



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education
FROM: Joy Hofmeister
DATE: March 24, 2022
SUBJECT: Lindsey Nicole Henry Scholarship

Cornerstone Christian Academy (CCA) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Association of Christian Teachers and Schools (ACTS) as well as the National Council for Private School Accreditation (NCPSA) and recognized by the Oklahoma Private School Accreditation Commission (OPSAC) charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

CCA offers strong one on one attention to all students. The maximum student to teacher ration is 12/1. Therefore, they could provide extra support to student with disabilities on a case-by-case basis. They accept students with IEP and 504 plans if all parties (administration, teacher, and family) agree that the educational needs can be met and provide a positive learning experience for the student in school.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – CCA has been in operation since 2019. Accountant Letter of Financial Review attached. Proof of Liability insurance as well as Workers Compensation Insurance through Brotherhood Mutual attached.
- Criteria 2: Non-Discrimination – CCA Letterhead stating the CCA Non-Discrimination Policy as well as a list of all publications that the Non- Discrimination Policy is listed.
- Criteria 3: Health and Safety – CPR and Bloodborne Pathogens training, fire and tornado drills and copy of CCA Medication Authorization form.
- Criteria 4: Academic Accountability – CCA Handbook pages 27-30, example of report cards and transcripts.
- Criteria 5: Teacher Requirements – CCA Employee Handbook – Personnel Policy pages 2-4, and school ACTS certification spreadsheet.
- Criteria 6: State laws and disciplinary procedures – CCA Handbook pages 42-22.
- Criteria 7: Accreditation – ACTS Certificate, ACPSA Certificate, Screenshot of OPSAC website listing CCA as recognized by the OPSAC.

JH/se



Cornerstone Christian Academy of OKC

K-12th Grade

NAME OF PRIVATE SCHOOL

GRADE LEVELS

14200 S. May Ave.

Oklahoma City

OK

73170

ADDRESS

CITY

STATE

ZIP

405.562.7090

https://cornerstonechristian.academy/

PHONE NUMBER

WEBSITE ADDRESS

Ron Yocum

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Colin Yocum

colin@cca-knights.com

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. **Proof of compliance required.**
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. **Proof of compliance required.**
3. The private school must meet state and local health and safety laws and codes. **Proof of compliance required.**
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. **Proof of compliance required.**

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. ***Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.***
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. ***Proof of compliance required.***
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. ***Submit proof of accreditation and list accreditation information in the box below.***

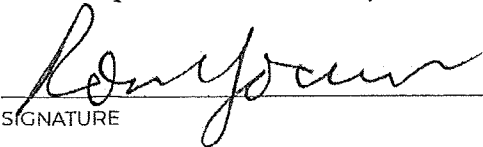
Cornerstone Christian Academy is Accredited by the Association of Christian Teachers and Schools (ACTS) as well as the National Council of Private School Accreditation (NCPSA). CCA is also recognized and accredited by the state of Oklahoma through the Oklahoma Private School Accreditation Commission (OPSAC).

8. The private school must be able to provide services and/or accommodations for students with disabilities. ***Please describe in detail the services, programs and support you offer to students with disabilities in the box below.***

Cornerstone Christian Academy offers strong one on one attention to all students. Our maximum student to teacher ratio is 12/1. Therefore, we have the ability to provide extra support to students with disabilities on a case by case basis. We accept students with IEP and 504 plans as long as all parties (administration, teacher, and family) agree that the educational needs can be met and provide a positive learning experience for the student in the school. CCA supports and encourages students and families who need outside providers for therapies and interventions.

I verify that Cornerstone Christian Academy of OKC complies with all the criteria listed
NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.


SIGNATURE

2-22-2022
DATE

Complete application and required documents may be emailed to stacy.eden@sde.ok.gov.

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.

CORNERSTONE CHRISTIAN ACADEMY

To whom it may concern at the State Department of Education and the Lindsey Nicole Henry Scholarship,

Thank you for your consideration of granting Cornerstone Christian Academy acceptance as a provider for the Lindsey Nicole Henry Scholarship. We look forward to coming along side more families in private Christian education.

- We attest that we have been in operation at least one year, and without interruption since 2019. I have attached a letter of financial review by a non-affiliated accountant / CPA which was accomplished in accordance with our ACTS accreditation compliance.
- We attest that we are in compliance with federal and state non-discrimination statutes as shown in all Cornerstone publications. I have attached a list of publications where our non-discrimination policy is found.
- We attest that we are in compliance with state and local health and safety codes. Attached are proof of CPR and blood borne pathogen training, fire and tornado drills, enrollment requirements showing immunizations records request, birth certificate request, and a parental consent form for medication.
- We attest that we are academically accountable to parents as stated in our parent/student handbook pages 27-30 (Attached). Attached are proof of report cards, cumulative records, and transcripts that reflect Oklahoma State Standards.
- We attest that we require a teacher to have a bachelor's degree minimum or have at least 3 years of experience in instruction of subjects taught as well as pursuit of bachelor's degree and an ACTS teaching certificate. I have attached our ACTS accreditation teaching certificate spreadsheet which includes all teacher ACTS certificate numbers and expiration dates.
- We attest that we comply with all state regulations regarding private schools, including the discipline policy, located in the Parent Student handbook pages 42-44 (Attached).
- We attest that we are accredited by ACTS, Association of Christian Teachers and Schools, which is recognized by the SDE as shown by the attached document which is a screen shot of the OPSAC website www.opsac.org/member-schools.html showing Cornerstone Christian Academy as a recognized approved Private Christian School in the state of Oklahoma.

Thank you for your time and consideration.

In His Service,



Ron Yocum, CCA Headmaster

2-22-2022

PAUL KO, PC

4529 Tuxford Ct. Plano, TX 75093, 469-432-1529, taxkpc@gmail.com

Date: September 21, 2021


To the Board of Directors
Cornerstone Christian Academy
14200 S May
Oklahoma City, OK 73170

I have reviewed the accompanying Balance Sheet of Cornerstone Christian Academy as of June 30, 2021, and the Profit & Loss statement for the fiscal period from July 1, 2020 to June 30, 2021. A review includes primarily applying analytical procedures to management's financial data and making inquiries of School management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct reviews in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for the report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for management to be in conformity with accounting principles generally accepted in the United States of America.



Paul Ko, CPA

September 21, 2021



MinistryFirstSM Commercial Multi-Peril Insurance Coverage Summary

These are your policy's Declarations.
Renewal of 35MPA0491625

Cornerstone Christian Academy
14200 S May Ave
Oklahoma City, OK 73170-5510

Policy Number 35MPA0491625
Brotherhood Mutual Insurance Company
Print Date: July 7, 2020
Policy Period: 08/14/2020 at 12:01 a.m. to 08/14/2021 at 12:01 a.m.

405-273-2412
Romberg Insurance Agency 0037-011
Church Ins Specialists Inc DBA
PO Box 3307
Shawnee, OK 74802-3307

Contact your agent with your customer service questions, including updating your policy or reporting a claim.

www.brotherhoodmutual.com/payonline
For your convenience, you can make premium payments online.

