten monthly installments beginning with an **August 1st** payment. Monthly payments are due by the 5th of the month and will be drafted from parents' checking account automatically. No adjustments in payments will be made for vacations, absenteeism, or forced school closures due to natural disasters. In the event the school is forced to close for long periods of time, school days will be made up. Therefore, there will be no disruptions in tuition payments. There is a \$25 charge for all NSF charges. For bi-annual and annual payments: Make checks or money orders payable to **Cornerstone Christian Academy** or **CCA**. CCA will NOT accept cash. All monthly tuition payments will be set up on auto draft.

OVERDUE ACCOUNTS

School Office hours are from 8:00 a.m. – 3:30 p.m., Monday – Thursday. Report cards/school records will be held until all fees are paid and/or school property is returned. Late fees will accrue if a returned check causes actual payment to fall after the due date. Damaged property or textbooks must be paid for by the due date set by administration

If account is consistently forty-five (45) days overdue, and no attempts have been made for payment arrangements, the school board will determine if and when the student be withdrawn from the school. Records will not be released until all fees are paid.

WITHDRAWAL/TRANSFER

A parent/guardian must make a written request and complete a withdrawal form within 24 hours of a student needing to withdraw. The withdrawal form must be completed and signed by parent and administrator. All school property must be returned. Final completion of all obligations must be cleared through the proper school personnel. Parents are responsible for tuition and for any month in which the student is in attendance. **No pro-rated** refunds will be given for partial months unless the school asks the student to withdraw. No refund is given for registration fees or curriculum fees.

CODE of CONDUCT POLICY

CCA promotes a vital, personal relationship with God through faith in Jesus Christ for all its scholars and encourages them to measure their lives against scriptural standards of conduct. "Don't let anyone think less of you because you are young, but be an example to the believers in work, in conversation, in love, in spirit, in faith, and in purity." (1Timothy 4:12)

A scholar is expected to exemplify respect, integrity and promptness while maintaining a positive attitude and self-control. CCA reserves the right to discipline, suspend, or dismiss a student who is guilty of gross misconduct whether occurring on or off the school campus. Any violation of city, state, or federal law that results in an arrest and/or indictment is grounds for expulsion. Consequences will be determined at the discretion of the administrator and/or CCA School Board.

SCHOOL-WIDE ROAR EXPECTATIONS

CCA has established school-wide expectations that focus on building a positive and Christ-centered learning environment. Expectations are established in all areas of school. The administration and staff focus on the positive behaviors through Fruits of the Spirit of all students and parents. Scholars will be recognized for their efforts in following school wide expectations in all aspects of the school day. Students will work hard to respect, obey, achieve, and be responsible. These expectations are designed to help build a culture of hard working and productive citizens who model Christ-like character in and out of school.

ROAR EXPECTATIONS:

CCA LION SCHOLARS DON'T WHISPER.....WE ROAR!!!

R-Respect: LIONS respect ourselves, our friends, our parents, our teachers, and our campus

O-Obey: LIONS obey God, our parents, and our teachers

A- Achieve: LIONS work hard to achieve and reach personal goals

R-Responsible: LIONS are responsible for ourselves, learning tools, classrooms, and school

ENFORCEMENT

Each teacher is given the responsibility of enforcing classroom expectations and school rules. The Administrator will be available to assist as needed. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include: seriousness of the offense, student's age, frequency of misconduct, and student's attitude.

Minor Level 1 Infractions may include, but are not limited to:

1. Disrupting the classroom learning environment: Failure to follow classroom expectations
2. Dress code violations
3. Littering or not leaving an area clean
4. Failure to remain at one's desk or assigned work area
5. Failure to pay attention/sleeping in class
6. Running inside hallways, classrooms, and other areas of building
7. Throwing foreign objects inside or outside
8. Possession of distracting electronic devices (CELL PHONES, IPODS, IPADS, ETC)

Major Level 2 Infractions may include, but are not limited to:

9. Continued disruption of classroom learning environment
10. Behavior that is injurious towards others
11. Disrespectful behavior towards a teacher/adult, including lying and/or willful disobedience
12. Use of profanity/suggestive speech or note/racial slurs/gestures or use degrading racial statements (inconsistent with Christian values and will not be tolerated)
13. Bullying, cyberbullying, teasing, ridiculing, harassing, fighting, or instigating a fight
14. Disrespecting or defacing school/church property

15. Cheating (results in a grade of "0" on the assignment)
16. Public display of affection
17. Possession of fireworks, matches, lighters, chains, or other potentially dangerous objects
18. Truancy/leaving the campus or classroom during school hours without authorization
19. Found in an unauthorized area of the school or church
20. Failing to respect the property of others (stealing, going through others' belongings or desk without permission)
21. Forging parent/guardian signature on school correspondence, intercepting school correspondence with parents, or impersonating a guardian

