



Cornerstone Christian School

Parent-Student Handbook

(March 5, 2019)

“Therefore thus says the Lord God: ‘Behold, I lay in Zion a stone for a foundation, a tried stone, a precious cornerstone, a sure foundation; whoever believes will not act hastily.’” Isaiah 28:16

Cornerstone Christian School
1502 North Jefferson Street
San Angelo, Texas 76901

325-655-3439 (phone) □ 325-658-8998 (fax)

www.ccs-sanangelo.com

email: info@ccs-sanangelo.com

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CORNERSTONE HISTORY

Cornerstone Christian School began in 1986 when the Lord put the vision for the School in the hearts of a few families that were instrumental in establishing Cornerstone. Charles and Kathy Anderson, Herb and Marilyn Pennington, Jay and Ann Privitt, and Jim and Terry Mapes were indispensably part of God's plan to give San Angelo, Texas and the surrounding area a Christ-centered school that strongly pursues excellence in spiritual development, academics and physical development of all students.

The property at 1502 North Jefferson Street (current location of Cornerstone) belonged to Riverside Baptist Church and became available in the spring of 1986. In early 1987, Wilbur and Mary Anderson purchased the building and property with intent of leasing it to Cornerstone for \$1.00 per year. In 1994, a certificate gift deed was granted to Cornerstone Christian School with the understanding it would continue to function as a Christian educational facility.

Charles Anderson was the first School Board President with Mr. Jay Privitt serving as the first Cornerstone Administrator. There were 35-students enrolled in Cornerstone when it first opened in 1986. In 1993 ground was broken to construct a new gymnasium for student physical education, athletic activities and general school assemblies. The first basketball tournament at Cornerstone was held in 1996. The School was accredited in 1999 by the Texas Alliance of Accredited Private Schools (TAAPS) for K5 through 12th grades.

In 2004, the beautiful cafeteria, used extensively today at Cornerstone, was constructed. Dr. Cleve Kirkland, a faithful parent and visionary, was instrumental in making this occur; hence the building is dedicated in his honor. Dr. Kirkland was also instrumental in the School building three tennis courts in 2004. In early 2009, Cornerstone broke ground on a large building project which included an elementary school, a gymnasium addition, an enlarged parking lot, and updates to the existing educational facilities. In the fall of 2010 the elementary campus was opened for children in Kindergarten 4 through fifth grade. All of these wonderful expansions and advances of the Cornerstone educational ministry were made possible by a group of donors who were compelled to very generously give to the School and those who have contributed to Cornerstone through the Capital Campaign of 2009 to 2011. God has blessed Cornerstone Christian School in many incredible ways.

The people that God has placed at Cornerstone Christian School through the years of its existence have worked diligently to preeminently lift up Jesus Christ as Savior and Lord in this platform of education to all touched by the School. This is Cornerstone's singularly distinctive contribution to the Lord's work and His kingdom. Cornerstone Christian School gives all the glory and honor to Him as we celebrate our past and look to our future with great anticipation.

CORNERSTONE MISSION

The mission of Cornerstone Christian School is to develop world-changing, academically excellent leaders who are transformed by God and His Word. Cornerstone Christian School provides a Christ-centered, accredited education for students in an environment where God and education come together. Cornerstone graduates will be prepared both spiritually and academically to serve God faithfully and be a light unto the world as they proceed in life.

In order to accomplish this mission:

- Cornerstone offers each student an education which is rooted in Christian tradition. Our Christian foundation recognizes the Bible as the final authority in matters of life and thought. Cornerstone draws upon the heritage of Western civilization and culture. Students are encouraged to develop a worldview that integrates Christian faith with all areas of learning and living.
- Cornerstone emphasizes the greatness of America's heritage. Students come to understand the present

and gain perspective on the future through acquiring knowledge of the past. They are challenged to live virtuously and nobly through the example of those who have gone before. Biblical precepts of self discipline, respect for authority, obedience to law, and love for country are emphasized.

- Cornerstone functions as a nurturing community in which students are seen as unique persons created in the image of God with individual talents and needs. Students are taught by skilled teachers whose desire is for each student to achieve his or her highest potential, both spiritually and academically.
- Cornerstone offers its students a mathematics and science program that prepares them for the scientific and technological advances of the modern world. Beginning in the early grades, the mathematics curriculum emphasizes a solid foundation of concepts and skills which prepares the students for the upper level courses and practical application to real life problems. The science curriculum enables students to gain an understanding of the God created world and the designed laws which govern it. The implementation of technology in the CCS classroom is ever expanding and serves as an excellent tool for teaching and learning.
- Cornerstone offers classes in the Fine Arts including Middle School and High School Choir, Piano Lab and Art, as well as enrichment classes including Spanish and Technology.
- Most importantly, Cornerstone encourages each student to establish and develop a personal relationship with our Lord Jesus Christ. The faculty takes an active interest in cultivating the student's spiritual, moral, intellectual, and physical habits and growth. Cornerstone provides an atmosphere in which the early development of a disciplined lifestyle in relationship to Jesus promotes a solid foundation for a responsible and joyful life.

DOCTRINAL STATEMENT AND STATEMENT OF FAITH

Cornerstone Christian School is an independent Christian school, not affiliated with any one church or denomination. Our purpose is to present Jesus Christ as Lord and Savior of all, and to provide a superior education in a Christ-centered environment. We adhere to the beliefs outlined below in our Statement of Faith, but it is not our purpose to preach, teach, or take sides on doctrinal issues such as baptism, communion, speaking in tongues, the role of women in the church, or other issues where Christian denominations have differing interpretations of the Bible. The same is expected of our students and parents. We support students' and parents' adherence to their own particular denomination's doctrinal beliefs. We acknowledge that the body of Christ has many different members, each with their own God-given talents and abilities. At Cornerstone, we understand that although our students, parents, teachers, staff, and board members may have differences in doctrinal belief, we are all members of the same body working together to bring the Gospel of Jesus Christ to our world.

Statement of Faith:

- We believe in the Scriptures of the Old and New Testaments as being inspired by God and inerrant in the original writing. The Scripture is the supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, and is fully God and fully man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death but also spiritual death, which is separation from God; and therefore all human beings are born with a sinful nature.
- We believe in the Biblical teaching that man was created as a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the

entire human race.

- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures and in fulfillment of them, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present role as High Priest and Advocate seated at the right hand of God.
- We believe that all who receive the Lord Jesus Christ as Savior by faith are born again of the Holy Spirit, thereby becoming children of God, and those believing in Him shall have everlasting life.
- We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

PHILOSOPHY OF EDUCATION

Cornerstone Christian School believes in ministering to the total person. Therefore, we strive to provide a quality education, both spiritually and academically, for our students. Cornerstone's primary objective is to provide a strong academic foundation integrated with a Christian worldview. We believe that Jesus Christ is central to all learning and living. Our desire is to partner with our parents in raising Godly students with the consciousness that all truth is God's truth, including history, geography, science, mathematics, language arts, fine arts, and all that we do at Cornerstone. The primary reason for Cornerstone's existence is to offer a Christian foundation upon which the minds and hearts of children are developed. Character training is an important element of a Cornerstone education. We believe the core of this training is obedience, which will eventually bear fruit in self-discipline and is essential to the physical, emotional, social, and spiritual well-being of each student. To obey, to do right, and to love God and country are characteristics we strive to instill in each student.

ADMISSIONS

Students are admitted to Cornerstone Christian School on the basis of attitude, interviews with administration, previous academic achievement and testing, and a CCS administered entrance examination. The steps necessary to be registered as a Cornerstone student are as follows:

New Families:

- **Schedule a tour and interview.**
- **Apply for admission by completing the online application at <https://www.renweb.com/Logins/ParentsWeb-Login.aspx>**
Nonrefundable application fee \$25.
All questions about tuition and tuition assistance will be answered during the interview.
- **Complete the on-line enrollment form sent to your email. The online FACTS agreement will be set up through the enrollment process. All charges (registration, books, tuition, athletics, etc.) will be deducted through FACTS. Non-refundable registration fee.**
- **Provide the following documents:**
 - Copy of the student's birth certificate
 - Copy of student's Social Security card
 - Current Immunization record
 - Prior grade report card
 - STAAR or Standardized test scores
 - Court/Custody Documents
- **Complete the CCS entrance examination (new students only)**

Re-Enrollment for Current Families:

- Complete the on-line enrollment form at <https://www.renweb.com/Logins/ParentsWeb-Login.aspx>
- Provide the following:
 - Registration Fee
 - Current immunization records

When the process is completed and it is determined by the administration that acceptance to CCS will be extended, the student and family will be sent an email letter of acceptance. Please note that your child is not registered or on a waiting list until each family is enrolled through the FACTS tuition system and all enrollment information is complete.

Cornerstone Christian School admits students of all races, color, national and ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Cornerstone does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policy, scholarship and tuition assistance programs, athletic programs, and any other school administered programs.

Cornerstone Christian School does not permit any accommodation for non-Christian religious practices such as – but not limited to - dress, personal grooming habits, prayer routines, and sharing of faith that is not centered upon Jesus Christ and the Christianity of the Holy Bible. All students must adhere to the standards and practices ascribed to in the Parent-Student Handbook which is based upon the Holy Bible.

ACADEMIC PROBATION

Students entering Cornerstone Christian School may be subject to an academic probationary period. This decision will be determined by the administrators and will be based upon the student's entrance examination, previous standardized test scores, and previous grades. This academic probationary period may last for a semester (18-weeks), or less time depending upon academic performance at Cornerstone as determined by the administrators. If a new student has an average below 75% in any course, he/she will be required to attend tutoring. Grades will be updated and re-evaluated every three weeks. Additional private tutoring may be required in order to attend Cornerstone. At the end of the semester, if the student is failing any course or multiple courses, his/her status as a Cornerstone student will be reviewed by the Principal, the Administrator, and the Board of Directors.

If a current Cornerstone student has an average below 75% in one or more classes, he/she will be required to attend tutoring with the teacher of the subject in which the student is struggling, and/ or seek private additional tutoring. If he/she has an average of less than 70 at the end of the semester, his/her status as a Cornerstone student will be reviewed by the Principal, the Administrator, and the Board of Directors.

At the time of re-enrollment, academic probationary status will be a consideration for the Principal, the Administrator, and the Board of Directors concerning enrollment for the next school year.

BEHAVIORAL PROBATION

Students entering Cornerstone Christian School may be subject to a semester long (18-week) behavioral probationary status. During this semester, the student will be evaluated according to his/her behavior and ability to conform to Cornerstone's behavioral expectations and Discipleship Policy. A new student may be required to leave Cornerstone before the semester is over if there is evidence he/she will not conform to the behavioral expectations of the school.

If a current Cornerstone student consistently does not meet the expected attitudinal and behavioral standards of the school, he/she will be placed on behavioral probation. This probationary status will be prayerfully

determined by the Principal and Administrator. If the probationary student demonstrates an unwillingness to improve his/her attitude and behavior permanently, proper actions will be taken to have the student removed from the school.

REGISTRATION

Registration for current Cornerstone families begins in March, and registration for the general public will follow as coordinated by the Cornerstone staff. Registration fees are non-refundable. An early registration discount is offered during March and April.

TUITION PAYMENT POLICY

Tuition is the primary form of income for Cornerstone Christian School. All families are required to enroll in the FACTS tuition management plan as the first part of registration. Families may choose a monthly payment plan through FACTS.