NA MED INSURED	Cornerstone Christian Academy
POLICY NUMBER	35MPA0491625
POLICY PERIOD	08/14/2020 at 12:01 a.m. to 08/14/2021 at 12:01 a.m. standard time

Key Facts About Your Policy

These Declarations replace your previous ones. Your policy's Declarations contain a summary of the coverage contained in the insurance policy. Your policy contains a full explanation of your coverage.

AGREEMENT: In return for the payment of the premium and subject to all the terms of the policy, we agree to provide the insurance stated in the policy.

TYPE OF ORGANIZATION: Private School Institution
FORM OF ORGANIZATION: Corporation

Policy Overview

COVERAGE DESCRIPTION	DETAILS	COVERAGE DESCRIPTION	DETAILS
Property Coverage	Page 3 - 6	Terrorism Premium	\$31 (See Notice Form BN-6-A-DX 3.1 for details)
Liability Coverage	Page 7 - 12		

Policy Premium Overview

This premium is subject to adjustment at each anniversary. This premium is subject to adjustment due to premium audit provision.

ANNUAL PREMIUM: \$3,213.00 **PAYMENT SCHEDULE:** See invoice.

Common Policy Forms

FORM	FORM NAME	FORM	FORM NAME
BN2A 1.1	Notice to our Policyholder	CL100 1.0	Common Policy Conditions
CL300 1.0	Amendatory Endorsement	CP1 1.0	Table of Contents
BGP100 4.5	Commercial Property Coverage Conditions	GL100 1.0	Commercial Liability Coverage
BCL3011.0	Form Number Reference	BN11A 1.2	Customer Notice: Value-Added Benefits
CL276 1.0	Oklahoma Notice	CL0150 10 09	Amendatory Endorsement Oklahoma
BN1B 1.0	Notice Of Payment-Related Charges	BCL100 1.1	Additional Policy Conditions
G132 10 06	Notice To Policyholders	EX0606 1.0	Conditional Terrorism Exclusion
BN6EX 1.0	Notice - Terrorism-Related Loss	BN-6-A-DX 3.1	Terrorism Related Loss

Policy authorized by:

Mark A. Robison, Chairman and President



Workers Compensation Insurance Coverage Summary

These are your policy's Declarations.
Renewal of 35WPA491681

CORNERSTONE CHRISTIAN ACADEMY
14200S MAY AVE
OKLAHOMA CITY, OK 73170-5510

Policy Number 35WPA0491681
Brotherhood Mutual Insurance Company
Print Date: Jun 25, 2020 12:00:00 AM
Policy Period: 08/14/2020 at 12:01 a.m. to
08/14/2021 at 12:01 a.m.

405-273-2412
ROMBERG INSURANCE AGENCY CHURCH INS
SPECIALISTS INC DBA 0037-011
PO BOX 3307
SHAWNEE, OK 74802-3307

Contact your agent with your customer
service questions, including updating your
policy or reporting a claim.

www.brotherhoodmutual.com/payonline
For your convenience, you can make
premium payments online.

INFORMATION PAGE

POLICY NUMBER 35WPA0491681 NCCI CODE 17396

Key Facts About Your Policy

These Declarations replace your previous ones. Your policy's Declarations contain a summary of the coverage contained in the insurance policy.
Your policy contains a full explanation of your coverage.

AGREEMENT: In return for the payment of the premium and subject to all the terms of the policy, we agree to provide the insurance stated in the policy.

1. Named Insured: Cornerstone Christian Academy

FORM OF ORGANIZATION: Corporation FEIN: 841917807 NAICS: 813110

2. Policy Period

POLICY PERIOD: 08/14/2020 at 12:01 a.m. to 08/14/2021 at 12:01 a.m. standard time at insured location

3. Policy Coverage

A. WORKERS COMPENSATION INSURANCE

Part One of the policy applies to the Workers Compensation law of the state(s) listed here: OK

B. EMPLOYERS LIABILITY INSURANCE

Part Two of the policy applies to work in each state listed in item 3A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$500,000 each employee

C. OTHER STATES INSURANCE

Part Three of the policy applies to the state(s), if any, listed here:

All states except monopolistic states and states designated in item 3A above.

D. ENDORSEMENTS AND SCHEDULES (see Endorsements and Schedules section)

4. Premium - The premium for the policy will be determined by our Manual of Rules, Classifications, Rates and Rating Plans.

All information required below is subject to verification and change by audit.

TOTAL ESTIMATED ANNUAL PREMIUM:	\$799	PAYMENT SCHEDULE:	See invoice.
MINIMUM PREMIUM*:	\$583		

*Terrorism and any applicable state assessment charges are in addition to the minimum premium.



Nondiscrimination Policy

Below is CCA's nondiscrimination policy. It can be found:

- In our Parent/Student Handbook
- In our Staff Handbook
- In our Athletics Handbook
- On our website
- In our upcoming yearbook
- On our Facebook Page
- In our student admissions paper work
- In our employee application

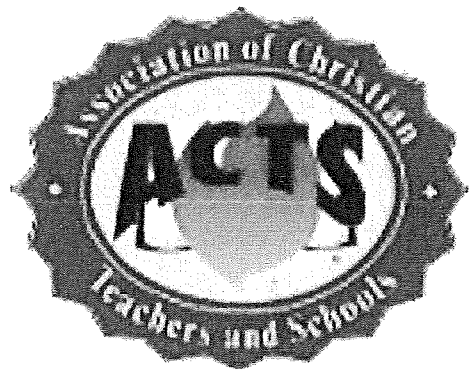
NONDISCRIMINATION POLICY

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

CORNERSTONE CHRISTIAN ACADEMY

ACTS Accreditation - Staff Records Checklist

School: Cornerstone Christian Academy



Staff Name	Required									Best Practice
	Contracts	Transcripts	ACTS Certification	W-4	I-9 Employment Verification	Annual Evaluations	Blood-Borne Pathogen Training	Background Checks	Professional Develop.	Handbook Ackn.
3 Brunner, Hannah	X	X	X	X	X	X	X	X	X	X
4 Brunner, Krisandra	X	X	X	X	X	X	X	X	X	X
5 Brunner, Rebekah	X	X	X	X	X	X	X	X	X	X
6 Hughes, Teleisha	X	X	X	X	X	X	X	X	X	X
7 Lamos, Mason	X	X	X	X	X	X	X	X	X	X
8 Megonigle, Cindy	X	X	X	X	X	X	X	X	X	X
9 Rawlins, June	X	X	X	X	X	X	X	X	X	X
10 Yocum, Amanda	X	X	X	X	X	X	X	X	X	X
11 Yocum, Colin	X	X	X	X	X	X	X	X	X	X
12 Yocum, Ron	X	X	X	X	X	X	X	X	X	X
13 Meade, Brittany	X	X	X	X	X	X	X	X	X	X



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 4, 2021

Krisandra Brunner

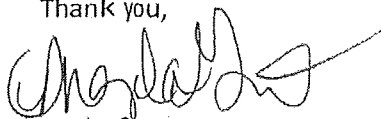
Dear Krisandra,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,



Angie Grant

EMS Safety Services



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 4, 2021

Rebekah Brunner

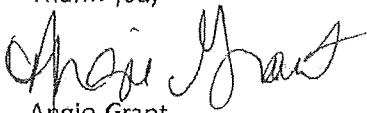
Dear Rebekah,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,



Angie Grant

EMS Safety Services



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 4, 2021

Hannah Brunner

Dear Hannah,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,

A handwritten signature in black ink, appearing to read 'Angie Grant', is written over the typed name.