Major Level 3 Infractions that will result in immediate expulsion from the school:

22. No improvement in disruption of classroom learning environment after interventions by administration
23. The use or possession of drugs, drug paraphernalia, or alcohol
24. Malicious destruction of school/church property
25. Possession of knives, guns, or other weapons
26. Possession of pornographic material or attempting to access and/or share inappropriate Internet websites

DISCIPLINARY ACTION

The Administrator, teachers and school board of CCA reserve the right to administer disciplinary action that may lead to dismissal of a CCA scholar for any behavior, on or off campus, in violation of school policy and/or has the potential to reflect negatively on the school. Any violation of city, state or federal law that results in an arrest and/or indictment is grounds for immediate dismissal.

DUE PROCESS

In all matters of discipline, scholars will be afforded due process. This includes fairly advising the student of the transgression of which he/she is accused, allowing the student a fair opportunity to tell his/her side of the story and identify witnesses/evidence to support his/her position. Determinations are to be made based on a "preponderance of evidence" from a thorough investigation.

DISCIPLINARY REFERRAL PROCEDURES

Discipline notes completed by the teacher/staff will be sent home as necessary. If behavior continues or warrants, an office referral is completed in which the student will conference with the administration. Parents will be notified with a copy or a phone call with details of the incident. A conference may be requested by teachers, administrator, and/or parents to discuss disciplinary action. Disciplinary action will be determined if deemed necessary such as:

- written journal reflection assignments
- recess detention or think-time/cool/calm down time
- after school detention (after school fees apply)
- ISS-in school suspension (1 day)
- suspended from special events and field trips
- OSS-out-of-school suspension
- Expulsion/withdrawn from enrollment
- Continued patterns of problem behavior will be brought before the school board for advisement.

PROCEDURE TO REMOVE A STUDENT FROM THE SCHOOL

STEP 1

Students referred to the administrator for excessive misconduct will meet with the administrator, who may then choose to meet with the teacher(s) and/or parent(s) also. Student will be placed on a behavior contract for a determined period of time. Discipline will be at the discretion of the administrator.

STEP 2

Repeated offense will necessitate participation in a counseling program outside the school. Refusal to do so may result in immediate dismissal from the school. Discipline will be at the discretion of the Administrator, with the minimum punishment being one (1) day of suspension.

STEP 3

A third "Level 2" offense or any "Level 3" offense is cause for the Administrator to recommend withdrawal from the school. Parents may choose to petition the Board if there is a desire to continue at CCA. The Board will either confirm or dismiss the invitation to withdraw.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined as *any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature, including the use of text messages or other forms of social media used for sexual harassment.* CCA will take appropriate disciplinary action, including that which calls for involvement of law enforcement agencies, against employees and students to prevent and/or eliminate behavior that violates this policy.

The policy also recognizes that employees and students have a right to be free from sexual harassment by others including contractors, vendors, and volunteers.

In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees/adult volunteers and students is prohibited.

Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with CCA's obligation to investigate and address complaints. Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

CURRICULUM AND INSTRUCTION

METHODOLOGY

A traditional teaching methodology is used in the classroom, which includes: discussion, modeling, hands-on demonstrations, and audiovisual presentations by the teacher. Student engagement is encouraged through: partner talk, peer learning, class discussions, cooperative groups, presentations, and technology enhanced projects. Students will be assessed in a variety of ways through: quizzes, exit tickets, chapter/unit assessments, written assignments, and projects. Most classes have regular homework for review and for reinforcement of learning. Concepts are reviewed in class, and then tested to assure mastery by the students. Progress reports and Report cards are given every nine weeks to report the tests and the overall average in each subject.

Students will need to memorize the following:

PLEDGES

Pledge of Allegiance to the American Flag:

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag:

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Brotherhood, uniting all Christians, in service and in love.

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, and will hide its words in my heart, that I might not sin against God.

CORE CURRICULUM

Subjects taught in elementary school are: Bible, Mathematics, Reading, Phonics, Spelling, English (grammar, writing), Handwriting, Heritage Studies, Science, Physical Education

PreK: BJU Press: Pathways for Preschool, Footsteps for Fours

Kindergarten-BJU Press: Focus on Fives, Math, Bible; Little Minds at Work

1st- 5th Grade- BJU Press: Mathematics, Heritage Studies, Science, Bible, Language Arts & Spelling

6th – 8th: BJU Press; BJU Press: Literature, Vocabulary, Heritage Studies, Writing & Grammar, Science, Math, Bible

BIBLE

God's Word is taught daily to all students. Biblical worldview Christian principles and values are taught throughout all subjects and in Bible Class. A Bible lesson is taught daily by the teachers. Every subject is taught from a Biblically integrated worldview. All classes participate in scripture memorization.