Tuition Delinquencies

If a family misses a monthly payment due to insufficient funds, a \$30.00 NSF payment fee by FACTS will be assessed. Additionally, a \$25.00 fee will be assessed by the CCS institution. In the event that tuition is not paid for one month, the family will be required to meet with the Administrator to discuss the situation leading to the non-payment. If two months (60 days) of non-payment occurs, the family will be asked to withdraw the student(s) from Cornerstone. The family should call the Director of Finance if any changes need to be made with their preferred tuition payment plan. In the case of extraordinary circumstances, the Administrator will evaluate the financial hardship and determine if other arrangements are to be made. Only in exceptional circumstances are any alternative arrangements for financial payment considered. **Report cards will be held until the account is current. Financial accounts must be current to be eligible for graduation.**

Withdrawal Policy

Our budget and staffing is primarily based upon our student enrollment. In order to be good stewards of the resources God has given, the Board of Directors and Administration have instituted the following guidelines in regard to tuition during the school year.

Current families:

If you attend any portion of the school year, you will be responsible to pay for the entirety of tuition fees for the school year. Only if the family leaves because of moving for a job or emergency situation will an exception be made.

New families:

If a family is new to Cornerstone, the family will have 9 weeks before the contractual agreement will be enforced. If the family leaves prior to the 9 week mark, only 25% of the annual tuition will be required. If the student remains at Cornerstone, the entirety of the tuition will be required. Only if the family leaves because of moving for a job or emergency situation will an exception be made.

Proper withdrawal forms must be completed and signed by Administration. We also require an exit interview to be completed with administration. Requests for the transfer of student transcripts or records during the academic term will be processed only when a student's account with Cornerstone is current. Year-end transcripts and records will not be sent until the account is paid in full.

Please make every effort to assure that financial payments due the school are paid on time. Payment of teachers' salaries and the general cost of operating Cornerstone are dependent upon the school's monthly income generated by our families paying tuition costs in a timely manner. Thank you for your attentiveness to this very important financial matter.

GRIEVANCE PROCEDURES

The grievance/complaint procedure for Cornerstone Christian School is the same for all, whether student, parent, faculty, administration, or board member. We request that particular attention be paid to the following verses:

1. **Therefore, as the elect of God, holy and beloved, put on tender mercies, kindness, humility, meekness, longsuffering; bearing with one another, and forgiving one another, if anyone has a complaint against another; even as Christ forgave you, so you also must do. Colossians 3:12-13**
2. **Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. Matthew 18:15-16**

LEVEL ONE

The individual with the complaint must first go to the source of the grievance in an effort to resolve the situation at the lowest level possible. Many times differences can be readily solved at that level, (i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the Principal or Administrator about a workload problem). Our goal is to address grievances in a kind, private, professional manner and that God-honoring, effective resolutions are found.

LEVEL TWO

If a resolution to the grievance is not found, the matter should be brought to the next higher authority in the chain of command, usually the Principal. If appropriate, a joint session with both parties should be arranged. If resolution is still not possible, the grievance should follow the chain of command to the next higher authority, usually the Administrator.

Efforts should center on:

- **Resolution:** Resolution of the grievance in a friendly, cooperative, and Christ-like manner.
- **Arrangements:** Arrangements should be made to monitor the situation on an ongoing basis, so the problem does not resurface.
- **Board of Directors:** Once addressed at the Administrator level, if no resolution has taken place, the problem may be dealt with at the Board of Directors level.

LEVEL THREE

The Cornerstone Christian School Board of Directors is the final authority for the school. When a grievance is brought before the Board, all parties involved are to provide the Board with a written and signed statement addressing the following:

- **Complaint:** Statement of grievance
- **Steps Taken:** Written statement of steps taken to rectify the situation
- **Steps for Resolution:** Suggested steps toward resolution of grievance
- **Preventative Measures:** If appropriate, suggested procedures for preventing reoccurrences in the future

After the Board has considered all information provided, the Board will, in a written statement, offer its decision. All parties will be informed of the decision and be required to abide by the decision. No further appeals process is available.

DISMISSAL/RE-ENROLLMENT POLICY

Attendance of Cornerstone Christian School is a blessing and a privilege. The desire of the Board of Directors and the faculty of Cornerstone are to ensure healthy, positive, productive relationships within the school. In light of this, Cornerstone Christian School reserves the right to terminate or not renew a student's enrollment contract if the student has been placed on academic or behavioral probation; or if the Board of Directors, the Administrator, or the Principal deem that the actions of the student or family of the student hinder a positive and constructive relationship. Failure to adhere to financial obligations to the school is also a reason for dismissal or denial of re-enrollment. A decision to deny re-enrollment will be made after consultation with the student's teachers, the administrative staff, and the Board of Directors. Written comments, grades, discipline referrals, conferences, and probations, as well as financial statements and reminders, should give indication of any persistent difficulties leading to denial of re-enrollment.

All charges to a student's financial account and any school owned materials must be cleared before any report cards or transcripts will be released, including the return of athletic uniforms and library books. Withdrawal from Cornerstone Christian School must be made through the office on an official withdrawal form completed by the parent or guardian. Tuition and fees continue to accrue until the withdrawal form and exit interview are completed. The exit interview allows administration to close out accounts and give the family leaving an opportunity to provide feedback on their Cornerstone experience.

ACADEMICS

Choosing to attend Cornerstone Christian School may be one of the most important decisions in a student's life. The opportunity to receive a superior education in an atmosphere that strengthens Christian values is a major benefit of attending Cornerstone.

ACCREDITATION

Cornerstone Christian School is accredited by the Texas Alliance for Accredited Private Schools (TAAPS). TAAPS is recognized by the Texas Private School Accreditation Commission (TEPSAC).

HOMEWORK

Homework is designed to reinforce the principles taught in the classroom. Each student is required to keep a list of assignments in a daily planner (Grades 3-12). The student's responsibility is to take home all necessary books and papers to complete homework assignments. Students who use their time wisely at school will have less homework. Students need to be provided a quiet study place at home. Appropriate parental involvement in homework is very important to maintain continuity in the classroom and at home. Parents are encouraged to check the student's planner for assignments that are due, as well as tests and quizzes which will be administered. Teachers are discouraged from assigning Wednesday evening homework. Therefore, your child should have little to no homework in order to encourage families to participate in mid-week church services.

GRADING

Grade reporting systems are designed to give the student and the parent an indication of academic progress being made. Progress averages are assessed at the three week, six week, and nine week point each quarter. These averages are used to determine athletic eligibility. Athletes become ineligible if grade average is below 70. Athletes not meeting eligibility must report for tutorials during designated times but may practice with the team during non-tutorial times. The athlete's eligibility will begin the Tuesday after the reporting period. Report cards are issued quarterly, at the end of each nine-week grading period. Parents may track the progress of the student by logging in to RenWeb. Parents have the ability to view their child's grades only. Students in junior high and high school who have an average below 75% are required to attend weekly tutorial classes in the particular subjects until the average in that subject is 75% or above.

The Cornerstone grading scale is as follows:

Cornerstone Christian School Grading Scale

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C	75-79
D	70-74
F	Below 70

*****TRANSCRIPTS – all transcripts will be based on a 100 point scale only.**

AWARDS

Dean's List, A Honor Roll, A-B Honor Roll, Perfect Attendance, and Character Honor Roll awards are presented quarterly. The Christian Character award, Lion award, Most Improved Student award, Highest GPA award, Annual Perfect Attendance, Annual Dean's List, and Annual Honor Roll award are presented annually. The athletics department hosts an annual sports' banquet in order to recognize our athletes for their excellence in athletics. The specifications for these awards are listed below:

Dean's List	All grades are 95 or above, quarterly award
A Honor Roll	All grades are 90 or above, quarterly award
A-B Honor Roll	All grades are 85 or above, quarterly award
Perfect Attendance	Students are present every day in the quarter, quarterly award Please see attendance policy
Annual Dean's List	Students who maintained Dean's List status three out of four quarters, annual award
Annual Honor Roll	Students who maintained A & A-B Honor Roll status three out of four quarters, annual award
Annual Perfect Attendance	Students are present all 175 days of the school year, annual award Please see attendance policy
Character Trait Award	Awarded for exhibition of excellent character, as exemplified and instructed through the Bible and the CCS Character Trait List, quarterly award
Christian Character Award	High School, one boy and one girl, annual award
Highest GPA in class	Annual Award
Most Improved Student	One per Elementary, Middle, and High School, annual award
Lion Award	High School, one boy and one girl, annual award (presented at athletic banquet)

REQUIREMENTS FOR GRADUATION

SUBJECT	Minimum CREDITS	Recognized	Distinguished
English	4	4	4
Math	4	4	4
Science	4	4	4
Social Studies U.S. History (1.0) World History (1.0) Geography (1.0) Government (0.5) Economics (0.5)	4 (Government included)	4	4
Foreign Language	2	2	3
**Bible	4	4	4
Fine Arts	1	1	1 or 1.5
Speech	.5	.5	.5
Electives	3.5	4.5	4.5 or 5
*Physical Education	2.5	2.5 or 3	2.5 or 3
TOTAL REQUIRED	29.5	30.5	31.5 or more

****Or one credit for each year a student attends CCS**

Financial accounts must be current to be eligible for graduation.

Based on certain criteria, graduates are eligible for the following honor cords:

Gold + Collar - National Honor Society member

Silver – All students who graduate with a 90 or above GPA

Gold and Blue – Up & Coming Scholars from Angelo State University

White – Recognized Graduate

Green – Distinguished Graduate

Medal on Gold Ribbon – Valedictorian and Salutatorian

DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

- Student must have attended Cornerstone for three years in high school, including his or her entire senior year
- Student must not have had any type of disciplinary probation the last semester of senior year
- Student must have completed all class work and assignments thoroughly, having shown evidence of excellent work habits
- A five point increase will be given to the final average of challenge courses. A list of challenge courses is maintained in the office. The increase is a reward to students who take more challenging coursework. In addition, students will receive a ten point increase to the numeric grade of dual credit courses taken through Howard College or Angelo State University. Student must score a 17 or higher on the ACT or a 1070 on the SAT (combined Math and Reading only) for Dual Credit eligibility.

SEMESTER EXAM POLICIES

Students in grades 6-12 are required to take semester exams in the fall and spring. The semester exam counts 10% towards a middle school student's (grades 6-8) final semester average. The semester exam counts 20% towards a high school student's (grades 9-12) final semester average.

Juniors and Seniors who have a 93 or above average in a class are exempt from the semester exam. If they deem the exam can raise their grade, they may take it, but it is optional for these students. If the exam grade lowers the exempted student's average in the particular class, the exam will be dropped.

PHYSICAL EDUCATION

All students must have at least 2.5 credits in the P.E. program. Full participation is required to receive a P.E. credit. Exceptions will be made only upon a written excuse from parents or a medical doctor. After three consecutive days of non-participation, a doctor's excuse is required.

Interscholastic sports are continuing to be developed and scheduled in accordance with students' interests and the availability of competition, equipment, and playing areas. P.E. is required for a student to be a participant on a CCS competitive sports team.

TUTORIALS

Tutorials are offered by each teacher on designated days and times during the week. **If a student has an average below 75% in a particular class, he/she is required to attend recess tutorials.** If the student is below 70%, the student will attend mandatory tutorials outside the school day. The proper form will be completed by the teacher, for the parent to sign. Juniors and Seniors needing mandatory tutorials will lose their off-campus lunch privilege until the tutorials end.

