

INTRODUCTION

This handbook has been prepared as an informative guide for Cornerstone Christian School's students and their parents so that they may know and understand the school's policies.

The school wishes to ensure that becoming a part of our "school family" will be profitable and rewarding for you. Therefore, the administration and faculty encourage respect for work, authority, and rules, and consider courtesy and Christian behavior primary essentials in the total program of Cornerstone Christian School.

Cornerstone Christian School is operated as a department of Cornerstone Christian Center and is governed by its Board of Directors. It is our intent to offer students a quality Christian education through the efforts of a dedicated Christian teaching staff. Our teachers as well as all of our staff must maintain regular attendance and support of a local church.

Our objective is to firmly support and reinforce the Christian training provided by the parents and their church. The Chapel services, class Bible study, and practical Christian living are intended to supplement regular church attendance.

WELCOME

Welcome to Cornerstone Christian School and the 2014-2015 school year! We look forward to a great year together. Cornerstone Christian School is more than "*just*" an institution of learning; it is a place where young men and women from Christian families gather for academic, spiritual, personal, social, and physical development. This is accomplished best when the church, home, and school all work together in teaching, training, and encouraging our young people for effective service to the Lord. Just as Jesus grew in wisdom and stature, and in favor with all men (*Luke 2:52*), we encourage our young people to do the same. This means we encourage the development of maturity and responsibility in all of our students. Maturity and responsibility do not only mean just following and obeying rules but also striving to do God's will in every situation. It means seeking to do what is right, looking to help and encourage others, and building up the entire body not just one's self. Given the above information, it is important to set goals that our entire student body can work towards.

MISSION STATEMENT

It is the purpose of Cornerstone Christian School to develop Christian students spiritually, academically, socially, physically, and emotionally from a Christian worldview. We provide comprehensive curriculum which includes college prep and honor courses in order to prepare the students for college or a vocation of their choice.

The **Expected School Wide Learning Results** (ESLR's) for Cornerstone Christian School will prepare its graduates to be:

Effective Communicators who:

- Read and speak fluently in English
- Express themselves clearly and appropriately through writing
- Incorporate modern communications technology
- Use the conventions of language correctly

Critical Thinkers and Problem Solvers who:

- Define and clarify problems
- Expand strategies and strengthen skills needed to solve problems
- Apply learned skills to new situations
- Interpret data and make logical, informed decisions

Productive Individuals who:

- Work well with others
- Set and meet personal goals
- Accomplish tasks within a given time frame
- Participate in and benefit from the learning environment

Disciplined Leaders who:

- Demonstrate Christ-like behavior through Christian charity and servanthood
- Analyze current events from a Biblical perspective
- Demonstrate Biblical knowledge
- Express and defend their Christian values

AFFILIATION

Cornerstone Christian School holds membership in the **Association of Christian Schools International (ACSI)**. Cornerstone Christian High School is accredited with the **Western Association of Schools and Colleges (WASC)** and **Association of Christian Schools International (ACSI)**.

STUDENT DIGNITY POLICY

Cornerstone Christian School intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity and is not permitted. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion (for students) or termination (for employees).

PHILOSOPHY

Cornerstone Christian School shall have high spiritual and academic standards and shall include the development of the whole person spiritually, mentally, socially, physically, and emotionally. Emphasis is placed on learning about God and the truths of God's Word in relationship to man and his world, recognizing that the way to God comes through personal faith in Jesus Christ, and Christian maturity comes by application of the truths of the Bible in all areas of life. In its approach to spiritual matters, the school shall be consistent with Cornerstone Christian Center and the General Council of the Assemblies of God but shall also be respectful of and sensitive to the teachings of other evangelical denominations.

NONDISCRIMINATORY POLICY

Cornerstone Christian School admits students of any race, color, and national ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulation or meet academic or behavioral standards.

BIBLICAL ROLE

Cornerstone Christian School's biblical role is to work in conjunction with the home to mold students to be followers of Christ. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, 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.

STATEMENTS OF FAITH

Cornerstone Christian School subscribes to these statements of faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inspired Word of God (*2 Timothy 3:15; 2 Peter 1:21*).
2. We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14; Matthew 1:34; Luke 1:35*), His sinless life (*Hebrews 4:15; 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*), His resurrection (*John 11:25; 1 Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5*).
5. We believe in the resurrection of both the saved and the lost.—they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (*John 5:28-29*).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28*).

7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly *life* (*Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

CHAPEL

Weekly chapel services are held under the direction of the staff, with student participation. Nonsectarian Bible and moral instruction is given during this time. Parents and guests are always welcome.

ENROLLMENT POLICY

Each student is enrolled for a period of one (1) year. Re-enrollment is necessary each year. **The previous year's account must be current.** All forms must be completed and all fees paid before a student is accepted. Admission to Cornerstone Christian School is determined by the following factors:

1. Completion of a New Student Application, Cornerstone Christian School Commitment Form, and payment of the non-refundable registration fee.
2. Successfully passing grade-level placement test. An applicable testing fee is due at the time of the test.
3. Prepare (provide) all necessary documentation listed on the registration instruction sheet.
4. A parent/student interview with the principal or designee will be scheduled after paperwork is completed and submitted. The interview will determine the family's commitment to Cornerstone Christian School's philosophy, as stated in this handbook and local church commitment. The principal will determine acceptance and placement.
5. The final step of admission is completion of the enrollment contract with signature of the financially responsible party and payment of the non-refundable student fee(s).