Curriculum: Beginner Bible Curriculum, Positive Action, BJU Press

CHAPEL

Chapel service times and days will be determined to give scholars and teachers an opportunity to worship in song, hear God's word, and fellowship together. The guest pastors from local churches, staff, students, and/or outside speakers lead in chapel services. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should always be observed. Periodically, special services are planned for various school-wide events.

MISSIONS-SERVITUDE

Scholars serve the local community, state, and worldwide by participating in various community service and mission projects. Teaching our scholars to serve is a critical part of our ministry at CCA

ENRICHMENT & SUPPLEMENTAL

Enrichment classes offered are Art/Music, Physical Education, Computer, Accelerated Reader, special life skills enrichment class workshops offered: Carpentry, Culinary Arts, Arts & Crafts, STEM (Science, Technology, Engineering, & Math), Economics and more.

CLUBS AND SPORTS

All scholars have the opportunity to participate in various clubs such as: culinary, art, Legos, photography, drama, choir, 4-H, Ninja Warriors, Praise/Worship and more. Soccer is also offered to students in conjunction with the BUSA Soccer League in spring and fall.

ACADEMIC GRADING POLICY

GRADING SCALE

The Academy grading scale is used in grades K-8

A	100 – 93	D	74 - 67
B	92 - 85	F	66 - 0
C	84 - 75		

REPORT CARDS

- Prekindergarten students will receive progress reports every quarter.
- Kindergarten through eighth grade scholars will be issued progress reports mid-quarter and report cards at the end of each quarter. Parents may access grades on Praxi portal anytime.
- Semester/end year report cards/transcripts may be held due to unpaid fees, tuition., lost or damaged books.

Academic achievement

- a. Scholars receiving all A's will make Banner Roll for the quarter.
- b. Scholars receiving A's and B's will make Honor Roll for the quarter.

ACHIEVEMENT TESTING

PreK students will be screened with the Brigance Assessment in fall and spring; Kindergarten-1st will be assessed the DIBELS benchmark assessment for foundational literacy skills.

Kindergarten – 8th Grades will be administered the IOWA Test in the Spring of each year to determine his progress as well as scholastic strengths or weaknesses. It is important that students are present and at their best on these test days. All students in 3rd - 8th grades will take benchmark assessments in fall and winter.

RETENTION POLICY

**Scholars are promoted or retained based upon the teacher's recommendation, passing required subjects, standardized testing results. CCA employs professional teachers and their input and the parental concerns regarding retention of a student is often requested. The student's future education is always the criteria for this decision.*

PUPIL PROGRESSION

The following requirements are necessary for advancement to the next grade. Students must have a final grade of 67D or higher in the following subjects.

Students with a D final average in reading or math will be brought before a pupil progression committee to analyze student work and data in order to make a recommendation for progression or retention.

Kindergarten – must pass Language Arts and Math with 75% mastery each

1st Grade – must pass Language Arts, Math and read grade level text fluently.

2nd Grade – must pass Reading, Math, and read grade level text fluently.

3rd Grade – must pass Reading, Math, and English and read grade level text fluently.

4th Grade – must pass Reading, English, Math, and Science or Social Studies

5th Grade – must pass Reading, English, Math, and Science or Social Studies

6th Grade- must pass Reading, English, Math, and Science or Social Studies

7th Grade- must pass Reading, English, Math, and Science or Social Studies

8th Grade- must pass Reading, English, Math, and Science or Social Studies

ACADEMIC POLICIES AND PROCEDURES

HOMWORK

Homework assignments are designed to reinforce classroom learning and develop initiative, responsibility, and self-learning. All homework assignments are expected to be completed and turned in. Daily practice of basic foundational skills such as math facts, sight words, spelling, reading, and writing are critical for building upon. Students in grades 4-8 can visit afterschoolhelp.com for homework help, provided by our curriculum company.

ACCELERATED READER

Students in 1st – 6th grades must participate in reading practice through the AR program. Independent reading is vital to the success of a scholar's ability to read and comprehend complex text in all subjects. It is critical that parents encourage and help the school foster a scholar's love for reading by determining interest levels and monitoring reading practice at home. A goal of 20-30 minutes of reading outside the school day is key to reading success.

CLASSROOM PROCEDURES

Teachers are responsible for setting classroom policies and procedures within the boundaries established by the Board. Since a student cannot participate in class unless properly prepared, work is completed, and materials are present, students may be required to complete class work as homework. Assignments are given at the teacher's discretion. Late assignments may receive lowered grades, or no credit. Oral and written tests may be given when teachers feel that testing will assist in the learning process.