STANDARDIZED TESTING

Cornerstone utilizes a nationally normed standardized achievement test to help evaluate our students and our curriculum annually. Testing takes place in the late spring of the school year and test scores are sent to the families in the summer. ACT review classes are offered to our tenth and eleventh grade students. The PSAT is administered to the tenth and eleventh grade students each fall.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are conducted in the fall. This is an important time for any questions to be answered, and any concerns to be shared. The teacher will contact the elementary families with a designated date and time. The secondary teachers will be available to the secondary families for conferences during their scheduled conference periods. If a secondary student has an average below 75% in a particular class, the conference is mandatory for that particular subject. A parent or teacher may request a conference at any time during the school year, and an appointment will be set for the conference.

CHAPEL

A Cornerstone education is built upon the centrality of Jesus Christ to every aspect of the lives of all of the

school's students, staff, and associated parties. As a result, the once a week chapel service is a primary focal point in the education and spiritual growth and development of students and staff alike. The chapel service is an opportunity for all who attend to worship the Lord and lift Him up preeminently and corporately as a unified school body. It is a wonderfully necessary part of the educational culture that is present at Cornerstone. Family member attendance at chapel services is welcome. We also take an offering each chapel service, and the money is given to a local and/or designated ministry. Offering tithes are not mandatory.

HONOR CODE

Prior to discussing discipleship at our school, we desire to place before our students and families the honor code of conduct we require our students to live by. This code is a guide for our students to assist them in conducting themselves in a manner which is pleasing to God.

1. I will do my best to honor God in my life. I will strive to learn more about Him, His Word, and what it means to be a follower of Jesus Christ. (Mark 12:30, I Peter 2: 5)
2. I will be respectful of all rules set by my teachers, my coaches, my principal, the Administrator, and those God has placed in authority over my life. (I Peter 2:13-15, Romans 13:1)
3. I will do nothing to harm other students or staff at Cornerstone. I will not ridicule, ostracize, or demean others with my words or my actions. I will do unto others as I would have them do to me. (Mark 12:31, I Peter 4:8)
4. I will be respectful of the spiritual and physical purity of the opposite sex, and my behavior will indicate this respect. (I John 3)
5. I will be quick to forgive and slow to anger. (2 Corinthians 2:7, James 1:19-20)
6. I will respect the environment of my classroom and my school. I acknowledge all students have the right to a quiet and orderly environment.
7. I will respect the property rights of others. I will not vandalize or deface the property of my fellow students, the staff, or the school. I will help keep the school and my belongings neat and in order.
8. I will attend school each day unless sick or specifically excused by my family or the administration. I will be on time to my classes.
9. I will complete my assignments responsibly and promptly. I will use my class time to the best of my ability.
10. I will be honest in my work. I will not cheat or plagiarize. I will not allow others to copy my work.
11. I will honor the dress code as specified each day, and will dress modestly, thoughtfully, and obediently.
12. I will represent Cornerstone well on campus and in our community. I will use caution and discretion in what I say and do, whether it is in public or on the internet, social networking sites, or on the phone. I will be accountable for my words and actions, that I may live a life which is pleasing to God, and that I may grow in wisdom and understanding towards His will for my life. (Luke 2:52)

DISCIPLESHIP POLICY

I. Philosophy of Discipleship

- a. Discipline is a powerful tool that God has given man to shape the heart. In the context of a Christian school, discipline is an instrument that can be used to shape the heart and soul of the next generation for the cause of Christ. The Christian school staff is privileged to be given the responsibility of partnering with the parents of students in this journey of training children up in the ways of the Lord.
- b. This process ideally will result in students learning to first love and honor God in their lives and then to love and respect others around them. Only then will students be able to become all that the Lord has created them to be.

- c. Our philosophy of discipline is redemptive in nature. Discipline is discipleship. At Cornerstone our goal is to train and nurture students in the precepts of the Word of God so that they become more Christ-like in attitude and action. We want to provide an atmosphere that is both preventive and corrective with the goal of encouraging students to develop self-control. Classroom discipline is therefore a foundational aspect of our instructional program.
- d. Discipline providentially flows from and is rooted in a heart of love according to Scripture, Proverbs 3:11-12. If discipline is carried out as fitting in the eyes of the Lord, it will have a liberating impact on the lives of those who subject themselves to it and it will open doors and opportunities that will never be seen by the undisciplined.
- e. Parents have a significant impact on the discipleship efforts carried out at Cornerstone. Hence, positive parental support of the discipleship steps taken at school is necessary for your student to maximally respond to these character shaping endeavors. The goal is to create the optimal environment for your student to grow in the image of Christ through the work of the Holy Spirit as parents and the school staff works together in this discipleship process.
- f. The teacher is charged with the responsibility for maintaining control in his/her classroom in such a way that creates a positive environment in which students can learn and interact with one another. Teachers establish an effective discipleship plan by first clearly setting forth appropriate standards for conduct based on Biblical principles, and then consistently and fairly holding students accountable to these standards.
- g. Discipleship is taught and enforced through example, communication, positive reinforcement for obedience, and an established hierarchy of consequences for misbehavior. Teachers are encouraged to keep discipleship actions in line with the infraction of the student. Our end goal is to help students develop self-discipline. In the event that a student continues to exercise poor judgment and is uncooperative with the teacher's classroom management system, he/she may be referred to the Principal for further actions.
- h. Parents are responsible to God for the discipline of their children, and Cornerstone will endeavor to work with parents when discipline is needed. We believe that a positive and constructive working relationship between the school and the parents of students is essential to the accomplishment of the school's mission.

II. Education and Discipleship

- a. We believe that Jesus Christ is the true foundation of all knowledge and learning.
The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding. Proverbs 9:10
- b. Cornerstone Christian School recognizes and teaches that all experience and growth (spiritual, intellectual, emotional, and physical) should be grounded in Scripture and should reflect the sovereignty of God over His creation.
- c. We believe that God gives responsibility for training children to their parents.
Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Deuteronomy 6:4-7
- d. Cornerstone Christian School will reinforce parental authority in the realm of education and will encourage the primacy of the local church in the lives of its families. We desire to partner with parents

by providing role models, a body of knowledge, and an academic experience and environment in which students are encouraged to think and live Biblically and to grow intellectually and spiritually.

- e. We believe that the Lord uses education to prepare people for the life that He has in mind for them. It is an instrument used by Him to shape the heart and vision for life of those going through the educational process.
- f. Within the context of education and discipleship, teachers, students, and parents have certain responsibilities that are to be fulfilled by each respective party if Cornerstone discipleship is to produce the desired fruit.

i. Teacher Responsibilities

1. Support the mission and philosophy of Cornerstone Christian School
2. Use assertive discipline techniques and philosophy in the classroom
3. Model self-discipline by being consistent in attendance and punctuality
4. Be properly prepared for class with plans, materials, and assignments
5. Maintain an orderly and positive classroom atmosphere conducive to learning
6. Teach to the standards of academic performance demanded by the curriculum and the school
7. Establish and maintain healthy rapport and effective working relationships with students, parents, administrators, and other staff members
8. Lead students toward self-discipline and self-management
9. Encourage and model consistent and disciplined work habits
10. Serve as appropriate role models as believers in and followers of Jesus Christ
11. Regularly attend and represent the school at events and meetings
12. Maintain professionalism and discretion on and off-campus

ii. Teacher Rights

1. Respect
2. To teach in a classroom free from unnecessary disruption
3. Prayerful support of parents and administrators
4. Be listened to with patience and regard by students, parents, and administrators
5. Opportunities for professional growth and continuing education

iii. Student Responsibilities

1. Attend all classes daily and be on-time
2. Complete all assigned work
3. Be prepared for class with appropriate materials and assignments
4. Exhibit respect towards teachers, administrators, adults on-campus, and fellow students
5. Follow the behavioral and procedural guidelines of the classroom and Cornerstone Christian School

iv. Student Rights

1. To learn and grow as a person in an orderly, positive atmosphere free from unnecessary disruption
2. Be treated with dignity, compassion, and Christian love

3. Be listened to with patience and regard by students, parents, and administrators
4. Confidentiality concerning discipline issues

v. Parental Responsibilities

1. Actively support the mission and philosophy of Cornerstone Christian School
2. Provide for the physical, medical and spiritual needs of their child
3. Assure regular attendance and punctuality for their child
4. Support the classroom rules, rewards, and consequences as well as the school's discipleship policy
5. Teach their child to observe and obey rules
6. Be sure to dress their child according to specified dress code
7. Encourage proper and consistent study habits at home and school
8. Be available and be an active participant in parent/teacher/administrator conferences
9. Sign and return any folders/papers/school communication when required
10. Attend any meetings or workshops to stay informed concerning curriculum, procedure, policies, or support for the school
11. Participate in school-related events and organizations
12. Keep staff informed of any pertinent learning problem or condition that could interfere with their child's education
13. Maintain good communication with staff, including correct home, work, and emergency telephone numbers and up-to-date contact information including email address.

vi. Parents have the right to:

1. Consistent, proactive communication with teachers and administration
2. A positive learning environment for their child
3. Respect
4. Be listened to with patience and compassion on the part of the staff
5. Confidentiality regarding their child's discipline

III. Elements of a Christ-centered Assertive Discipline Plan: Cornerstone's established hierarchy of discipline is consistent with the principles of assertive discipline. These basic principles are outlined as follows:

- a. Students will be informed of the behavioral expectations of them at the beginning of the school year.
- b. School staff will hold the students accountable by expecting that students comply with these standards.
- c. The standards will be backed up with reasonable actions.
- d. When students meet or exceed behavioral expectations they receive positive reinforcement.
- e. When students choose to behave in a manner that is inconsistent with expectations, the staff consistently and predictably follows through with consequences appropriate to the misbehavior.
- f. Discipline must be fairly and consistently administered for the Lord is imminently interested in the right balance of justice and mercy applied in the right measure at the right time.
- g. The ultimate goal in administering corrective discipline is a transformed heart that is consistent with the image of Christ. Such an intervention when necessary will be carried out in a Christ-like manner on the part of the school staff.

- h. The goal is to administer discipline with a winsome, non-hostile, loving heart while viewing the student as Christ views him/her. Approaching discipleship from this perspective will best serve the long-term interest of the student and it will ideally produce a self-disciplined, Godly person.