Angie Grant

EMS Safety Services



CERTIFICATE OF COMPLETION

AWARDED TO

CINDY MEGONIGLE

IN RECOGNITION OF YOUR SUCCESSFUL COMPLETION OF
AIRBORNE AND BLOODBORNE PATHOGENS

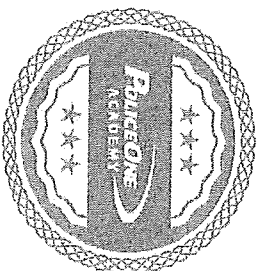
COURSE # 19-1606

1 HOUR OF TRAINING

CERTIFICATE ISSUED MAR 24, 2020

Mikayla Graves

Mikayla Graves
Training Coordinator



H E A R T S A V E R**Heartsaver[®]
First Aid CPR AED****American
Heart
Association.****Cynthia Megonigle**

**has successfully completed the cognitive and skills evaluations
in accordance with the curriculum of the American Heart Association
Heartsaver First Aid CPR AED Program.**

Optional modules completed:**Issue Date**

1/10/2021

Training Center Name

Wes Watkins Technology Center

Training Center ID

OK15584

Training Center City, State

Wetumka, OK

**Training Center Phone
Number**

(405) 452-5500

Renew By

01/2023

Instructor Name

Jeffrey RADFORD

Instructor ID

12190835419

eCard Code

216008378222

QR Code

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

© 2020 American Heart Association. All rights reserved. 15-3002 R3/20



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 4, 2021

Teleisha Hughes

Dear Teleisha,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,

A handwritten signature in black ink, appearing to read 'Angie Grant'.

Angie Grant
EMS Safety Services



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 30, 2021

Mason Lamos

Dear Mason,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,

A handwritten signature in black ink, appearing to read "Angie Grant".

Angie Grant

EMS Safety Services



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 4, 2021

June Rawlins

Dear June,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,

A handwritten signature in black ink, appearing to read "Angie Grant".

Angie Grant

EMS Safety Services



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 4, 2021

Amanda Yocum

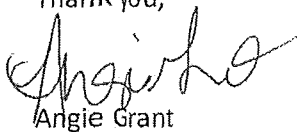
Dear Amanda,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,



Angie Grant

EMS Safety Services



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 4, 2021

Colin Yocum

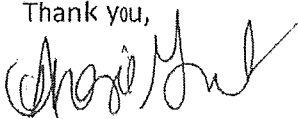
Dear Colin,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,



Angie Grant

EMS Safety Services



EMS Safety Services
1450 Westec Drive
Eugene, OR 97402
800-447-3177

August 4, 2021

Ron Youm

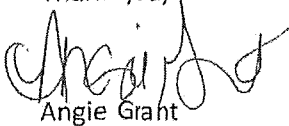
Dear Ron,

Thank you for attending CPR/First Aid class. Your certification includes the following:

- Adult CPR
- Child CPR
- Infant CPR
- Bloodborne Pathogen Training
- First Aid Training
- AED Training

Your certification is valid for 2 years. Please contact me for future training.

Thank you,



Angie Grant

EMS Safety Services

CCA Emergency Drill Log

Date	Fire Drill	Completion Time	Tornado Drill	Completion Time	Lock Down Drill	Completion Time
02/27/2020			X	1 Min 41 Sec	Everyone was quiet and followed directions very well as we worked out the kinks and got everyone situated in the proper places.	
02/27/2020	X	1 Min 57 Sec	Great job for the first time! We just need to be sure they line up oldest to youngest from west to east along the fence.			
03/05/2020					X	K-HS - Went around to each class and instructed them and practiced with them.
10/08/2020	X	1 Min 10 Sec	After making the suggested changes from last year, the drill ran very smooth! The students were quiet, orderly and followed instructions extremely well! No noted changes are needed for the future.			
11/12/2020			X	1 Min 49 Sec	The drill well. 5-HS need to stay more quiet. We will be making adjustments to where the PK and 5-HS will be going. PK will be moved to the Nursing Room and 5-HS will move to the Girls restroom.	
11/12/2020					X	Everyone was prepared and needed little instruction on what to do. I went around to each class and watched them practice.
02/24/2021	X	1 Min 12 Sec	The students were quiet, orderly and followed instructions extremely well! No noted changes are needed for the future.			
02/25/2021			X	1 Min 30 Sec	The drill went very well. The changes noted from last semester worked very well and made our drill time much quicker. Would like to see fire/storm doors added to either side of the restroom hallway to make the space more safe for everyone.	

ou MUST call the Alarm Group BEFORE using a pull station for the fire alarm drill 405.364.1000

ire Alarm Reset

1. In control panel: (a) Push "ACK/STEP" button. (b) Push "Alarm Silent" Button
2. At activated pull station: (a) Open w/ Key and reset toggle. (b) Close and lock
3. In Control Panel (a) Push "Reset"
4. Call the Alarm Group and notify them that the drill is over and everything is reset.

CORNERSTONE CHRISTIAN ACADEMY

CCA Enrollment Records Requirement as part of the Enrollment Paperwork:

FORMS AND DOCUMENT UPLOAD

I understand my student will not be accepted or allowed to begin school until all required forms and documents have been uploaded or turned in to the office no later than August 1st. This includes:

- Copy of Child's Birth Certificate
- Copy of Parent ID
- Previous School Records
- Copy of student IEP/504 (if applicable)
- Immunization Records
- ACH Form
- Any Court/Custody papers (if applicable)
- Extended Care Enrollment Form (if applicable)
- Medication Authorization Form (one form per medication)

CCA MEDICATION AUTHORIZATION FORM

Student Name: _____ DOB: _____ Grade: _____

I am giving CCA personnel permission to administer the medication listed below to my child per the following:

Medication: _____ Dosage: _____

Amount of Medication given to office: _____ Start Date: _____

Frequency (how often): _____ End Date: _____

Expiration Date of Medication: _____ Time of Day to administer: _____

Reason for medication: _____

Special Instructions: _____

*I understand I am responsible to provide this medication and maintain the supply as needed. I understand I am responsible to notify the school in writing of any changes. Parents are required to pick up all unused medication by the last day of school. All medication left at the school will be discarded. **This authorization applies only to the medication listed above and for the duration of treatment listed or school year.***