MAKE-UP WORK POLICY

Students will have one school day for every day missed to make-up work. **When a student misses one day only, all tests and assignments are due on the day he/she returns to school.** No academic penalty is assessed to excused absences. However, incomplete work from absences must be made up immediately.

INCOMPLETES

Incomplete work will be completed during enrichment classes, grade recovery, and/or recess. All incomplete graded assignments will receive a zero, if not completed before the end of the 9-week period. Teacher's discretion is used to determine if any credit will be given on work turned in for a period of unexcused absences.

RECESS/PE

We discourage keeping students in at recess or P.E. class. If you feel it is needed due to injury or sickness, a note to that effect should be sent to the office. A copy will be made and given to your child's teacher/P.E. teacher. P.E. teachers will honor a parent's request up to 3 days after which a statement from your doctor will be required if the student is not to participate in P.E. **All students must wear or bring proper shoes for physical activity. Students in grades 3rd - 8th will be required to keep a PE t-shirt and deodorant at school for PE Class.**

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE

Students are allowed a maximum of **10** absences per year. All absences must have a doctor's excuse or parent note indicating reason/illness. Excessive and/or habitual absences over the limit are subject to be made up on designated Fridays in which a fee will be charged. Students have 1 day a week off in which doctor and dentist appointments should be made, if possible. With a 4-day week, students should not miss school unless sick. We do not have the luxury of catching students up on missed learning. It is the responsibility of the student to make up lessons/work missed by the deadline set by the teacher.

Yearly perfect attendance awards will be given only to those students missing less than 15 minutes of school AND have no more than 3 tardies for the year. (Students arriving to class after 7:50 a.m. are entered as tardy. Early check-outs will be entered at the time of checkout). Outstanding attendance awards will be given to students missing 3 days or less AND no more than 3 tardies for the year. It is expected that students will be brought to school and picked up on time by parents or a designated adult.

TARDINESS

It is critical to the entire class that school starts on time. Students **MUST** be in class before 7:50 a.m. Students arriving to school after 7:50 are tardy and must be checked in at the Admin Office. Class instructional hours are 7:50 a.m. to 3:15 p.m. A student is tardy if he/she arrives in class after 7:50 a.m. Tardiness disrupts the entire class and causes the student to be late starting work. This usually sets the tone for the day for the student and causes frustration and poor attitudes. Students are more successful if they are on time. Excessive tardiness will be brought to the attention of the principal. Time missed due to tardiness may result in seat time on designated Fridays and a fee will be charged. Please notify the school if there is an incident/train causing tardiness.

1. Students with excessive tardiness to school will not receive Perfect Attendance recognition.
2. The office personnel will send the student to class after recording on the tardy log.

ARRIVAL AND DISMISSAL

DROP OFF

- Students **MUST REMAIN IN VEHICLE** until duty teacher is there to supervise
- Students **MUST** be dropped off in the drop off area from 7:30 a.m. to 7:50 a.m.
- Students are not allowed on campus until supervisory staff is present.
- A staff member will assist students as he/she exits the car.

Students arriving after 7:50 must be escorted by the parent to the office to be checked in.

Students are checked in as tardy after 7:50. Please don't be late. It disrupts ALL students when a child enters once instruction has begun.

EARLY BIRD CARE

- Students are to be dropped off at the designated location between 7:00 and 7:30.
- See office for registration forms for Early Bird Care.

EARLY CHECK OUT

ALL parents picking students up earlier than **2:30** must report to the office to check students OUT. If the child is checked out early and returns before the end of the school day, they need to sign back IN at the office. In order to protect instructional time and limit interruptions to the class environment, we discourage early pick up unless it is for a dr./dentist appointment.

PICK UP

- Parents are to display their student's car tag and form a single car line.
- A staff member will escort students to the vehicle.
- Pull up and **BUCKLE UP!** Parents are responsible to buckle students. We love our lions! It's the LAW!
- Prek-Kindergarten will dismiss at 2:30.
- Students in grades 1-8 will be dismissed at 3:15.
- Parents who are late will pick up students from after school care (fees apply).

AFTER SCHOOL CARE

- After care hours are 3:30-5:00. Charges will be incurred at 5:01
- Students must be picked up and signed out by parent in designated location
- See office to register for after school care.
- Parents late for regular pick up are subject to after school care fee

DROP OFF/PICK UP SAFETY TIPS

Always drop off your child in the designated area in accordance with the school's procedures.

Do Not let your child out without the aid of school personnel.

Drivers should remain in their vehicle at all times; do not leave your vehicle unattended in the drop-off and pick-up area.

Make sure children use the curb side of the car door when getting in and out of a car. Parents are responsible for buckling students.