IV. ELEMENTARY SCHOOL

a. Positive Discipleship Measures for Elementary School Students

- i. Personal attention from teacher
- ii. Positive notes/phone calls to parents
- iii. Special awards/certificates
- iv. Special privileges: extra recess, work with a friend
- v. Material rewards: stickers, pencils, treasures
- vi. Home rewards: created in conjunction with parents
- vii. Group rewards: movies, activities, free time, extra recess, walk to the park
- viii. Un-uniform day passes
- ix. Rewards are determined by the classroom teacher. The Principal and the Administrator may also give special recognition and rewards to students and classes

Note: The levels of behavioral infractions listed below are categorized according to their general level of seriousness. They are indicative of various types of infractions but the list is not all inclusive.

b. Elementary School Levels of Infractions

- i. Level One Infractions:
 1. Repeatedly talking in class without permission
 2. Minor disruptive behavior
 3. Inappropriate verbal teasing of another student
 4. Inappropriate touching/physical contact of another student
 5. Deliberate inattention in class
 6. Failure to follow directions
 7. Chewing gum
 8. Eating candy or food in class at inappropriate times or in inappropriate places on campus
 9. Running in buildings or at inappropriate times
 10. Littering on campus
 11. Minor vandalism
 12. Violation of Uniform Code
 13. Failure to follow classroom procedures
 14. Unprepared for class
 15. Homework/Assignments not completed on time
- ii. Level Two Infractions:
 1. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, or slander (Depending on the nature of this infraction, it may be handled as a Level 1 infraction.)
 2. Failure to show respect to other students, faculty, staff, or other adults who may be on campus
 3. Use of inappropriate language
 4. Throwing rocks on playground/campus
 5. Habitual violation of Level One infractions

iii. Level Three Infractions:

1. Cheating (or premeditated intent to cheat) or copying another's work
2. Forgery of parental signature
3. Deliberate deception or lying
4. Deliberate rudeness or disrespect towards other students, faculty, staff, or other adults
5. The use of profane, abusive, or inappropriate language or gestures
6. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including fighting and threats to other students or faculty, verbal or written
7. Stealing
8. Vandalism/destruction of property
9. Possession of weapons
10. Habitual non-conformity to school rules

iv. Level Four Infractions:

1. Physical assault of school personnel
2. Possession of weapons
3. Use or possession of alcohol, controlled substance, or tobacco
4. Blatant immorality

*All Level Four infractions will be documented and kept in student records.

***These guidelines also apply to any Cornerstone related trip or activity.**

Note: The following table is indicative but not all inclusive concerning the consequences of behavioral infractions. Repeated procedural infractions will demand similar consequences.

- c. **Elementary School Disciplinary Response Matrix:** For students who do not comply with the standards and expectations of the school, the following disciplinary matrix will serve as a general guide in administering discipline.

When administering discipline, Administration will prayerfully consider the following factors: the student's age, attitude, seriousness of offense, and the potential effect of misconduct on the school environment.

Level of Infraction	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence	Fifth Occurrence
1	Classroom Discipline Plan	Talk/Sit/Work, Classroom Discipline Plan	Talk/Sit/Work, Classroom Discipline Plan	Talk/Sit/Work, Call to Parent, Classroom Discipline Plan	Referral to Principal, Call to Parent
2	Talk/Sit/Work, Call to Parent Automatic Detention	Referral to Principal, Call to Parent Possible ISS	In-School Suspension, Conference with Teacher/Parents/Principal	Out-of-School Suspension, Disciplinary Probation	
3	Referral to Principal, Conference with Parent, In-School Suspension	Disciplinary Probation, Out-of-School Suspension	Disciplinary Probation, Possible Expulsion	Probable Expulsion	

4	Referral to Principal, Disciplinary Probation, ISS, OSS, or possible expulsion	Probable Expulsion			
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- i. In general, Level One Infractions will be handled according to classroom consequences and will require the attention of the teacher and the parent. Level Two Infractions will require the teacher, parent, and principal's attention. Level Three Infractions will require the attention of the principal and parents. Level Four Infractions will require the attention of the principal, administrator, and school board.
- ii. **Talk/Sit/Work:** This consequence involves the teacher and student discussing the infraction and the student sitting on the bench and/or working during recess for a teacher-designated amount of time. The entire recess will not be taken from the student.
- iii. **Referral to Principal:** This is a written account of the infraction sent to the principal who requires a conference with the student and the principal. The principal will call or conference to communicate with the parent concerning the infraction.
- iv. **ISS (In-School Suspension):**
 - a. In-School Suspensions are a day or any part of a day in length and are served as directed by the Elementary School Principal.
 - b. An ISS involves removing a student from his/her peers (but not from the school environment) for the term of the suspension.
 - c. Students are to pay \$60.00 a day in order to compensate the person hired to provide the personal supervision and educational guidance that is necessary in ISS.
 - d. Those serving an ISS work on that day's assignments under the supervision of a Cornerstone Christian School staff member or substitute teacher and are responsible for turning in all such work on time.
 - e. Students will complete the work assigned for each day by the teacher.
 - f. Those serving in ISS will not be allowed to participate in or attend any extracurricular school activities (daytime or evening functions) on any of the days being served in this status.
- v. **OSS (Out-of-School Suspension):**
 - a. Out-of-School Suspension involves removal of the student from the Cornerstone community for a period set by the Elementary School Principal.
 - b. The student is to be under the care of his/her parents or guardians during this time and is to reflect with them on the behaviors that prompted the suspension.
 - c. Those serving in OSS will not participate in or attend any extracurricular school activities (daytime or evening functions) on any of the days being served.
 - d. They also will not be allowed to make-up any school work missed while serving time in OSS.
- vi. **Disciplinary Probation:**
 - a. Elementary school students who reach the Disciplinary Probation level of consequence will meet with his/her parents, the teacher, and the Cornerstone Elementary School Principal to draw up a plan to address the student's particular behavioral or procedural struggle.

- b. This specific plan is designed to define the problem and give clear direction on how the student can overcome it.
 - c. The goal in this process is to motivate the student to take responsibility for changing his/her behavior to comply with school standards.
 - d. The parents will be given a signed copy of this plan. If the student follows the established plan and overcomes the behavioral or procedural problem during the school year, he/she will be removed from Disciplinary Probation.
- vii. **Expulsion:**
 - a. Cornerstone Christian School realizes that expelling a student from school (permanent removal from the Cornerstone community) is a very serious matter and considers such actions carefully on a case-by-case basis.
 - b. Forgiveness and restitution are fundamental to our total discipline policy.
 - c. However, should a student and his/her parents not be able to eliminate behavioral problems or if the student is guilty of a Level Four Offense, he/she will be subject to Expulsion at the discretion of the Cornerstone School Board

V. **SECONDARY SCHOOL**

- a. The goal of Cornerstone discipline is to be proactive and positive in its orientation.
- b. Teachers and school staff will employ proactive, positive steps to encourage student compliance with standards and expectations.
- c. **Positive Discipleship Measures for Secondary School:** Listed below is a list of possible “tools” that capture the spirit and intent of implementing a disciplinary system that is inspiring and positively oriented:
 - i. Ice cream party
 - ii. Pizza party
 - iii. Free homework pass
 - iv. Special outings
 - v. Lunch at the park as a class
 - vi. Nine-week period and no disciplinary class referrals and the whole class receive an outing such as an off-campus lunch.
 - vii. Un-uniform day passes
 - viii. Extra field trips
 - ix. Lock-ins

Note: The levels of behavioral infractions listed below are categorized according to their general level of seriousness. They are indicative of various types of infractions but the list is not all inclusive.

- d. **Secondary School Levels of Infractions:** The following incidents are illustrative, but not exclusive examples of what would merit disciplinary action:
 - i. Level One Infractions:
 - 1. Inappropriate comments
 - 2. Repeated talking in class that is disruptive
 - 3. Mischief, horseplay, and/or pranks
 - 4. Chewing gum
 - 5. Eating at inappropriate times and/or places on campus

6. Parking lot violations
7. Violation of uniform code
8. Failure to follow classroom procedures
9. Unprepared for class
10. Homework/Assignments not completed on-time
11. Tardy to class

ii. Level Two Infractions:

1. Repeated Level One Infractions
2. Failure to show respect to faculty, staff, other students, or other adults who may be on campus.
3. Display of inappropriate physical contact
4. The use of profane or abusive language or gestures
5. Any form of gambling
6. Cutting class or required activities
7. Unauthorized use of cell phones/computer/IPad
8. Cheating or the premeditated intent to cheat

iii. Level Three Infractions:

1. Repeated Level Two Infractions
2. Cheating or the premeditated intent to cheat
3. Deliberate deception/Lying
4. Verbal threatening, intimidation and/or physical abuse of students or school personnel
5. Acts of unkindness or cruelty
6. Fighting
7. Slander (verbal or written)
8. Inappropriate sexual touching and/or gestures toward another person
9. Stealing
10. Setting off the fire alarm
11. Leaving campus without permission
12. Vandalism/destruction of property

iv. Level Four Infractions:

1. Repeated Level Three Infractions
2. Endangering the lives of other members of the Cornerstone community
3. Gross violence
4. Vandalism of the school facilities/destruction of property
5. Violations of civil or criminal law
6. Physical assault of school personnel
7. The use or possession of tobacco in any form
8. The use or possession of a controlled substance, and/or illicit drugs
9. The use or possession of alcohol
10. Blatant immorality
11. Possession of weapons

12. Coming on campus, into a Cornerstone building or attending school-related events under the influence of drugs or alcohol or with the intent to consume and/or distribute them.

*All Level Four infractions will be documented and kept in the student's record.

***These guidelines also apply to any Cornerstone related trips or activities.**

*Students may also be subject to consequences for Level Four Infractions that occur after school hours and/or in settings or situations that bring dishonor to the name of the Lord and the reputation of the School.

Note: The table below is indicative but not all inclusive concerning the consequences of behavioral infractions. Repeated procedural infractions will demand similar consequences.

- e. **Secondary School Disciplinary Response Matrix:** For students who do not comply with the standards and expectations of the school the following disciplinary matrix will serve as a general guide in administering discipline.

When administering discipline, Administration will prayerfully consider the following factors: the student's age, attitude, seriousness of offense, and the potential effect of misconduct on the school environment.

Level of Infraction	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence	Fifth Occurrence
1	Classroom Discipline Plan, Redirection	Classroom Discipline Plan, Redirection, Warning, Counseling as necessary	Classroom Discipline Plan, Call Parents, Detention	Classroom Discipline Plan, Call Parents, Detention, Loss of Off-campus lunch (for jr. /sr.),	Call Parents, Detention (5 Infractions)
2	Referral to Principal, Automatic Detention, Loss of Off-campus lunch (for jr. /sr.)	Referral to Principal, Possible ISS, Off-campus lunch suspended (for jr. /sr.),	Referral to Principal, ISS, possible OSS, Disciplinary Probation	Referral to Principal, OSS, Disciplinary Probation	
3	Referral to Principal, ISS, Possible OSS, Disciplinary Probation, Off-campus lunch suspended (for jr. /sr.)	Referral to Principal, Probable OSS, Disciplinary Probation	Referral to Principal, OSS, Possible Expulsion, Disciplinary Probation	Referral to Principal, Probable Expulsion	
4	Referral to Principal, Immediate suspension from school (& Disciplinary Probation if suspended), ISS, OSS, and Possible Expulsion	Referral to Principal, Probable Expulsion			

f. Detention:

- i. Students serve in Detention at a time determined by the Administrator or the Principal and will be held generally after school.
- ii. Students will be under the supervision of a teacher and tasks will be at the discretion of the Principal.
- iii. Students must be in classroom dress.

g. ISS (In-School Suspension):

- i. In-School Suspensions are a day or any part of a day in length and are served as directed by the Administrator or the Principal.
- ii. An ISS involves removing a student from his/her peers (but not from the school environment) for the term of the suspension.
- iii. Students are to pay \$60.00 a day or \$30 for ½ day, in order to compensate the person hired to provide the personal supervision and educational guidance that is necessary in ISS.
- iv. Students serving in ISS work on that day's assignments under the supervision of a Cornerstone Christian School substitute teacher or staff member and are responsible for turning in all such work on time.
- v. The Administrator may also design special assignments that relate to the student's infraction for him/her to complete during an ISS.
- vi. Students will complete the work assigned each day by the teacher.
- vii. Those serving in ISS will not be allowed to participate in any extracurricular school activities (daytime or evening functions) on any of the days being served in this status.

h. OSS (Out-of-School Suspension):

- i. Out-of-School Suspension involves removal of the student from the Cornerstone community for a period set by the Administrator.
- ii. The student is to be under the care of his/her parents or guardians during this time and is to reflect with them on the behaviors that prompted the suspension.
- iii. Those serving in OSS will not participate in any extracurricular school activities on any of the days being served.
- iv. They will not be allowed to make-up any school work missed while serving time in OSS.

i. Disciplinary Probation:

- i. Students who reach the Disciplinary Probation level of consequence will meet with his/her parents and the Principal and/or Administrator to draw up a plan to address the student's particular behavioral or procedural struggle.
- ii. This specific plan is designed to define the problem and give clear direction on how the student can overcome it; the goal in this process is to motivate the student to take responsibility for changing his/her behavior to comply with school standards.
- iii. The parents will be given a signed copy of this plan.