Parent/Guardian Signature: _____ Date: _____

DISPOSAL INFORMATION

Returned to Parent Discarded: Location _____ Date: _____

CCA MEDICATION AUTHORIZATION FORM

Student Name: _____ DOB: _____ Grade: _____

I am giving CCA personnel permission to administer the medication listed below to my child per the following:

Medication: _____ Dosage: _____

Amount of Medication given to office: _____ Start Date: _____

Frequency (how often): _____ End Date: _____

Expiration Date of Medication: _____ Time of Day to administer: _____

Reason for medication: _____

Special Instructions: _____

*I understand I am responsible to provide this medication and maintain the supply as needed. I understand I am responsible to notify the school in writing of any changes. Parents are required to pick up all unused medication by the last day of school. All medication left at the school will be discarded. **This authorization applies only to the medication listed above and for the duration of treatment listed or school year.***

Parent/Guardian Signature: _____ Date: _____

DISPOSAL INFORMATION

Returned to Parent Discarded: Location _____ Date: _____

8. ACADEMIC INFORMATION

EXTRAWORK REQUESTS

On occasions, students will ask for extra work when grades are low in order to improve their grades. Although the intent is good, this often adds an extra burden to the student. Therefore, extra work is not permitted for the purpose of improving grades. A teacher may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format or otherwise individualize a previous assignment in order to replace a low grade. This, however, should not be permitted as a last minute effort to salvage a low grade.

GRADING STANDARDS

CCA requires successful completion of an academic program that exceeds all state requirements. The standard of education that a student receives at CCA is guided by a distinctively Christian setting and character. Our commitment to academic excellence that will prepare them for college and to be Christ-Centered leaders of tomorrow.

Secondary and elementary					
A+	4.0	100%	C+	2.3	79-77
A	4.0	99-94	C	2.0	76-74
A-	3.7	93-90	C-	1.7	73-70
B+	3.3	89-87	D+	1.3	69-65
B	3.0	86-84	D	1.0	64-60
B-	2.7	83-80	F	0.0	59-0
Honor Roll: 3.50 G.P.A. and above					

Work Habits		
E=	Outstanding work	Exceeds expectations
S=	Satisfactory work	Is meeting expectations
N=	Needs improvement	Does not meet expectations
U=	Unsatisfactory work	Below expectations
Plus (+) or minus (-) may be given		

GRADUATION REQUIREMENTS

CCA High School meets all minimum state and four-year college/university subject requirements.

TERMS AND DEFINITIONS

Credit: Each semester class is equivalent to 0.5 credit for a maximum of one credit point per year per class. A minimum of 24 credits is required for graduation (grades 9-12).

Prerequisite: A class or requirement that must be met before student is eligible for a class; e.g., a prerequisite to Spanish II is Spanish I.

Requirement: A class that is required in order for student to graduate.

Elective: A class selected based on need and interest.

Graduating from CCA High School requires the credits listing as follows:

	General Diploma		College Prep Diploma		College Prep Honors Diploma	
	Requirements		Requirements		Requirements	
Bible ^a	2.5	Credits	2.5	Credits	2.5	Credits
English	4	Credits	4	Credits	4	Credits
Math	3	Credits	3	Credits ^a	4	Credits ^a
Social Studies	3	Credits	3	Credits	3	Credits
Science	2	Credits ^a	3	Credits ^a	4	Credits ^a
Fine Arts ^a	1	Credits	1	Credits	1	Credits
Occupational Education	2	Credits ^a	1	Credits ^a	1	Credits ^a
Physical Education	1.5	Credits	1.5	Credits	1.5	Credits
Health	0.5	Credits	0.5	Credits	0.5	Credits
Foreign Language	2	Credits	2	Credits	2	Credits
Electives	2.5	Credits	2.5	Credits	0.5	Credits
Totals:	24	Credits	24	Credits	24	Credits

1. Bible must be taken each year for a minimum of one semester.
2. College Prep students are required to progress through Algebra II Honors or its equivalent.
3. College Prep Honors students are required to progress through Pre-Calculus.
4. General students are required to take one lab science.
5. College Prep students are required to take a minimum of two lab sciences through Chemistry.
6. College Prep Honors students are required to take a minimum of three lab sciences.
7. Fine Arts include but are not limited to art, music, band and drama.
8. Occupational Education includes, but is not limited to Home and Family, Technology Education, Business and Office Education, Computer Education and Occupational Art.

HOMEWORK/LATE WORK

Students are generally allowed time in class to work on their daily assignments. Work not completed, however, becomes homework. It is the responsibility of the student to complete the work and turn it in when it is due including assignments

missed due to absence. Teachers may give additional assignments that require library research, or other work outside the classroom.

The purpose of homework at CCA may be any of the following, including, but not limited to:

- To make up work not completed during the school day or work missed because of illness.
- To practice or refine skills. This includes working with flash cards, tasks that reinforce daily assignments, book reports, etc.
- To prepare students for the next day's classroom work.
- To extend assignments and apply learning to new situations. This may include activities of a practical nature, such as keeping a journal of a trip or writing to a pen pal.
- To create a long-range assignment requiring several days or weeks to complete.
- Homework helps develop responsibility, independence, study skills, and work habits. It requires that the School and parents work together to achieve the desired goals.
- Homework also plays an important role in the student's education by helping to carry over the learning process outside of the School setting. If an elementary student (grades 1 through 5) regularly has more than one hour of homework a night, parents should contact the teacher.
- To encourage church involvement, no extra homework will be assigned by the teacher, on Wednesday nights. However, if the student has not finished any daily assignments, they will be expected to get it done and turn it in on time the next day.

Failure to turn in homework on time will negatively impact the student's grade.

PROMOTION AND RETENTION

Whether a student is promoted or retained in the same grade is an important decision with long reaching affects for the student. If a student is not progressing as they should, it is better to retain them in an early grade. It is much more difficult for them to be retained in later grades. **CCA will work with the parent(s) in making this decision and will not recommend it unless it is considered the best alternative. All students who fail a course are reviewed by the administration.**

1. **Kindergarten** - Normally promotion is based on age, current progress and available tests.
2. **Elementary (Grades 1-6)** - Students will be promoted unless:
 - a. A student fails two major subjects.
 - b. Most of their grades are extremely low and it would be to their benefit to repeat a grade.
3. **Junior High (Grades 7-8)**
 - a. A student who passes four out of five core courses is promoted to the next grade level.
4. **Course Credit - High School (Grades 9-12)** - A credit is earned each semester with a passing grade. A passing semester grade of 60% or greater will receive credit for the course. A student will continue to promote with their class each high school year. A student will not be promoted to the senior class unless the student has achieved 20 credits or is no more than seven credits away from graduation at the beginning of the school year.
 - a. A student who fails a subject during the school year may repeat the subject, either in an approved summer school, or in the next regular school year.
5. **A transfer student** will not be promoted until records have been received from their previous school.

REPORT CARDS/PROGRESS REPORTS

The purpose of the progress report is to keep students and parents aware of their academic and character achievement throughout the year. These reports are created and sent home every quarter. Please reach out to your students' teacher if there are any questions or concerns at any time.