VISITORS

- All parents and visitors are welcome and are encouraged to stay involved.

- Visitors/volunteers must follow school policy and procedures.
- **All visitors and volunteers** must check in with the receptionist/office to receive security clearance/ permission prior to visiting the classroom.
- Visitors are not permitted to visit the school campus without the permission of the school administrator. Advanced notification is appreciated but not necessary. Although we encourage parental involvement, parents are not allowed to just sit and observe a class without clearing it with the principal. This is for the safety and privacy of all our scholars.
- Visitors must dress and act in a manner consistent with school policy. See Dress Code policy for volunteers and visitors.

DRESS CODE POLICY

CCA has a uniform policy for students. Uniforms may be purchased anywhere; however, uniform shirts must have the logo and can also be purchased through the following link: <https://bayou-embroidery-n-gifts-1028.myshopify.com/>

Hairstyles, Jewelry, and Accessories

1. Scholars should not have bright colored hair and should be a natural hair color.
2. Body piercings or other gadgets attached to any body part are **not** acceptable for boys or girls.
3. Makeup must be in good taste and not excessive.
4. “Dog collars,” choke collars and/or chains are not allowed.

CCA Uniform Dress Code 2023-2024

- School uniforms add a layer of *safety* for scholars and staff.
- School uniforms will help scholars feel *connected* to the learning community, help scholars stay *focused* throughout the day with fewer distractions, and will assist in fostering a strong sense of *pride* in the school.
- School uniforms *save time* when preparing for school in the morning and ease the stress of choices and possible conflict when choosing what to wear.

Girls		Boys	
Blue jeans/denim capris	CCA spirit shirt, navy, baby blue, or white polo with logo	Blue jeans/denim walking-Bermuda shorts	CCA spirit shirt, navy, baby blue, or white polo with logo
Khaki/Navy pants/capris, Bermuda shorts, skorts	CCA spirit shirt/navy, baby blue, or white polo with logo	Khaki/Navy pants or walking-Bermuda shorts	CCA spirit shirt/navy, baby blue, or white polo with logo
Jumpers	White collared shirt		
Khaki or Navy Polo Dress			

*Note: PreK 3 and PreK 4 students may wear khaki or navy shorts in addition to the above list.

Footwear: athletic shoes or closed toed shoes

Outerwear: sweatshirts in school colors – solid navy, white, or baby blue/jackets of choice.

Cornerstone Christian Academy's Uniform Guide



Polo Shirt Options

These shirts are 50/50 cotton/polyester and will be supplied with our school logo by Bayou Embroidery N Gifts.



Girls Bottoms

Khaki/ Navy pants ,capris, Bermuda shorts skirts, and skorts are acceptable. Denim jeans or capris without holes are also allowed.



Girls Dresses & Jumpers

The plaid jumper shown is allowed as well as any navy, white, light blue, or khaki jumper or collared dress is allowed.

Boys Bottoms

Khaki/ Navy pants or shorts are acceptable. Denim jeans or denim shorts are also allowed.



Shoes

Any color athletic shoe or closed toed shoe will be accepted.

COMMUNICATION POLICY

All parents must have an email address on file. Parents may receive periodic communication from the school. If a group outside of the school wishes to send a flier to families to promote an activity, this must be approved by the principal.

Parents may message teachers directly through Bloomz, but they may not be able to reply to a message during class time. If a parent messages a teacher during that time, do not expect an immediate response. If it is an emergency, please call the office. If you send a message to the administrators or office staff, the same applies. If you need to get a message to anyone on campus quickly, the best thing to do is call. You can call the office directly.

PHONE USE

Office phones should be used for emergency calls only. Leaving materials, homework, projects, etc., at home is not considered an emergency. **All students should know before arriving at school how they will be leaving at the end of the school day unless an emergency occurs. School must be notified by note or a phone call/text from parent by noon.**

BLOOMZ APP

CCA uses the **BLOOMZ APP** to communicate important school-wide or grade level messages to parents. All parents must join the **Bloomz** class groups and the school group at the beginning of the year. Please take the time to download the free APP and join the groups. The principal will issue the appropriate group codes upon enrollment. Parents may communicate with administrator through this app as well. Message replies are not public. It is the responsibility of parents to communicate important information to family members who assist with the care of our scholars.

PRAXI SCHOOL

We use PRAXI SCHOOL <https://praxipower.com/praxischool/> as our Student Information System portal for tuition payments, grades, and attendance. PRAXI Mobile App is available for download. Parents will be able to login and keep up to date on student grades, attendance, pay fees, and more. Your administrator will provide you with more information. The school code is **7823**. Each family has an individual code as well.