*If the student follows the established plan and overcomes the behavioral or procedural problem during the school year, the normal disciplinary consequences will be reinstated.

j. Expulsion:

- i. Cornerstone Christian School realizes that expelling a student from school (permanent removal from the Cornerstone community) is a very serious matter and considers such actions carefully on a case-by-case basis.
- ii. Forgiveness and restitution are fundamental to our total discipline policy.
- iii. However, should a student and his/her parents not be able to eliminate behavioral problems or if the student is guilty of a Level Four Offense, he/she will be subject to Expulsion at the discretion of the Cornerstone School Board.

INTERPERSONAL RELATIONSHIP POLICY

The standard for Cornerstone students in regard to male and female interpersonal relationships is completely consistent with and entirely guided by what the Bible communicates as God's design for men and women. Dating, courtship, and marriage are to be conducted exclusively between individuals of the opposite gender. Genesis 2: 24 states, "Therefore a man shall leave his father and mother and be joined to his wife, and they shall become one flesh." This Biblical teaching is repeated throughout Scripture; Mark 10 and Matthew 19 are just two other references that clearly establish God's mind on this matter. Dating and courtship, as directed by parents for students, are activities that are undertaken in order to find a mate for life. The "divine design" put forth in Scripture serves as the sole guide in establishing what is expected of staff and student alike at Cornerstone Christian School for these relationships. There are many warnings put forth in Scripture against any deviation from God's plan for the expression of gender relations. A few of these warnings are as follows: Genesis 19, Judges 19:22, Leviticus 18:22 & 20:13, Romans 1:22-28, I Corinthians 6:9-11, I Timothy 1:8-11, and Jude 7.

On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle our school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual behavior or conduct, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student or discontinue a staff member's employment.

Attendance Policy

Research has shown a direct link between student attendance and academic performance. When a student misses class, they miss out on a valuable learning opportunity that cannot be repeated. At Cornerstone Christian School, we comply with state law and state education codes in regard to school attendance policy as much as deemed educationally sound and not contrary to our Christian principles. Students are required to minimally attend 157 days in a school year in order to be eligible to progress to the next grade.

Elementary and Secondary Attendance Policy

WHEN YOUR CHILD IS ABSENT:

1. Call or email the school before 9:00 a.m. the day of the absence. Leave your name, student's name, date you are calling and the reason for absence.
2. If contact is not made by 9:00 a.m., the school will attempt to contact one of the parents.
3. An absence where no contact has been made and no note has been brought in will be considered unexcused upon the student's return to school.
4. Students missing class 2 hours or less are still considered present for the day.
5. Students missing more than 2 hours but less than 4 hours are considered absent for a half day.
6. Students missing 4 hours or more are considered absent for the entire day.
7. Students who miss school for reasons other than a school related absence are **not** eligible for perfect attendance awards.

ABSENCES FALL INTO THE FOLLOWING CATEGORIES:

EXCUSED ABSENCES

Policies and procedures concerning excused absences are as follows:

1. Absences are considered excused for the following:
 - Illness (doctor's verification may be required if absences are excessive)
 - Family Emergency
 - Medical or Dental Appointments (doctor's verification may be required if appointments are excessive)
 - Approved Planned Absences

- Junior (four-days) or Senior (two-days) visiting a college
 - School Sponsored Events
2. Parents request homework assignments for students which may be picked up at the end of the school day in the school office.
 3. The student will have the number of days of the absence to make up daily work excluding a two or more day planned absence. (Example: If absent on Monday, work is due on Wednesday.) In case of a planned absence, work is due upon return.
 4. Students should expect to make up quizzes and tests on the day they return to class if they were assigned before their absence. . If the student's absence is long term, or if he/she has missed class reviews for a quiz or test, then the student may arrange with the teacher to make up the work within a reasonable timeframe after returning to school.

PLANNED ABSENCES

As stated previously, it is important for students to be in class. Every effort should be made to work around the school calendar when planning vacations and family activities. Students must be current with their school work, and have no less than a 70 grade average, and must not have excessive absences or excessive discipline issues. Students must be present for the annual standardized testing and the end of quarter finals throughout the year.

1. Planned absences may be considered for approval for the following reasons:
 - Personal court appearance (requires verification)
 - A Christian sponsored retreat
 - Mission Trips
2. A planned absence form can be obtained in the school office or on the school website.
3. Planned absence forms must be turned in 5 days prior to the planned absence.
4. Planned absences are approved at the discretion of the administration

UNEXCUSED ABSENCES

Policies and procedures concerning excused absences are as follows:

1. Absences are considered unexcused if the student and/or parent fail to comply with the guidelines for excused or planned absences.
2. Academic impact of unexcused absences: Class work and assignments are still due for the day(s) of the unexcused absences.

EXCESSIVE ABSENCES

1. Three unexcused absences within a quarter = half day of ISS. Six unexcused absences within a quarter = full day of ISS. In secondary classes absences are taken each class period and totaled separately for each period during the school day.
2. Nine or more absences in any class period per semester are considered to be excessive. A note will be sent after the 10th absence.
3. The student also will be enrolled in Saturday school for each day or class period (secondary) missed beyond eighteen days of absence.
4. The cost for Saturday school (\$70) will be incurred by the parents.
5. High school student attendance is taken each class period since each class counts as a necessary credit for graduation. Therefore, excessive absences in a class could result in the student not receiving credit for the course.
6. Students with excessive absences will be reported and brought to the board for review.

ABSENCES AND EXTRACURRICULAR ACTIVITIES

The student's attendance record will be considered for approval in extracurricular activities. For participation on a given day, a student must be in attendance for four full periods that day. Permission to miss school additional periods would be granted by school administration for unavoidable appointments as covered by

the attendance policy, except illness.

TARDIES

Students are expected to be in class, seated and ready to begin class at 8:00 a.m. All students who are late will be issued a tardy slip from the front office and need to be signed into the office by a parent/guardian.

Tardy students disrupt class and detract from the learning process. Tardiness causes a classroom disruption to the learning process which affects both the teacher and the other students. Please, do not be late to class.

Policies and procedures concerning tardies are as follows:

1. A parent of elementary must personally sign their child in at the school office.
2. If a secondary student is arriving to school, they must sign in at the elementary school office to get a pass to class.
3. Five (5) unexcused tardies = one absence.
4. A student is considered tardy for a class when he/she is not in the classroom when the tardy bell begins to ring.
5. Tardies are assessed for disciplinary action on a regular basis by homeroom teachers.
6. Every third unexcused tardy in a quarter will result in a detention for the student.
7. Students reaching nine unexcused tardies in a quarter will be assigned to In-School-Suspension (ISS) for a day; there is a \$60 fee for ISS.
8. If the student's unexcused tardies are predominantly to first period and the parent communicates to the administration that the tardies are the parent's fault, the parent may choose to pay a \$60 fine to the school in lieu of the student serving ISS. If the problem continues, the student will serve the ISS regardless.

CHECKING OUT EARLY

1. If you are planning on signing your child out early, please notify the office before school starts.
2. Checking your child out early needs to follow the excused absence guidelines or it will be marked as an unexcused early out.
3. Three (3) unexcused early check outs = 1 unexcused absence.
4. Sign your child out in the office (do not go directly to classroom) and a message will then be sent to the teacher.
5. If your elementary child is returning to school, parent must sign student in at the school office.
6. If a secondary student is returning to school, they must sign in to get a pass to class.
7. When a student is driving, they need to sign out in the elementary office. If a note has not been received prior to time of checkout, parental permission by phone must be given before student can leave school.

****Any person(s)** (including grandparents/siblings) who are not the parents/guardians will not be allowed to pick up any student early (even if on the pick-up list) without a note/call from the parent. Any family/friend or other persons will not be allowed to attend a student for lunch or visit unless a note/call has been sent beforehand by the parent.

DRESS CODE

Students at Cornerstone Christian School must abide by the school uniform and dress code. The dress code is required to ensure that emphasis is placed upon the character traits of modesty, personal neatness, and cleanliness. The school uniform dispenses with competition due to outward appearance and emphasizes the development of the inner person. The uniform is symbolic of a student's acceptance of authority over him/her, his/her parent's authority, Cornerstone's authority, and ultimately God's authority.

Information for ordering uniforms is available at the front office. Be sure to order early so you will receive

the uniforms before the school year begins. Please mark each uniform item clearly and permanently with the student's name.

New uniform items may be purchased from the following approved vendors only:

- **LANDS' END:** 1-800-469-2222 www.landsend.com/school Preferred number: 900115999
- **ADOBE SIGNS AND T SHIRTS:** 655-9873 located at 2013 Junius St, San Angelo
- **CHILDREN'S PLACE** (select polos, pants, shorts, skirts,): 949-7684 located at Sunset Mall, 4001 Sunset Drive, San Angelo
- **JC PENNEY** (select pants and shorts for boys): 944-8631 located at Sunset Mall, 4001 Sunset Drive, San Angelo

***Please call the school office if you have questions regarding the uniform policy**

Polo Shirts – Purchase at Lands' End, Adobe Signs and Tshirts, and Children's Place Only

- Solid colors - white, evergreen, or navy, short sleeved or long sleeved (logo is optional).

Pants/Shorts – Purchase at Lands' End or JC Penney's or Children's Place Only

- **Pants/Shorts:** **Penney's – Pants & Chino Shorts** – IZOD Brand, color – Khaki or Navy, **Cargo Shorts** - Dickies Lightweight Duck Cargo, color - Dessert Sand or Navy
Lands' End – Pants and Shorts school uniform - color Khaki or Navy
Children's Place – Pants and Shorts school uniform – color Sandwash or Navy
- Plain or pleated front pants.
- Girls should not wear "form-fitting" pants that are excessively tight or stretchy.
- Jogger pants are not allowed.
- **Secondary Girls Shorts – Land's End only** - Plain or pleated front Chino shorts are allowed in Desert Sand Khaki or Navy. Shorts may not be more than 2 inches above the knee.