- At the end of every quarter, any missing or incomplete assignments will be recorded as a zero. These assignments will not be able to be made up. It is the students' responsibility to make arrangements with their teacher BEFORE the end of each quarter if needed.
- Parent/Teacher conferences are held twice a year. Once after the 1st quarter and again after the 3rd quarter.
- Please review the current school year's calendar for when progress reports are expected to go home.

The last report card of the school year will be mailed to the parents' home address on file. Report cards and other school records will not be released if your account is shown to be delinquent. Once all tuition and/or fees are paid, report cards and school records will be released.

SEMESTER EXAMS

Semester exams will be conducted at the junior high and high school level. Learning to take comprehensive exams will help prepare students to be successful in college courses. It is vital that students be in attendance for semester exams. Teachers will not give an early test so as not to compromise the test or have to write more than one test. Students missing a semester exam will receive a zero on the test. Students taking semester exams late for any reason will be dropped one letter grade. Any extenuating circumstances will be approved on individual basis by the administration.

SKIPPING A GRADE

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's stellar academic performance, parents will request that a student be advanced a grade level beyond their normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school.

The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administrators must also consider other factors such as those that relate to maturation, social development and student success in comparison to the other students of the requesting grade.

SPECIAL NEEDS

In the regular classroom, our teachers are able to adjust for different learning levels of students. However, CCA is not equipped to handle students who require a lot of extra attention due to behavioral problems, learning disabilities and special needs. Each case will be reviewed by the administration and parents to make sure the best decision is made for the student. Any accommodations will be taken on a case by case basis.

TESTING

Standardized achievement tests through **TERRA NOVA** are given to all students in grades 1-10. Results are compared to other Christian and public schools around the nation. These results are used to aid the teachers and administration in making curriculum decisions and for proving reading comprehension for the state drivers test.

It is very important that all students be present during testing week.



Cornerstone Christian Academy Official Transcript

Student Information

Name
 School ID #
 Date of Birth
 Gender
 Current Grade
 Student Address
 Phone
 Parent/Guardian

Class Rank / GPA

Cumulative GPA
 Class Rank
 Class Size
 Graduation Date

Credit Summary

General Credit	Required	Earned
English	4	
Mathematics	3	
Laboratory Sciences	3	
History	3	
World Lang/Comp Ed	2	
Core Elective	1	
Fine Arts or Speech	1	
General Elective	6	
Bible*	0	
Total	23	0

Standard Tests

ACT	33
Composite	
English	
Mathematics	
Reading	
Science	

Bible*
 Student has completed 1 unit per academic year of attendance at CCA or equivalent

Comments

Grading Scale:

A+ 100	C+ 77-79
A 94-99	C 74-76
A- 90-93	C- 70-73
B+ 87-89	D+ 65-69
B 84-86	D 60-64
B- 80-83	F 0-59

School: _____
 Year: _____ Grade: 9 Term: 1

Course #	Course	Mark	Credit

Credits: 0 GPA: _____

School: _____
 Year: _____ Grade: 9 Term: 2

Course #	Course	Mark	Credit

Credits: 0 GPA: _____

School: _____
 Year: _____ Grade: 10 Term: 1

Course #	Course	Mark	Credit

Credits: 0 GPA: _____

School: _____
 Year: _____ Grade: 10 Term: 2

Course #	Course	Mark	Credit

Credits: 0 GPA: _____

School: _____
 Year: _____ Grade: 11 Term: 1

Course #	Course	Mark	Credit

Credits: 0 GPA: _____

School: _____
 Year: _____ Grade: 11 Term: 2

Course #	Course	Mark	Credit

Credits: 0 GPA: _____

School: _____
 Year: _____ Grade: 12 Term: 1

Course #	Course	Mark	Credit

Credits: 0 GPA: _____

School: _____
 Year: _____ Grade: 12 Term: 2

Course #	Course	Mark	Credit

Credits: 0 GPA: _____

 Signature of School Official

 Date

 Title of School Official





CORNERSTONE CHRISTIAN ACADEMY

Generated

Report Card

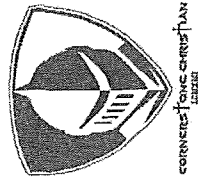
Student Information	
Student Name:	
Student Number:	
Birthdate:	
Grade:	

Subjects:	First Quarter		Second Quarter		Semester Average	
	Percent	Grade	Percent	Grade	Percent	Grade
Bible						
Math						
Language Arts						
Spelling						
Reading						
Penmanship / Writing						
History						
Science						
Art						
Music						
P.E.						

Grade Code:	
A+ 100	C+ 77-79
A 94-99	C 74-76
A- 90-93	C- 70-73
B+ 87-89	D+ 65-69
B 84-86	D 60-64
B- 80-83	F 0-59

Subjects:	Third Quarter		Fourth Quarter		Semester Average	
	Percent	Grade	Percent	Grade	Percent	Grade
Bible						
Math						
Language Arts						
Spelling						
Reading						
Penmanship / Writing						
History						
Science						
Art						
Music						
P.E.						

Comments



Cornerstone Christian Academy Cumulative Record

Student Name _____ Full Address _____

Sex _____ Date of Birth _____ Parent/Guardian Name _____

Phone (H) _____ (C) _____ (W) _____

Subject	Kindergarten		1 st		2 nd		3 rd		4 th		5 th		6 th		7 th		8 th		Teacher's Signature
	Sem	Av	Sem	Av	Sem	Av	Sem	Av	Sem	Av	Sem	Av	Sem	Av	Sem	Av	Sem	Av	
Reading																			Kindergarten 1 st Grade 2 nd Grade 3 rd Grade 4 th Grade 5 th Grade 6 th Grade 7 th Grade 8 th Grade
Language																			
Spelling																			
Penmanship																			
Math																			
History																			
Science																			
Bible																			
Music																			
Art																			
PE																			
Days Present																			
Days Absent																			

Grading Scale

A+	100	B+	89-87	C+	79-77	D+	69-65
A	99-94	B	86-84	C	76-74	D	64-60
A-	93-90	B-	83-80	C-	73-70	F	59-00

CORNERSTONE CHRISTIAN ACADEMY

Name:	ACTS Teaching Certificate Number:	Expiration Date:
Hannah Brunner	0929212701	9/29/2027
Krisandra Brunner	0929212702	9/29/2027
Rebekah Brunner	0929212703	9/29/2027
Teleisha Hughes	0929212704	9/29/2027
Mason Lamos	0929212705	9/29/2027
Cindy Megonigle	0929212706	9/29/2027
June Rawlins	0929212707	9/29/2027
Amanda Yocum	0929212708	9/29/2027
Colin Yocum	0929212709	9/29/2027
Ron Yocum	0929212710	9/29/2027
Brittany Meade	0121222801	1/21/2028



Employee Contract
School Year

The Cornerstone Christian Academy enters into a contract with _____ at
Cornerstone Christian Academy.