CONFERENCES

Confidentiality about students is important. Teachers have been asked not to discuss a child's individual needs or progress while they are on duty, in the hallway, or while other children or adults are present. Please do not engage a teacher in conversation about a child when the teacher is supervising children. Formal conferences should be held to discuss your child's progress. Parents are NOT to approach teachers before or after school to have a conference unless it has been scheduled. Teachers use this time to prepare for instruction. Conferences are encouraged to be scheduled after school is dismissed when possible or by phone.

COMPLAINT PROCEDURE

Parents are not allowed to disrupt a class at any time. Parents are allowed to discuss complaints or concerns with a teacher by appointment only. The following procedure is used by the faculty and taught to the children. Parents are requested to use this procedure any time there is a complaint:

1. Christian unity is not only a treasure to be guarded, but a command to be obeyed (Eph. 4:3). As often as possible, give others the benefit of the doubt. It is to your glory to overlook an offense (Prov. 19:11). Make it your goal not to be easily offended or defensive.
2. If the disagreement is such that your child will suffer if the issue is not addressed, please bring your grievance directly to the teacher (Matt. 18:15). It is the goal of all CCA faculty and staff to be available and accessible to parents. Appeals to the administration are welcome if the issue has been discussed with the teacher and the matter was unresolved.
3. Do not broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.
4. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of CCA, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-2 and Colossians 3:13-17.

CONFLICT

Conflict between two people will occur, however how we handle conflict is very important. There is a godly way to solve any and all problems between people in any community, especially the Christian school or church. There is a workable and successful process, given by the Lord Jesus Christ. It is found in the Bible in Matthew 18, thus it is known as “the **Matthew 18 Principle**.” CCA will use the Matthew 18 Principle within every relationship where there is conflict.

The “Matthew 18 Principle”

Matthew 18:15-17 says, “Moreover if a brother shall trespass against you, go and tell him his fault between you and him alone; if he will hear you, you have gained your brother. But if he will not hear you, then take with you one or two more, that in the mouth of two or three witnesses every word may be established. And if he will neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto you as a heathen man and a publican.”

Application to the school setting:

It is important that the matter be taken directly to the person who the conflict is with to resolve the matter, rather than bystanders who are not responsible for taking action to solve it. Therefore, when a serious problem arises between people in the school (parent, teacher, board member, or administrator) the parties involved are to meet to seek the Lord’s solution to the matter. (This is the “Matthew 18 Principle” way). Matters must be kept confidential, be quick to forgive, pray for a resolution, and be humble and submissive.

SOCIAL MEDIA

Social media has become an effective way to communicate between the school and community. It can have a huge influence on learning since it involves collaboration

between students, parents, and teachers. CCA parents and students are encouraged to act responsibly and respectfully at all times. Any differences of opinion or misunderstandings relating to policies, faculty/staff, etc. should **NOT** be handled in public forums like social media. If there is a question or problem, parents should contact the school and make arrangements for a conference if necessary.

FIELD TRIPS

Notice of the field trips will be sent to the parents in advance. Parents must transport their child/children on all field trips or make arrangements with other parents. Absence from a scheduled educational field trip will count as an absence unless cleared through administration. Parents should be aware that there is sometimes a fee for taking these trips.

PARTIES

All surprise parties for teachers or staff must be approved by the Administrator or assistant.

BIRTHDAYS

Parents are welcome to send treats for a child's birthday during lunch period or recess only upon the approval of the administration and classroom teacher. Invitations to birthday parties are **NOT ALLOWED** to be passed out during the school day unless the entire class is invited. Private invites may be mailed.

HOLIDAY CELEBRATIONS

The school allows major celebrations for Christian holidays, Christmas and Easter, as well as Thanksgiving "Friendsgiving Feast". Treats are allowed for other events if approved by the teacher. We do **NOT** celebrate "Halloween" or "Mardi Gras", however, we do celebrate Fall, St. Valentine's Day (Jesus Loves Us Day), and more in conjunction with our heritage studies learning units.

SCHEDULING EVENTS/ACTIVITIES

To avoid conflicts of events, all activities of school related groups are to be cleared through the Administrator and Grace Admin. Office. The only student activities permitted are those scheduled with the school administration.

LIBRARY BOOK/TEXTBOOK POLICY

Learning to read and reading to learn is very important for the success of students' future. We at CCA works hard to instill a love of reading in all of our students. We encourage our students to take books home to practice reading or simply to enjoy a good book. Our book inventory is limited so we work hard to raise funds to purchase books for our libraries.