Skirts/Skorts/Jumpers – Purchase at Lands' End or Children's Place Only

- **Elementary girls** may wear:
Blend Chino Skort in Khaki or Navy
Box-Pleat Skirt in Khaki or Navy
Plaid Pleat Skirt (Hunter/Classic Navy Plaid)
Jumper in Khaki or Navy or Plaid (Hunter/Classic Navy Plaid)
- **Secondary girls** may wear:
Solid A-Line Skirt in Khaki or Navy
Plaid A-Line Skirt in Plaid (Hunter/Classic Navy Plaid)
Box-Pleat Skirt in Khaki or Navy or Plaid (Hunter/Classic Navy Plaid)
Blend Chino Skort in Khaki or Navy
Jumper in Khaki or Navy or Plaid (Hunter/Classic Navy Plaid)

Socks

- White, Black, Navy, or Gray (Crew socks may have one colored stripe)
- No show socks may be any color
- **Girls:** Tights & Leggings must be white, navy, black or gray. Must be solid and cover the whole foot or be ankle length, not faded.

Shoes

- Must be closed toe, have a back, appropriate with uniform
- Students have the option of not wearing socks with shoes that stylistically do not require them, such as flats or topsiders.
- Rubber, non-marking soled shoes are required for wear on the gym floor

Belt

- Black or Brown (Required with pants, shorts that have belt loops)

Jackets/Sweatshirts

- CCS Hoodie/Sweatshirt must be gray/green/black. Ordered through Athletic Department
- Students may also wear SOLID Navy, Black, or Gray jackets as long as the zippers, stitching, and collars are the same color as the jacket.
- **Secondary –**
Letter Jacket is special ordered through the athletic department
CCS Athletic Parka/Windbreaker in green, which is issued by/returned to the athletic department

REQUIREMENTS FOR BOYS:

- Shirts are to be tucked in neatly and completely.
- Belts are required daily.
- Shoes must be worn at all times.
- Hair may not be longer than the eyebrow, halfway down the ear, and above the collar.
- No extreme hair styles or colors. Examples of extreme: ponytails, man buns, mohawks, designs shaved in hair, etc.)
- No piercings.

Secondary Boys:

- No sideburns below the ears, beards, or mustaches; **clean-shaven appearance daily.**
- PE uniform required daily.

REQUIREMENTS FOR GIRLS:

- Skirts are to be worn with the hem touching at the knee.
- Shirts are to be tucked in neatly.
- No extreme hair styles and hair color must be a natural color. Examples of extreme: partially shaved head, designs shaved in hair, etc.)
- Jewelry must be kept to a minimum; any large or loose jewelry will be removed for PE.
- Shoes must be worn at all times.
- Modesty shorts must be worn under skirts.
- No piercings/studs may be worn at school beyond the ear.

Secondary Girls:

- PE uniform required daily.

REQUIRED PE UNIFORM: GRADES 6-12 BOYS & GIRLS

ITEM	COLOR	VENDOR	COMMENTS
T-SHIRT	GRAY	CCS ATHLETIC DEPT.	NAME ON BACK IN DARK GREEN LETTERS ONLY
SHORTS	DARK GREEN	ADOBE (on Junius St)	INITIALS ON FRONT LEFT

PANTS	GREEN, BLACK, GRAY, WHITE		WIND PANTS OR SWEAT PANTS, MAY BE WORN OVER SHORTS FOR OUTDOOR PE
GYM BAG / BACKPACK	DARK GREEN	ADOBE (on Junius St)	IMPRINTED WITH NAME

PLEASE NOTE FOR ALL STUDENTS:

- Administration will have final authority concerning dress code on campus and at school events.
- COATS: Students may wear heavier winter non-Cornerstone coats when the weather requires it.
- Students must remain in uniform until 4:00 on campus unless given specific permission to do otherwise by the administration.
- CCS T-SHIRT DAYS: Students must wear a CCS T-SHIRT. Boys and girls may wear knee length shorts. Shorts may NOT be athletic shorts. Girls may wear Capri pants, or boys and girls may wear jeans. Jeans, shorts, and capris do not have to be denim blue but they must be neat, unblemished, and un-torn. Jackets/Sweatshirts worn on CCS T-Shirt days must adhere to the above guidelines.
- SPECIAL EVENTS: Certain occasions will arise where a defined dress code will be required. The Administration will set the dress code for such events and communicate the specifics to the teachers and students. Skirt lengths for such occasions need to adhere to the uniform length of the hem touching at the knee. Tank-top style dresses must be worn with an appropriate jacket/bolero. Stylistic appropriate shoes may be worn with special dress days. For girls, leggings may NOT be worn as pants, but they must be worn under dresses that are shorter than knee length.
- Visible undershirts worn under the uniform shirt should be the traditional white, short sleeved undershirt. For those students who prefer long-sleeved shirts during cold weather. Please be aware of the long-sleeved polo option in the dress code.
- Uniforms must be clean, properly fitted, in good repair, without tears, holes, excessive fading, or wear.
- Character or themed backpacks and lunch boxes are not allowed. (For example, Disney or cartoon characters, sports teams, etc.)
- Please examine your child's overall appearance for neatness and conformity to the CCS dress code before they arrive at school. We will be consistent with the dress code during their school day, but we appreciate your support before your child arrives for his/her day.
- Visible tattoos must be covered completely during the school day and at school related events.

Juniors and Seniors will follow the business casual dress code.

ILLNESS

Students are expected to remain at home when they exhibit the following conditions:

- A temperature of 100 degrees or more

- Purulent discharge from nose or eyes
- Cough or sore throat accompanied with fever
- Vomiting
- Diarrhea
- Open, draining lesions
- Lice (Student may return 24 hours after treatment is begun, and when **all** evidence of lice is gone)

A student who has a communicable disease or infestation such as chicken pox, pink eye, strep throat, flu, head lice, bed bugs, or ringworm must remain at home while he/she is contagious.

Students need to be temperature free for twenty-four hours before returning to school. This list is not exhaustive, so please use your best judgment in determining your child's condition. If your child becomes ill at school, please be prepared to pick them up as quickly as possible.

MEDICAL RECORDS/MEDICATION

Texas law requires every student to have his/her immunizations records on file and up to date each school year. A medical information emergency form must be completed each year so that specific steps can be taken in case of any emergency. Medication is dispensed from the office only. Any medications your child needs can be sent to the office in its original bottle/container. A medicine release form must be signed by the parent/guardian. The medicine must include the following:

- Student's name
- Name of medication
- Date(s) to be given
- Time(s) to be give
- Dosage particular to child

Dosage given must follow the weight/age requirements on the medicine unless prescribed differently by a physician. Students may not possess any medication on campus, including aspirin, Motrin, Advil, and Tylenol. The only exceptions to this rule are asthma inhalers. This medication policy extends to field trips, student retreats, and athletic events/activities.

CONCUSSION POLICY

CCS faculty and staff are aware of the seriousness sustained from a concussion. If your child has been diagnosed with a concussion, please send all paperwork from the doctor to the school. The doctor's note will provide the protocol for teachers and coaches to follow during the healing process. The teachers, coaches, and administration will work together with the parents/guardians to communicate during the recovery period and afterwards as the student is getting back into their normal routine.

SUN POLICY

The World Health Organization {WHO} notes "Ultraviolet {UV} radiation exposure during the school years contributes significantly to total lifetime sun exposure" and can cause skin cancer. UV radiation damages the skin, eyes, and immune system and the effects of sun exposure are cumulative. Sunlight is most intense between 10am and 4pm when students are often outdoors for recess, athletics and after school activities. The Administration and Board of Cornerstone Christian School recognizes the need to have a sun protection policy in place in order to protect the skin health of its students as well as all school employees.

It is not the intent of this policy to eliminate physical education or other outdoor programs during or after school but to promote awareness of elements of skin protection and prevention of overexposure to the sun.

School leaders shall prepare, adopt, and carry out a sun safety plan that includes:

1. A program of sun safety education that is integrated within both the general and health education curricula and coordinated with outdoor measures at school to prevent skin cancer.
2. Measures to encourage student use of protective items such as clothing, hats, and sunglasses during all outdoor activities, including physical education, recess, and all before- and after- school activities.
3. Measures to encourage student use of protective items such as sunscreen and lip balm during all outdoor activities, including physical education, recess, and all before- and after- school activities.
4. Educate and encouragement for school staff for school staff to adopt and model sun-safe behaviors, especially staff members who spend significant amounts of their day in the sun.

"Sun safety" describes a range of behaviors that include the wearing of protective clothing, wide brimmed hats, bucket hats, or baseball-type hats with side and back flaps added that cover the face and neck; the correct use of broad-spectrum sunscreen of at least SPF of 15 or higher; using lip balm with a SPF of 15 or higher; wearing sunglasses that filter out 100 percent of ultraviolet B {UVB} and ultraviolet A {UVA} light.

In light of class schedule and school building structures, it is not possible to find shade or change the PE or recess schedule to prevent sun exposure during the peak hours of 10 a.m. to 4 p.m. Therefore, during outside activities only, students shall be allowed to wear sun protective clothing (UPF fabric, or loose fitting, close weave clothing that covers as much skin as possible worn over school uniform), including, but not limited to hats. Students shall be allowed to wear UV-protective sunglasses outdoors. Students shall be allowed to use sunscreen and UV-protective lip balm during the school day without a physician's note or prescription. Those students using sunscreen shall be encouraged to apply sunscreen 15-20 minutes prior to any outdoor activity that will require prolonged exposure to the sun. School personnel shall not be required to assist students in applying sunscreen.

ASBESTOS MANAGEMENT PLAN

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the superintendent.

INTERNET ACCEPTABLE USE POLICY

Cornerstone is actively engaged in securing advanced computer technology along with increased Internet access in an effort to increase learning opportunities to students and staff, and for educational and research purposes. To this end, Cornerstone will be offering admission to the Internet through a school system server. With this international learning and research tool, students, parents, and staff members must be advised on the proper procedures, ethics, courtesy, and security issues associated with Internet usage. The purpose of this document is to outline such matters.

CONDITIONS AND RULES FOR USE:

ACCEPTABLE USE

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and as an opportunity for collaborative work. In order to remain eligible for access to the system at Cornerstone, the user must be performing work and/or gathering information in support of and consistent with the educational and administrative objectives of Cornerstone Christian School. Access to the Internet is made possible through an appropriate provider selected by Cornerstone. Users of the Internet must comply with all existing school policies and with the "Acceptable Use Policies" that are incorporated into this document.

Improper transmission of any material over the Internet that is in violation of any laws of the United States or any individual state is strictly prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by copyright laws. Usage for commercial or for-profit activities is also not acceptable. Internet usage for product advertisement or political lobbying is also strictly prohibited.

PRIVILEGE

The use of the Internet by students while on the campus of Cornerstone Christian School is a privilege and not a right. Inappropriate usage of or any violation of said conditions and rules might result in cancellation of an individual's privilege to access the Internet. Cornerstone, under this agreement, is the delegated authority in determining appropriate Internet usage and may deny, revoke, suspend, or close any user account at any time based on the facts surrounding any incident of inappropriate usage.

MONITORING

Cornerstone reserves the right to review any material created, downloaded, received by e-mail, transferred, uploaded, or by any other means by any Internet user and to monitor the amount of time any user may spend using the Internet.

NETWORK ETIQUETTE

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Always be courteous and polite. Never send abusive, threatening, or harmful messages to others. **Please refer to the anti-bullying policy in this handbook.**
- Use appropriate language at all times. Do not swear, use vulgarities, profanities, or other inappropriate language. Avoid all activities that are prohibited under federal and state laws.
- Users are not to reveal any personal information concerning self or others over the Internet. Users of electronic mail (e-mail) are advised that Internet communications are not private. Cornerstone may obtain access to all e-mail transmitted. Messages related to illegal activities or those of a strictly personal nature will be reported to the Principal and may result in loss of privileges.
- Use of the Internet in such a manner as to create disruption or slander others is strictly prohibited.
- All communications and information accessible on the Internet is assumed to be the private property of those who placed it there and must not be used in other documents, unless proper attribution is given to the source.