Please initial each of the following statements indicating your agreement on each condition. The following is the basis for the contract. **The first paycheck shall be the _____ day of _____ for the _____ school year.**

1. Date of contract shall be from _____ to _____ and shall include the days agreed upon by the Board of Directors.

By accepting this assignment, I specifically acknowledge that this contract is for a limited duration and that all rights and privileges herein shall terminate upon the expiration date of this contract, unless voided earlier. The parties agree that no rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts. The parties further agree that no right to notice of renewal or non-renewal of the contract is conferred or implied.

2. Remuneration for the period of employment will be _____. Remuneration to be paid as follows:

- A. _____ to be paid on a Twelve-Month basis and Biweekly.
- B. Normal tax deductions will be made from this salary/wage.

3. The agreement to pay the above remuneration is contingent upon a sufficient number of students at Cornerstone Christian Academy being enrolled sufficient to carry on educational programs as determined by the Board of Directors of Cornerstone Christian Academy. **If at any time before, or during the school year the enrollment should not meet levels for the budget requirements, this contract is subject to renegotiation or to being voided.**

4. Cornerstone Christian Academy does not discriminate on the basis of race, color, sex, nationality, ethnic origin, age, or disability in any aspect of the employment relationship. This includes hiring, upgrading, transfer, termination, and wage and salary administration.

Employee Signature

Date

Cornerstone Christian Academy Headmaster
and or BOD President

Date

1. INTRODUCTION

OUR MISSION

At Cornerstone Christian Academy (“School”), we believe the basis of all teaching is God and His Word. Our desire is that each child will accept Jesus Christ as his or her personal Lord and Savior. A goal of our mission is to nurture and train each student so that they grow in godliness of character and action.

The School addresses educational practices from a Christian perspective by offering its students the opportunity to understand themselves and the world around them from a Christian worldview. Some of this education will be formal (Chapel, Bible classes and studies, counseling), and some will occur as employees and students interact in the normal flow of school activity. The goal is to facilitate the development of the child; academically, physically, psychologically, socially and spiritually. In training children to serve the Lord, the School upholds high academic and social standards of conduct. The School’s employees serve as role models in their Christian walk and should be maturing in both their professional life and their Christian faith.

OUR STATEMENT OF FAITH

We subscribe to the thirteen fundamentals of faith summarized as follows.

1. We believe in the Bible as the inspired and infallible Word of God.
2. We believe in one God, eternally existent in three persons: Father, Son and the Holy Spirit.
3. We believe in the virgin birth of Jesus Christ, His vicarious, atoning death, bodily resurrection and ascension.
4. We believe that man, by voluntary transgression fell, and thereby incurred physical death and separation from God.
5. We believe in salvation through the blood of Jesus Christ as man’s only hope of redemption.
6. We believe in water baptism through immersion and the partaking of Holy Communion as a memorial of His suffering and death.
7. We believe in the power of the Holy Spirit to bestow spiritual gifts for use in life and
8. We believe that sanctification is an act of separation from that which is evil and of dedication unto God.
9. We believe the Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. All believers, born of the Spirit, are an integral part of the body of Christ, which are written in Heaven.
10. We believe the ministry is divinely-called, scripturally-ordained, and provided by our Lord for the evangelization of the world and the edification of the Body of Christ.
11. We believe in divine healing through the redemptive work of Christ on the Cross. We believe in the resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord in the imminent and blessed hope of the church.
12. We believe in the Second Coming of Jesus Christ to reign on the earth for one thousand years.
13. We believe there will be a final judgment, when those not found written in the Book of Life will be consigned to everlasting punishment with the devil and his angels, the beast, and the false prophet.

OUR GOALS

To help establish in each student a personal relationship and daily conversation with Jesus Christ so that;

1. Each child knows their need for a Savior.
2. Each child knows Christ as their friend.
3. The child’s daily walk includes Christ as a part of their conversation.
4. To present each child with academic and social challenges and SUCCESS.
5. So that each child feels loved, accepted, and appreciated.
6. Where a Christ-centered curriculum lays a foundation for instruction.
7. Where each classroom has a disciplined learning environment so that all children can learn.
8. Where enrichment or extra help is available for those students who require it.
9. The School’s positive influence on parents and the community.

10. Where employees establish relationships with parents that are open and invite sharing.
11. Where the School establishes opportunities to share with the community.
12. Where each child knows how to act and respond at home and in the community when faced with a problem or a crisis.
13. The School encourages employees in professional and spiritual growth.
14. Where daily prayer opportunities allow each employee to share with others in prayer.
15. Where there is openness among employees for sharing joys and sorrows, and correction when needed, in a positive and honest way.
16. Where there is growth in professional skills, both through formal meetings and informal sharing.

2. NATURE OF EMPLOYMENT

PURPOSE OF THIS HANDBOOK

This Employee Handbook ("Handbook") applies to all employees of the School. It is provided to acquaint you with the School's general employment policies and work rules. Please carefully review the School's Parent/Student Handbook as well as the School's other policies and handbooks.

AT-WILL EMPLOYMENT

EMPLOYMENT AT THE SCHOOL IS VOLUNTARILY ENTERED INTO, AND EMPLOYEES MAY RESIGN, WITH OR WITHOUT CAUSE. SIMILARLY, THE SCHOOL RESERVES THE RIGHT TO TERMINATE ITS AT-WILL EMPLOYEES, WITH OR WITHOUT CAUSE, IN ITS SOLE DISCRETION. EMPLOYEES OF THE SCHOOL ARE EMPLOYED AT- WILL (except those with written contracts to the contrary). THIS HANDBOOK IS SIMPLY A STATEMENT OF THE SCHOOL'S GENERAL POLICIES AND SHOULD NOT BE CONSTRUED AS AN IMPLIED AGREEMENT OR PROMISE OF SPECIFIC TREATMENT OF ANY EMPLOYEE.

No offer of employment and no statement or representation in this Handbook or in any other School publication, or made by any School employee should be construed as a promise or guarantee of permanent employment. Furthermore, no provision in this Handbook or any other employment policy statement changes the terms of this at-will employment policy. In addition, no School representative has the authority to change this at-will employment relationship, except in writing signed by the employee and the Headmaster.

RIGHT TO AMEND

From time to time, circumstances may require that the School change its general employment policies described in this Handbook. The School reserves the right to amend, supplement or rescind any provision of this Handbook in its sole discretion, with or without prior notice. This Handbook may be revised only in writing by the Headmaster. Inserts or updated pages will be distributed to employees reflecting changes in the Handbook. We encourage employees to keep this Handbook and add any updated pages to keep it current.

This Handbook is subject to interpretation by the School, which interpretation shall be binding. This Handbook supersedes all prior handbooks or policy statements regarding the School's general employment policies.

3. GENERAL TERMS OF EMPLOYMENT

NONDISCRIMINATION POLICY

The School does not discriminate, and does not permit discrimination, on the basis of race, color, national origin, marital status, sex, age or disability in access to, or treatment or employment in its programs or activities, as required by federal and state laws as they may apply to the School. Violation of this policy may result in discipline, up to and including termination.