LIBRARY Books and Textbooks

Students are scheduled a regular library time each week in which they are allowed to check out books. Accelerated Reader books can be checked out daily as needed. Teachers may also send textbooks home for assignments, studying, or for reading practice. The students are responsible for the care of these books. These books are to be treated with love and care and returned to school on time. Should a book be lost or

damaged, the student is responsible for the replacement cost. Report cards or privileges may be withheld until the book fees are paid or the book is returned. Parents are asked to help ensure that our books are respected, taken care of and returned to school.

ELECTRONIC USE POLICY

CELL PHONE/ELECTRONIC DEVICES

The use of cell phones or any other electronic devices deemed unnecessary for learning by the school principal will be strictly **prohibited** between the hours of 7:30 a.m. and 3:15 p.m. In the case of a student needing to have a cell phone for after school use, the **parent** must bring the phone to the Administrative Office where it will be kept until the end of the school day. At no time should a student be in possession of a cell phone during school hours. At the end of the school day the student may have the cell phone, but it is not to be used on the school campus.

- Parents should NOT text or call their student directly. Communication between parents and students will need to come through the school office.
- Students are not allowed to use a device to take pictures, video, or record unless authorized by a teacher during a permitted usage time as noted above.
- The school administration reserves the right to examine any and all contents of a confiscated phone, tablet, or other electronic device. If a student is caught using an electronic device without authorization from the teacher/administrator, the following consequences will be enforced:

1st Offense: The device will be confiscated and the parent will be contacted. The device will be returned to the student at the end of the school day.

2nd Offense: The device will be confiscated and the parent will be contacted. A parent must pick up the device from the principal.

3rd Offense: The device will be confiscated and the parent will be contacted. A parent must pick up the device. The student has lost the privilege of bringing electronic devices on campus for the remainder of the school year. Penalty for first violation is confiscation of the cell phone for one week. Additional penalties may be added for subsequent violations. NOTE: CCA is not responsible for lost or stolen cell phones; a courtesy phone is available in the front office during school hours when there is reasonable need to make a call.

INTERNET USE

1. Acceptable Use-The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources, and the opportunity for collaborative work. The use of the internet must be in support of education and research and consistent with the educational objectives of CCA. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material or material protected by trade secret.
2. Privileges-The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. (Each student and teacher who plans to access the Internet will be part of a discussion with a CCA staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system

administration, faculty, and staff of Cornerstone Christian Academy may request the system administrator to deny, revoke, or suspend privileges.

3. Network Etiquette- Students are expected to abide by the general accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite and respectful.
 - b. Use appropriate language. No swearing, vulgarity, or unacceptable language.
 - c. Personal addresses or information and/or phone numbers of students should never be revealed or shared.
 - d. Messages relating to or in support of illegal activities will be reported to the authorities.
 - e. The network should not be used in such a way that would disrupt the use of it by other users.
 - f. All communications and information accessible via the network should be assumed to be private property.
 - g. CCA makes no warranties of any kind, whether expressed or implied for the service it is providing. CCA will not be responsible for any damages including loss of data resulting from delays, non-deliveries, miss-deliveries, or Internet service interruptions caused by its own negligence and/or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

LUNCH POLICY

- Students will eat lunch in classrooms. Please keep that in mind when preparing.
- Students must bring lunch and snacks from home that are ready to eat with limited assistance.
- Staff will only be able to heat food for 1 minute or less. Instructional time is of the utmost importance, and there is no time to cook frozen meals or food that has to be heated for longer than 1 minute. Thank you for your cooperation in this matter.
- Please send healthy meals/snacks with limited sugar or carbs. Excessive sugar and carbs cause attention issues and can have a negative effect on learning.
- **Students are NOT allowed to bring any soft drinks (Coke, Dr. Pepper, Sprite, etc.).**
- **All students must have a water thermos/water bottle daily with name labeled.**
- Please send forks or spoons if needed. CCA does not supply these items.
- Individual students **may not** have food delivered to the school from outside establishments.
- Lunch must be eaten in the designated location which is approved by and supervised by an attending staff member.
- **Parents must repackage any food brought from a restaurant**
- **All lunches brought in late must be brought to the receptionist's desk.**

MEDICAL & HEALTH POLICY

State law prohibits a teacher/staff from dispensing medication.

A student must **NEVER** have medication of any kind on his person/cubby/backpack/lunch sack, etc.

Parents are to keep a child out of school if he or she has been vomiting, had diarrhea, a sore throat or has had fever in the last 24 hours.

Students must be medicine free, fever free or vomiting free for 24 hours before returning.

PRESCRIPTION MEDICATION

For any and all prescription and non-prescription medication, the child must have a medical release form on file. It should be filled out completely and returned with the corresponding medication. Parents may come to school and administer medicine themselves.