RISK

Cornerstone makes no assurances of any form, whether express or implied, for the service that it is providing. Cornerstone will not be responsible for damages that any user may suffer when using the Internet. This includes loss of data resulting from delays, non-deliveries, or service interruptions deemed as caused by Cornerstone or its negligence, or the errors and/or omissions of other users. Information obtained from the Internet is to be accepted or used at the user's own risk. Cornerstone specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information obtained and consider how valid that information may be.

SECURITY

- Security on the Cornerstone computer system is a high priority, especially due to the abundance of multiple users. A user must never allow others to obtain access to his/her security password. Users

should guard their passwords to ensure system integrity and non-access by unqualified users. Credit card and personal information is not to be given out at school over the Internet.

- If a user identifies a security problem while accessing the Internet, the user should immediately contact the system administrator or other appropriate personnel. Users are not to share or demonstrate any security problems or glitches with other users.
- Logging on or attempting to log on to the system using the password of another user will result in loss of privileges.
- Any user identified as a security risk, due to a history of problems associated with other computer systems, may be denied access to the Cornerstone system.

VANDALISM

Vandalism and/or harassment will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user while on the Internet or other networks connected to the Internet. Harassment is defined as the persistent annoyance of another user or the interference with another user's work. Electronic harassment includes the sending of unwanted e-mail. **Please refer to the anti-bullying policy in this handbook.**

PROCEDURES OF USE

- Student users must always obtain permission from their instructors before using the Internet or accessing any specific file, application, or software. Students must comply with all written and oral instructions mandated by authorized personnel.
- Users are not allowed to play games or use the Internet for non-educational or non-research activities. Users may not print any information gathered on the Internet or composed while on a Cornerstone computer without prior approval and consent by a qualified staff member.

ENCOUNTER OF CONTROVERSIAL MATERIAL

Cornerstone will provide filtering software to keep students and staff from accessing objectionable material. Despite best attempts to filter material, the possibility remains that users may encounter material that is controversial, inappropriate, lewd, lascivious, pornographic, or offensive in some form or manner. It is the user's responsibility not to initiate such materials. The instructor has the right to terminate objectionable material that any user may have retrieved, whether accidentally or intentionally.

PENALTIES FOR IMPROPER USAGE

- Any user caught violating Cornerstone rules or applicable federal or state laws is subject to loss of Internet privileges along with other appropriate disciplinary actions.
- In addition, users violating any laws of any state or federal government may be subject to criminal prosecution.
- The consequence of the violation will depend on the severity of the abuse.

CELL PHONE / ELECTRONIC DEVICE POLICY

Cornerstone Christian School embraces the use of technology as an aid to the educational process. Laptops, iPads, Kindles and other similar devices may be used strictly for academic purposes as directed by the administration and teachers of Cornerstone. Internet use at school is to only be done with the permission and direct supervision of the staff.

Students using these devices for entertainment or unauthorized activities will have the electronic devices taken from them and returned to their parents. If a second incident occurs, the student will lose the privilege of using any personal electronic device for academic development for the remainder of the school year.

Cell phones and any portable electronic devices such as iPods must be turned in to the tech box each morning in 1st period. The devices need to be picked up at the end of the school day or prior to a checkout. Cell phone use and texting is not permitted during the school day.

Laptops may be used at school for academic purposes only. **Permission must be granted and access to wireless internet permitted by Administration.** Abuse of personal computers or any violation of the stated Internet usage policy will result in the suspension of the privilege to use a laptop during school hours.

INCLEMENT WEATHER

In the event that school is delayed or closed, CCS will contact KLST (Channel 5 News) and KSAN (Channel 3 News) as quickly as possible to relay the message. In addition, a social media alert (<https://www.facebook.com/ccsofsanangelo>) (<https://twitter.com/CCSSanAngelo>) will be sent, a Nixle alert will be sent, and a notice to the Standard Times (gosanangelo.com) will be sent.

When the temperature is 40 degrees and above, including the wind chill, our students will gather on the playground in the morning prior to school beginning. Please send your child to school adequately dressed for the weather each morning. If the weather is below 40 degrees, raining or heavily damp, the students will gather in the gymnasium (grades 6-12) and the cafeteria (grades K3-5). **The principal has final discretion on being inside or outside.**

FIRE, DISASTER/EMERGENCY, AND LOCK DOWN DRILLS

Fire drills are scheduled several times during the year. These drills are conducted to ensure our students can rapidly and safely exit our buildings in an organized manner. Disaster drills are held primarily in case of a tornado. Students are instructed where to be and the proper emergency posture to assume. Escape routes for both scenarios are posted in each classroom. Lockdown drills are held in case a situation occurs that requires the school to lockdown.

STUDENT DRIVERS

Student drivers are to park their vehicles in the designated student parking area. Upon arriving at school, the vehicle is to be parked for the entire day unless off-campus permission is given by the administration. Each student driver is required to have on file a permission form, a copy of his/her license, and a copy of his/her insurance policy. Cornerstone reserves the right to suspend driving privileges to and from school if a student drives in a careless or reckless manner on or near school property. This will be done even if the student losing driver privileges is a car-pool driver.

Off-Campus Lunch

- Juniors and Seniors are eligible to go off campus for lunch two days a week. The administrator will approve which 2 days are assigned. Lunch is scheduled from 12:09–12:56. Students are required to sign out before leaving for lunch. Students are to return promptly in order to not be tardy for their 6th period class. Students driving and riding should have the appropriate forms completed and on file in order to participate in this privilege. All handbook policies must be followed. Consequences for misconduct will be enforced. Students in tutorials are not approved to participate

in this program. Parents will sign a permission form for off-campus lunch. Students are not allowed to go home during lunch with another student unless both sets of parents give approval.

LEAVING CAMPUS

A student must be formally signed out at the elementary office if they are to leave campus for any reason. Students who drive and have an appointment must sign themselves out and are required to have a parental note or phone call to the office concerning the reason for leaving campus.

DROP-OFF/PICK UP GUIDELINES

ELEMENTARY:

- Elementary students must be dropped off in front of the cafeteria no earlier than 7:30 A.M. Do not drop off your child until you see an adult staff member.
- Elementary dismissal time is 3:20 P.M.
- Elementary students will be picked up in front of the cafeteria.
- Please join the carpool line, or park and exit your vehicle to pick up your child.
- Please do not park across Jefferson Street. Parents and students walking across Jefferson Street present a situation that is unsafe, as well as blocking the flow of traffic.
- Please do not park in the carpool line, but in a space in front of the cafeteria or in front of the secondary building.
- Do not drop off elementary students in the secondary area.
- If you have an elementary student and a secondary student, please drop off at the elementary station in front of the cafeteria.
- Secondary student car pool drivers must escort elementary student riders to the designated morning area.
- **Please do not use drop off and pick up time to conference with the teachers. Please make an appointment or call during the teacher's conference period. Thank you!**

SECONDARY:

- Secondary students, grades 6-12, are to be dropped off on the side of the secondary building no earlier than 7:30 A.M., **not in front of the gym.**
- **Secondary dismissal time is 3:30 P.M.**
- Secondary students will be picked up on the side of the secondary building.
- Please enter carpool line through the alley street off of Jefferson.
- Please park in the lot if you need to enter the school building, or if your child is delayed.
- Do not drop off elementary students at the secondary drop off area. *If you have both, please use elementary drop off location.*
- Secondary student car pool drivers must escort elementary student riders to the designated morning area.
- **Please do not use drop off and pick up time to conference with the teachers. Please make an appointment or call during the teacher's conference period. Thank You!**

SCHOOL TRANSPORTATION

Cornerstone is blessed at this time to have two 14-passenger buses. These buses are the primary mode of transportation the school will utilize for athletic and academic events; however there are events during the school year which will still require parent volunteer drivers. The need for parent drivers will be noted on the permission slips sent home with each student prior to the trip.

LUNCH OPTIONS

Cornerstone currently offers a hot lunch option each day of the week. Students are welcome to take advantage of the lunch program or to bring their lunch from home. Hot lunches include a drink, two vegetables, and desert. Students will sign up for a school lunch each morning during homeroom, and parents will be billed through FACTS for their child's lunches. Parents are encouraged to join their student at lunch and may bring in lunch or order a hot lunch ahead of time. **All guests are required to sign in at the elementary or secondary office and acquire a visitor badge prior to coming into the lunchroom. All visitors must receive approval at the office to insure proper security.**

CAMPUS VISITOR PROCEDURE

Visitors and parents are welcome at Cornerstone. **All guests are required to sign in at the elementary or secondary office, acquire a visitor badge, and sign out when leaving the campus. All visitors must receive approval at the office to insure proper security.**

ATTENDANCE OF BOARD MEETINGS

Visitors are welcome to attend Cornerstone Board of Director meetings except for executive session, which is a closed session. If a parent or guardian wishes to speak to the Board, a written request must be submitted to the elementary or secondary office prior to the scheduled Board meeting. This should be done as early as possible to allow for any assistance the Board may need in looking into the situation. Participants will be informed of the earliest possible date for their presentation. If a grievance is involved, please be sure to refer to the grievance section of this handbook.

ANTI-BULLYING POLICY

- I. Anti-Bullying Policy
 - a. The Cornerstone Christian School Board is committed to protecting the students, staff and volunteers of the school from bullying, harassment, or discrimination. The goal is to provide all students, staff and volunteers with a safe, equitable, and harassment-free school experience in order for all students to flourish spiritually, academically, physically, socially, and emotionally. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. Such behavior is inconsistent with the high calling that God has placed upon the lives of those who know Him and it will not be allowed to occur without a clear and just response from school staff at all levels.
 - b. The standards of this policy constitute a specific, focused, coordinated, integrated, system of support for all students, staff, volunteers and families that will improve relations within the school. It is designed to ensure that Cornerstone has staff that is trained and is supported in their efforts to eliminate bullying and harassment behaviors. The policy also outlines the procedure to be followed in the event that bullying incidents occur.
- II. Definitions
 - a. **"Bullying"** means systematically and chronically inflicting psychological distress or physical hurt on one or more students, employees or volunteers.
 - b. It is further defined as unwanted, purposeful, written, verbal/nonverbal, or physical behavior that is threatening, insulting, or dehumanizing by an adult or student that has the potential to create an intimidating, hostile, or offensive educational environment.