As a religious educational institution, the School reserves the right to prefer employees or prospective employees on the basis of religion.

DISABILITY ACCOMMODATION

The School complies with the American with Disabilities Act (“ADA”), as applicable. The School will provide assistance in completing the employment application upon request.

The School will provide reasonable accommodations to qualified employees and applicants, as required by the ADA and other applicable laws and regulations. The employee should notify an Administrator if the employee requires reasonable accommodations to perform the essential functions of his or her job due to a disability.

ALCOHOL AND CONTROLLED SUBSTANCES

Employees are prohibited from possessing, using, selling, being under the influence, and/or distributing either alcohol and/or controlled substances during school and non-school hours. The School is Christian in title, purpose and function. All employees’ conduct must reflect this Christian nature.

A “controlled substance” means any drug or substance, the use, distribution or possession of which is controlled by criminal statute or regulation, including, but not limited to, marijuana, cocaine, heroin, morphine or Valium. Violation of this policy may subject the employee to disciplinary action, up to and including termination of employment.

Employees must inform an Administrator if the employee is taking any prescription medication that may affect the employee’s behavior or performance. The proper use of medication prescribed by a licensed physician should not constitute a violation of this policy.

INSPECTION AND SCHOOL PROPERTY

The School reserves the right to question employees, students and other persons entering and leaving the School premises, and to inspect any packages, parcels, purses, bags, backpacks or other possessions carried to and from School property. The School is a closed-campus, which means that students may not leave the School grounds during school hours without prior permission and following appropriate checkout procedures as established by the School. Additionally, the School does not allow non-students on campus for any reason before, during, and after school hours unless such persons are parents of children enrolled in the School. All visitors, including parents, are required to check-in with the School Attendance Office to obtain a Visitor’s Pass. The School reserves the right to ask any person to leave the campus in its sole and absolute discretion.

Offices, desks, files, computers (including, but not limited to, software, internet, e-mail systems and email messages), telephones (including, but not limited to telephone voice mail files), lockers and other property owned, leased or used by the School and provided for use by its employees are School property. As such, the School reserves the right to search all School property, including but not limited to, any employee’s office, desk, files, computers, e-mail system, and lockers.

SEXUAL HARASSMENT POLICY

The School desires that all of its employees treat each other with respect. The work environment should be free from all forms of intimidation, exploitation and harassment, including sexual harassment. The following policy will be enforced by the School. Violation of this policy may result in discipline, up to and including termination.

Sexual Harassment Defined: “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and/or other verbal, or physical conduct of a sexual nature, when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual’s employment activities (including extracurricular activities);
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions or academic decisions affecting the individual;

15. DISCIPLINE

GROWING IN CHRISTIAN CHARACTER

At CCA, we believe that the basis of all teaching is God and His Word. Our desire is that each student accepts Jesus Christ as his/her personal Lord and Savior. Our mission is to nurture and train each student so that they will grow in godliness of character and action.

Acceptance and continuance as a student of CCA is conditional upon outward behavior and attitude toward the School policies and its mission.

Discipline, in general, is training in processes, procedures, preparations and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents and School personnel. It is in the Christian environment, training in righteousness that leads one to be more Christ-like in every way. Part of this training is put into practice according to the Matthew 18 principle, which directs us to correct and restore our brother to righteousness.

Growing in Christian character includes, but is not limited to:

- Taking care of one's school.
- Obeying and respecting all adult School and Church personnel.
- Being responsible for one's actions.
- Respecting other's rights, feelings and property.
- Walking safely and acting orderly in the building, and staying in supervised areas.
- Making a determined effort to learn.
- Attending all classes; being on time and ready to work with the necessary learning materials.
- Identifying oneself if asked by a School or Church staff member.
- Dressing appropriately.
- Knowing and obeying the rules of CCA.

DISCIPLINE PURPOSE

It is expected that this plan will contribute toward a happy, positive School environment where students respect one another, are able to learn and where Christ is glorified. Parents and students are required to read and discuss this policy, and to comply with all rules and regulations as established by CCA.

ROLE OF AN EXCEPTION TO THE DISCIPLINE POLICIES

CCA reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CCA.

DISCIPLINE OFFENSES

Offenses resulting in discipline include, but are not limited to the following areas:

- **Procedural offenses** include, but are not limited to:
(Discipline procedures include, but are not limited to detention and other corrective measures)
 - Chewing gum
 - Running in hallways
 - Tardiness
 - Inappropriate dress
 - Running inside the building
 - Out of seat without permission
 - Talking out of turn
 - Eating or drinking outside of the lunchroom
 - Entering the Sanctuary (unless for scheduled activity)
 - Bringing electronic items to School (stereos, ipods, electronic games, etc.)
 - Unauthorized use of cellular devices
- **Attitudinal offenses** include, but are not limited to:
(Discipline procedures include, but are not limited to detention, suspension and possible expulsion)
 - Disruptive conduct
 - Misrepresentation/lying
 - Disobedience
 - Disrespect to faculty/staff member
- **Moral offenses** include, but are not limited to:
(Discipline procedures include, but are not limited to detention, suspension and immediate expulsion)
 - Fighting
 - Inappropriate language/swearing
 - Bringing dangerous objects to school
 - Vandalism (damaging School, Church or personal property)
 - Use of drugs, alcohol or tobacco
 - Inappropriate physical contact
 - Theft
 - Cheating
 - Assault

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

The consequences of inappropriate behavior will depend upon the severity and repetition of behavior. Staff members who see students behaving inappropriately will conference with the student, explain the seriousness of the behavior and take action, which includes but is not limited to the following:

- Discipline Referral Slip
 - Students are allowed three detention slips per quarter before consequences are escalated.
- Teacher/student conference
- Teacher/parent conference
- Parent/administrator/student conference
- **Suspension:** Suspension may be necessary if the discipline process has not been effective and the behavior of the student does not change.
 - Suspension Procedure:
 - The administrator will notify the student and his parents. He will acquaint the parents with the reason for suspension, the number of days and the conditions for re-entry.

- The period of suspension is usually 1, 3, 5 or 10 days and depending on the seriousness of the offense may be in school or at home. Many times in-school suspension is more effective than sending a student home. During in-school suspension, school work is done on campus outside the classroom setting.
- Procedure for readmitting the student:
 - The administrator may request another conference with the parents and the student.
 - It may be necessary for the student and parents to receive help through additional counseling.
 - The student will be received back on a probationary status that will result in permanent dismissal if violated.
 - The student may not receive grades for the classes he missed, but he will be required to make up all work missed.
 - No monetary adjustment will be made in regard to days absent because of suspension.
- **Expulsion:** Students who are expelled from the School are subject to the normal withdrawal procedures, including but not limited to payment of 1/10 of the annual tuition amount fined under the Financial Policy section of this handbook.
- **Dismissal:** A student may be dismissed from the school at any time they or their parents are found to be out of harmony with the rules and policies. In some cases, the attitude of the student reflects the attitude of the home. Decisions in these matters are the full responsibility of the administration, and the decision will be made with the best interest of the school and the student in mind.