In the event of an emergency or the parent finds it necessary for their child to receive medication during school hours, the following steps must be taken:

1. Obtain a written order for each medication to be given at school, including annual renewals at the beginning of the school year. Orders dated before July 15th of the school year will not be accepted. No corrections will be accepted on the physician's medication order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's stamp will not be accepted.
2. Obtain prescriptions for all medications to be administered at school including medications that might ordinarily be available over the counter. Only the physician may write on the medication order form.
3. Arrange for the same delivery of medication to and from school by an adult in a properly labeled container as dispensed by the pharmacist. A 20-day supply is the maximum supply allowed at the school at any given time. The parent/guardian will need to get two containers for each prescription from the pharmacist in order that the parent/guardian, as well as the school, will have a properly labeled container. If the medication container is not properly labeled and does not match the physician's order exactly, it will not be given.

Provide an authorized form that contains the following information:

1. **Student's name**
2. **Clear instruction for school administration**
3. **RX number, if any**
4. **Current date**
5. **Student's diagnosis**
6. **Name of medication, amount of each school dose, specific time of school administration, type of medication and reason for medication**
7. **Physician's or dentist's name**
8. **The parent's/legal guardian's printed name and signature.**
9. **All medication left in the office after June 1st will be destroyed**

EMERGENCY MEDICAL RELEASE FORMS

Medical Release forms are filled out by the parent at the beginning of the year. Copies are kept in the student's file. This form gives permission to have a child treated in case of emergency and/or to administer prescribed medication. These are taken by the teacher on all field trips. Please update these when necessary.

IMMUNIZATIONS

Louisiana state law requires that all students must have current immunization information on file in the office. Check with your physician to ensure up to date immunizations. Parents are required to keep immunizations current. Registration cannot proceed without complete records.

COMMUNICABLE DISEASES

If a child is absent from school due to a communicable disease or absent for five (5) or more consecutive days due to illness, he should present a doctor's excuse of recovery upon returning before being admitted to class. Children will not be allowed to attend school if they are showing definite signs of illness, such as fever, nausea (vomiting),

excessive head congestion, etc. **Children MUST be FEVER-FREE and VOMIT-FREE for at least 24 hours before returning to school.** Children having such symptoms will be immediately isolated and the parents will be contacted to pick them up. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL SICK.**

LICE POLICY

If a case of lice is discovered at school, the child will be discreetly sequestered in the office and a parent called. Parents of other students in the immediate class will be notified of possible exposure. No student will be permitted to return to school until completely free of lice. A private inspection by one of the staff is necessary upon return.

INJURIES OCCURING DURING SCHOOL

Minor injuries occurring during school hours will be treated by the office personnel or teacher with the use of first-aid materials. In the case of serious injury or illness, emergency procedures to obtain medical or hospital care will be followed and parents notified.

CRISIS MANAGEMENT PROCEDURES

A copy of the crisis management plan is on file in the administration office. Schools will follow procedures set by administration with local government officials for the following emergencies: medical, fire, severe weather/tornado, intruder, gas/electrical emergencies, and/or any other major crisis that disrupts the school environment.

IN THE EVENT THAT THE ENTIRE STUDY BODY MUST EVACUATE THE CAMPUS, THE SCHOOL WILL CONTACT ALL PARENTS OF THE RELOCATION SITE FOR STUDENTS TO BE PICKED UP.

FIRE, STORM, LOCKDOWN DRILLS

At the sound of the fire alarm, students are to walk out of the building in an orderly manner to a designated area of the parking lot or location. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will remain with her group. A practice fire drill will be held monthly during the school year. A tornado drill will be held each quarter. Students should proceed (as above) to a designated place and assume a crouching position with their heads protected. Lockdown drills will be practiced randomly and periodically during each semester.

EMERGENCY SCHOOL CLOSING

In the event of an emergency closing, parents will be made aware by the following:

- Postings on Cornerstone Facebook, City of Deridder Facebook, or Beauregard Sheriff Facebook.
- Phone/text/Bloomz notification
- Announcements on KPLC TV

****Generally, if it is announced that the Beauregard Parish Schools will close, we will do the same. However, every event may vary depending on the situation. Many public school closures are due to bus rules that do not apply to CCA.**

RELEASING STUDENTS

CCA WILL NOT RELEASE STUDENTS IF WE ARE IN THE MIDDLE OF A TORNADO WARNING ZONE. ALL STUDENTS AND STAFF WILL REMAIN IN SAFE LOCATION UNTIL WARNING IS CLEAR.

THE POLICIES IN THIS FAMILY HANDBOOK ARE GUIDELINES. ALL FACULTY, STUDENT AND PARENTAL POLICIES ARE DETERMINED BY THE CCA SCHOOL BOARD. PLEASE CONTACT THE SCHOOL IF YOU HAVE ANY QUESTIONS.