- c. Bullying is a behavior that can cause great discomfort and humiliation to those who experience it. It has the potential to cause long-term intra-personal damage; bullying may also unreasonably interfere with the individual's school performance or participation; it is typically carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to the following:
- i. Unwanted teasing
 - ii. Threatening
 - iii. Intimidating
 - iv. Stalking
 - v. Cyber stalking
 - vi. Cyber bullying
 - vii. Physical violence
 - viii. Theft
 - ix. Sexual, religious, or racial harassment
 - x. Public humiliation
 - xi. Destruction of school or personal property
 - xii. Social exclusion, including incitement and/or coercion
 - xiii. Rumor or spreading of falsehoods
- d. **"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student, school employee, or volunteer that does the following:
- i. Places a student, school employee, or volunteer in reasonable fear of harm to his or her person or damage to his or her property
 - ii. Has the effect of substantially interfering with a student's educational performance, or employee's or volunteer's work performance, or either's opportunities, or benefits
 - iii. Has the effect of substantially negatively impacting a student's, employee's, or volunteer's emotional or mental well-being
 - iv. Has the effect of substantially disrupting the orderly operation of a school
- e. **"Cyber stalking,"** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- f. **"Cyber bullying"** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., Snapchat, Facebook), chat rooms, and instant messaging.
- g. **"Bullying," "Cyber bullying,"** and **"Harassment"** also encompass the following:
- i. Retaliation against a student, school employee, or volunteer by another student, school employee, or volunteer for asserting or alleging an act of bullying, harassment, or discrimination.
 - ii. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
 - iii. Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by the following:
 - 1. Incitement or coercion

2. Accessing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Cornerstone Christian School and using the information in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.
- h. **“Bullying,” “Cyber bullying,” “Harassment,” and “Discrimination”** (hereinafter referred to as bullying, as defined in section II.a.) also encompasses, but is not limited to unwanted harm towards a student, employee, or volunteer in regard to the following:
1. Gender, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, or ethnicity,
 2. Galatians 3:28 states that “There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.” All are equal at the foot of the Cross and the Lord would have His people to conduct themselves in accordance this Biblical truth in the daily affairs of life to include what happens at Cornerstone Christian School.
 3. The Lord loves and values each and every person fully and completely. He demonstrated this love by dying for “all” (II Cor. 5:15) on the Cross of Calvary. This spirit of valuing and loving each person with his/her unique characteristics, through God’s enabling presence and grace, will govern the affairs and relationships of Cornerstone Christian School.
- i. **“Accused”** is defined as any person (s) who is (are) reported to have committed an act of bullying, whether reported formally or informally, verbally or in writing.
- j. **“Complainant”** is defined as any person (s) who formally or informally makes a report of bullying, whether reported verbally or in writing.
- III. Expectations For Cornerstone Christian School Staff, Students and Volunteers
- a. To conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff and volunteers.
 - b. Cornerstone Christian School prohibits the bullying of any student, school employee, or volunteer:
 - i. During any educational program or activity conducted by the school to include travel on a school bus or with a volunteer driver
 - ii. Through the use of any electronic device or data while on school grounds or on a school bus, computer software that is accessed through a computer, computer system, or computer network of Cornerstone. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
 - iii. Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, on a Cornerstone bus or on parent-driven vehicle transporting students to school activities.
 - c. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (aka Discipleship Plan).
 - d. Proper prevention and intervention steps will be taken based upon the level of severity of an infraction as outlined in the School Discipleship Plan and this Policy.

IV. Responsibilities of Stakeholders

- a. Cornerstone Christian School Board, school administration, and school staff are responsible for creating a school climate that does not tolerate bullying in any form. When bullying occurs and comes to the attention of the Cornerstone Board or staff, it is to be promptly addressed utilizing the reporting procedures outlined in this policy.
- b. The Administrator/Principal will review incidents of bullying that occur in the school on a quarterly basis and the assessment will be reported to the School Board once a quarter (or sooner as the severity of the bullying incidents dictate).
- c. Parent participation and partnership are vital for the anti-bullying efforts of the school to be successful.
 - i. Parental support of the school disciplinary interventions, to include bullying, will help in eliminating repeated incidents of such behavior; it will also contribute to the development and maintenance of an edifying, safe, inspiring school environment.
 - ii. Parents will be given an opportunity at the beginning of each school year to learn about how to address bullying within their family and within the school environment.
- d. Anti-Bullying training will be provided annually to parents, teachers, volunteers, and administrators.
 - i. At the beginning of each school year, the School Administrator/Principal will educate the Cornerstone community (staff, students, and volunteers) on the specifics of the Anti-Bullying Policy and how to identify and report such incidents to the proper individuals within the School.
 - ii. The training will be conducted in conjunction with teacher in-service training programs and other introductory programs for the school year involving school staff and student and family orientations.

V. Disciplinary Consequences for Bullying Violations

- a. All of the facts surrounding an alleged incident of bullying will be assimilated before any disciplinary action is taken. The disciplinary response will take into the consideration (as best can be ascertained through the investigative process) the intent and severity of the accused's words and actions. Concluding whether or not a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances of the case.
- b. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct, the Discipleship Matrix, and this Policy.

VI. Reporting an Act of Bullying

- a. The Administrator/Principal is responsible for receiving verbal or written complaints alleging violations of this policy.
- b. All school staff is required to report, in writing, any allegations of bullying or violations of this Policy to the Administrator/Principal.
- c. Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.
- d. Any student, or the student's parents, who believes he/she is a victim of bullying is strongly encouraged to report the incident(s) verbally or in writing to a school official.

- e. Complaints should be filed as soon as possible after the alleged incident. This will help the school to eliminate bullying behaviors quickly and will contribute to a positive school experience for all students and staff.
- f. The Administrator/Principal of Cornerstone will establish and publicize to students, staff, and parents, how a report of bullying may be filed and how this report will be acted upon. Submission of a bullying complaint made in good faith will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within Cornerstone Christian School.
- g. The Administrator/Principal(s) will document complaints regarding bullying, as with infractions of the Code of Student Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
 - 1. Anonymous reports may be made utilizing the Cornerstone Christian School "Anonymous Bullying Report Form." This reporting form can be found on the school's website ("www.ccs-sanangelo.com") or the form can be found at the Administrator's office.
 - 2. Administrators will track reported bullying incidents and utilize the information to assess program efficacy and to develop productive anti-bullying interventions.
 - 3. Formal disciplinary action may not be based solely on the basis of an anonymous report.

VII. Bullying Complaints and Resolution

- a. The investigation of a reported act of bullying of a student or Cornerstone employee begins with a report of such an act.
- b. The Administrator/Principal shall document complaints to ensure that problems are addressed in a timely manner.
- c. Informal Resolution
 - i. Where the Administrator/Principal, along with the complainant and the accused/student, may agree to informally resolve the complaint.
 - ii. If a mutual resolution has not been achieved, a formal written appeal must be filed within two-days after the informal meeting and submitted to the Administrator/Principal.
- d. Formal Resolution
 - i. The complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the Administrator/Principal by utilizing the Cornerstone Christian School Bullying Complaint Report Form. The form is available on the school website at "www.ccs-sanangelo.com" or at the school office.
 - ii. According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.
 - iii. Those incidents that rise to the level of being unequivocal, systematic instances of bullying will be formally investigated and documented.

VIII. Investigation Requirements for Reported Acts of Bullying

- a. The procedures for investigating school-based bullying will include the Administrator or a Designee.
- b. The investigator may not be the accused or the alleged victim.
- c. The Administrator/Principal will begin a thorough investigation and will interview the complainant(s), the accused, and witnesses of the bullying incident within two school days of receiving a notification of complaint.
- d. The Administrator/Principal will notify the parents of both the victim and the accused of an act of bullying or harassment that is formally adjudicated.

- e. During the investigation, the Administrator/Principal may take any action necessary to protect the complainant, other students, employees, or volunteers. The severity of threat to the individuals involved will dictate what action is taken.
- f. In general, student complainants will continue attendance at the school and pursue their studies as directed while the investigation is conducted and the complaint is resolved.
- g. Parents of the accused and those who are victims of bullying may be contacted in the investigative process. The complaint will be discussed with parents or other school personnel as necessary to effectively investigate the allegations made.
- h. Within ten (10) school days of the filing of the complaint, there shall be a written decision by the Administrator/Principal regarding the completion of the investigation. The Administrator/Principal shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Cornerstone Discipleship Plan.
- i. The Administrator/Principal will inform all relevant parties of the decision and the right to appeal.

IX. Referral for Intervention

- a. Those individuals who are found to have committed acts of bullying will be counseled by their respective parents, teachers, and school administrators as appropriate based upon the severity of the particular bullying incidents.
- b. The goal of this process is the full restoration of those who are hurt by bullying incidents and the repentance and restoration of those engaging in such conduct.
- c. If further referrals are necessary to rectify the bullying incidents and their impact, resources in the community may be engaged (e.g. pastors, Christ-centered counselors, etc.).

X. Process for Referral for External Investigation

- a. If the act initially identified as bullying is outside the scope of Cornerstone Christian School, such as acts determined to be a criminal in nature, a referral to the appropriate law enforcement agency will be made.
- b. The parent will be notified and the referral documented by the Administrator/Principal.

XI. Appeals Process

- a. If the complainant or the accused in an alleged bullying incident are not in agreement with the findings of the Administrator/Principal or the corrective action taken, he/she may appeal to the Cornerstone School Board for further consideration of the case.
- b. The Cornerstone School Board is the final determinant in the resolution of bullying incidents within the school system.

XII. The Goal of the Anti-Bullying Policy

- a. Jesus Christ the child is described as increasing in “wisdom and stature, and in favor with God and men” (Luke 2:52). Having a policy of no tolerance for bullying and harassment of students undergirds the foundation necessary for students to flourish in their development at Cornerstone just as the Lord did as a child.
- b. Such an environment will also provide the staff and volunteers with a positive, safe environment that will allow them to serve the Lord in the teaching ministry in a manner that will produce the “greatest return” for the kingdom of God.

VOLUNTEER POLICY

The goal and prayer of Cornerstone Christian School is to provide our students with a superior education in a distinctive Christian environment. We firmly believe that active involvement of parents is necessary in order for CCS to be the best possible school for our children. Involvement by parents has many benefits to the students, staff, and parents. Here are some particulars concerning volunteerism at Cornerstone:

- Tuition does not cover all the school's expenses. Many jobs are completed by volunteers at this time, including facility maintenance.
- When volunteers assist, it frees valuable time for the staff to be more effective in preparation, instruction, and various duties.
- Our parents have a wide range of talents that can be utilized greatly to enhance the students' relationship with Christ and academics.
- Parents who volunteer gain knowledge and firsthand experience of daily operations at Cornerstone.
- Being a volunteer is affirming to your children.
- Volunteering at Cornerstone builds unity and relationships between families and staff members.
- Additionally, our ability to show an active and involved volunteer base from among our families is a factor in our re-accreditation process.

Because of the high value the Board of Directors places on volunteerism, **each CCS family is required to provide 20 hours of volunteer service to the school each school year.** Volunteer hours provided by grandparents and other relatives may be included in the time required by a family. Time given by the students does not count toward the family volunteer hour requirement. Each family is responsible for documenting their volunteer hours in the binders at the elementary and secondary offices. Please record your hours provided on your family's sheet. **If you cannot fulfill the time obligation, you may make a \$200.00 donation to CCS.**

Cornerstone will attempt to provide opportunities at various times of the week and various times during the school year in order to allow as many people as possible to participate.

Volunteer Opportunity Suggestions:

• Classroom assistance	• Room mom position
• Bulletin boards	• Classroom decorations
• Field trip accompaniment	• Class party preparation
• Teacher appreciation luncheons	• Book Fair
• Live Museum	• Spelling Bee
• Science Fair	• Homecoming committees
• Booster Club	• Substitute teaching
• Tutoring	• Writing press releases
• Photography	• Yard work/Landscape maintenance
• Office assistance	• Playground assistance

Thank you for helping make CCS a great school! We know your active participation is a blessing to the staff and students.