CCA reserves the right to discipline, suspend, dismiss or expel a student who is guilty of gross misconduct whether occurring on or off the school campus.

PARENTAL SUPPORT

Especially in matters of discipline, there may be times when you or your student will have questions about a particular incident or decision. When this happens please keep the following things in mind:

- Until you have heard both sides of the story, please give the staff the benefit of the doubt.
- Realize that the student's reporting of the information is from the student's perspective.
- Help us enforce to the student that there are reasons for all rules and guidelines.
- Never criticize the school in front of the student or others.
- Support the administration and call us if you have any questions or concerns.

APPEAL PROCESS

- Express it promptly. Keeping a grievance to yourself will only cause bad feelings and friction between you and the school.
- We cannot appropriately address a situation if we are not aware of it. Tell it to the right person. According to the Matthew 18 principle, complaints should first be discussed with the specific individual involved. Telling someone else will cause a negative undercurrent and will not solve the problem.
- Go to the administrator. The administrator is responsible for school policy and the teachers. However, you should go to the administrator only if you are unable to resolve the issue.

"Train up a child in the way he should go, even when he is old, he will not depart from it."
Proverbs 22:6

Certificate of Accreditation

Awarded to:

Cornerstone Christian Academy

14200 S. May Ave., Oklahoma City, OK 73170

Grades: Kindergarten through 12th

Based on recommendation through peer evaluation, Accredited Status is conferred by the ACTS Accreditation Commission for successful completion of the requirements for accreditation.

Compliance is measured annually through continued membership and submission of the ACTS Continuous Accreditation Report.

Evaluation for re-accreditation is to be completed prior to date of expiration.

November 10, 2021

Date of Accreditation

June 30, 2028

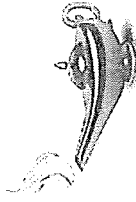
Date of Expiration

Steve Lindquist
Steve Lindquist, Director of Accreditation

ACTS
ASSOCIATION OF CHRISTIAN
TEACHERS AND SCHOOLS

Ike Stokes
Ike Stokes, Chair, Accreditation Commission

National Council for Private School Accreditation




NCPA
AN ALLIANCE MEMBER


This certificate is issued to

Cornerstone Christian Academy

which has demonstrated to the academic community at various levels that it effectively fulfills the requirements, provisions, and standards prescribed by the Association of Christian Teachers and Schools and the National Council for Private School Accreditation in its efforts to provide the highest quality educational experience for its students.

Dates of Accreditation:
2021 – 2022


Clayton J. Perry, MFA
Executive Director, NCPA


Mary Camp
President, NCPA

National Accreditation Certificate
NCPA Seal of Approval



This accreditation certificate is granted by the National Council for Private School Accreditation in consort with the NCPA Member Association, Association of Christian Teachers and Schools, for the years stated; for those programs of this school accredited by the aforementioned agency.

Oklahoma Private School Accreditation Commission (OPSAC)

<https://www.opsac.org/member-schools.html>



Home About Associations Member Schools

Links Legal & Legislation Member Login

Cookson Hills Christian School

ACSI, NCA, CASI
Melissa Jackson
RR 3 Box 200
60416 Highway 10
Kansas OK 74347
Phone 918.597.2192
Grade Levels 1-12

Corn Bible Academy

ACSI
Tim McDonald
208 N Reimer
Corn OK 73024
Phone 580.343.2261
Grade Levels 7-12

Cornerstone Christian Academy

ACTS
Ron Yocum
14200 S. May Avenue
Oklahoma City, OK, 73170
Phone 405-562-7090
Grade Levels K-12

Cristo Rey Oklahoma City Catholic High School, Inc.

NCA-CASI
Renee Porter
900 N. Portland
Oklahoma City OK 73107
Phone 405.945.9100
Grade Levels 9-12

Crossings Christian School

ACSI
Paul MacDonald
14400 North Portland
Oklahoma City OK 73134
Phone 405.842.8495
Grade Levels K-12

Destiny Christian School

ACTS, NCA, CASI

Phone 918.234.8199

Grade Levels K-12

Little Arrows Child Care Services

ACSI
Trina Jackson
1519 Radio Road
Durant, OK 74701
Phone 405.377.3748
Grade Levels P

Marquette Catholic School

OCCSAA
Jay Luetkemeyer
1519 S. Quincy Ave.
Tulsa OK 74120
Phone 918.584.4631
Grade Levels P-8

Mercy School Institute

NCA, CASI
Buthian Jwayyed
14001 N Harvey Ave
Edmond OK 73013
Phone 405.748.5500
Grade Levels P-12

Messiah Lutheran School

NLSA
Sara Cage
3600 NW Expressway
Oklahoma City OK 73112
Phone 405.946.0605
Grade Levels K-8

Metro Christian Academy

NCA, CASI
Keith Curribean
6363 S Trenton Ave
Tulsa, OK 74136
Phone 918.7459868
Grade Levels P-12

Mingo Valley Christian School

ACSI, NCA, CASI

Sequoyah Schools

NCA, CASI
Jolyn Choate
PO Box 520
Tahlequah OK 74465
Phone 918.453.5400
Grade Levels 7-12

Southwest Covenant Schools

CSI
Steve Lessman
2300 S Yukon Parkway
Yukon OK 73099
Phone 405.354.0772
Grade Levels P-12

Special Care, Inc

NCA, CASI
Pam Newby
12201 N Western Ave
Oklahoma City OK 73114
Phone 405.752.5112
Grade Levels P-K

St. Catherine School

OCCSAA
Michelle Anthamalten
2515 W 46th Place
Tulsa, OK 74107
Phone 918.446.9756
Grade Levels P-8

St. Charles Borromeo Catholic School

OCCSAA
Todd Gungoll
5000 Grove Street
Oklahoma City OK 73501
Phone 405.789.0224
Grade Levels P-8

St. Eugene Catholic School

OCCSAA
Molly Goldsworthy
2400 W Hefner Rd

Lisa Schade

321 NW 36th St
Oklahoma City, OK 73118
Phone 405.525.5600
Grade Levels K-12

Tulsa Adventist Academy

OCCSAA
Peggy Fisher
900 S New Haven
Tulsa, OK 74112
Phone 918.834.1107
Grade Levels PK-10

Tulsa Hope Academy

NCA, CASI
Debra Mann
1007 S Main St
Tulsa, OK 74119
Phone 918.398.8192
Grade Levels 9-12

Tulsa Job Corps Center

NCA, CASI
Dennis Lamberd
1133 N Lewis Ave
Tulsa, OK 74110
Phone 918.591.5672
Grade Levels 12-Adult

Undercroft Montessori School

AMS, NCA, CASI
Nancy Davis
3745 S Hudson Ave
Tulsa, OK 74136
Phone 918.622.2890
Grade Levels P-8

Victory Christian School

ICAA, NCA, CASI
Jennifer Miller
7700 S. Lewis Ave
Tulsa OK 74136
Phone 918.491.7724
Grade Levels P-12