Students may attend Cornerstone Christian School on the condition that they comply with the spiritual standards, scholastic standards, rules, regulations and the requirement of courtesy and good citizenship.

WITHDRAWAL FROM CORNERSTONE CHRISTIAN SCHOOL

If it becomes necessary to withdraw a student from Cornerstone Christian School, the parent or person responsible for the account must complete a withdrawal form (available in the school office). A two (2) week written notification is required for withdrawal of a student. Tuition will be calculated on a PER DIEM basis for days enrolled, taking the two (2) week notice into consideration. If the student desires to re-enroll in Cornerstone at any time, their acceptance will require board approval.

TUITION / FEES

All fees, books, and the first month's tuition must be paid prior to entering school. The school operates primarily on a tuition basis. All tuition and fees are due on the first of each month and incur an automatic twenty-five dollars (\$25.00) per week late fee if not paid by the tenth (10th) of the month (See Tuition Fee Schedule). Please note Cornerstone uses an Electronic Fund Transfer "EFT" system (See Tuition/EDM Contract form for further information). If and when checks are used in special circumstances, **a processing fee of twenty-five dollars (\$25.00) will be charged for all returned checks.** From time to time, there are special financial needs that tuition costs don't cover. Because Cornerstone Christian School is a non-profit organization, it may receive tax-deductible offerings and donations. To check on the status of your account, log on to **secure.headmasteronline.com** (*see instructions on Page 7*).

E.D.M. Billing

Full-time Extended Day Ministry "EDM" Fees (see tuition fee schedule) are due on the first of each month and incur an automatic late fee if not paid by the tenth (10th) of each month. Part-time/hourly EDM fees are billed at the end of the month via email and due by the tenth (10th) of the next month.

Past-Due Accounts

Accounts, which become **thirty (30)** days delinquent, will result in the suspension of the student(s) until the account is paid in full to date. Your account will also be turned over to a third party collection agency. The school reserves the right to *refuse re-enrollment at the beginning of any semester if a student's account is not paid to date.*

Additional Fees

Miscellaneous field trips, junior high Outdoor Education and Washington DC trip, high school fall retreat, special athletic trips and fees, some elective class fees, high school formals, and the senior class trip are just some of the extra curricular activities that may cost additional fees.

HEADMASTER ONLINE

HEADMASTER Online enables parents and students to review their student's personal information from home. Parents can sign in to monitor their child's grades, assignments, billing, or communicate with their student's teacher. Students can go online to check their list of assignments at any time. There are two (2) ways to log in to HEADMASTER:

1. You can find a link from our school website www.ccsantioch.net.
2. You can go to **secure.headmasteronline.com** (do not use www).

Instructions for logging onto Headmaster:

- Site Number is 112173
- Username and password: The office sends this out to all families at the beginning of each school year.
- When you log on to Headmaster for the first time, you may be required to create a new password. This password will not be on file with the school.
- If you forget your password, please click the link "reset password." An email will be sent to your email address that is on file in Headmaster. You must refer to that email to reset your password. If you do not receive an email from Headmaster, please contact the school office.
- On the **OVERVIEW PAGE** you will find many links. In the box labeled "I want to view..." you will find:
 - ⇒ **"MY COMPLETE PROFILE"** which will reflect your address, phone numbers, and email addresses we have in our system.
 - ⇒ **"MY CHILDREN'S HOMEWORK"** will show your student's homework for each class/subject. You will have the option of looking at the current week, the previous week, and sometimes, you may be able to see the next week's homework.
 - ⇒ **"MY CHILDREN'S ACADEMICS"** will reflect your student's current grade in each subject. When you click on "details..."

you will see specific assignments, quizzes, and tests, when they were due, and the grade received.

- ⇒ **“MY CHILDREN’S ATTENDANCE”** will reflect any dates that your student was absent or tardy.
- ⇒ **“MY CHILDREN’S BEHAVIOR”** is where you can find reports on any negative behavior. You can also click on “details...” for a detailed account of offenses and amount of demerits earned. A clear screen is a good thing!
- ⇒ **“MY CHILDREN’S SCHEDULE”** will show your student’s teacher and room number. For junior and senior high students, the schedule is broken down by class, teacher, time, and location.
- ⇒ Parents also have categories along the top of the Overview page with several options. If you go to **“REPORTS”**—you will have the option to look at a “Progress Report” style report with current academic information for your student. This includes assignment worth, points earned and grade earned for each assignment, as well as, grade values in each category a teacher assigns (i.e.: homework, tests, participation, etc.).

Our hope is that you would make yourself familiar with the HeadMaster website and find most of the answers to your questions.

PARENTAL INVOLVEMENT

Parent Visits

We encourage parents to visit and volunteer at our school. Cornerstone Christian is enhanced daily by the valuable contributions of our parent and community volunteers. Cornerstone has implemented a screening process for all who wish to volunteer their services or visit our school. The purpose of the screening is to ensure that no one working or mingling with our children has a record of sexual misconduct, thus providing a safe and positive environment for our students. All visitors and volunteers must complete the screening request form prior to initiating any activity at the school. This process will be repeated every year for all individuals.

Each request will be screened through the Megan’s Law list posted online through the Office of the State Attorney General and the National Sex Offender Registry. This form is considered confidential and will

only be seen by the school secretaries, school administration, and Contra Costa County Sheriff's Department, if necessary.

Once approved, Cornerstone requires that all visitors and volunteers sign in at the office and obtain a visitor's badge. If you have any interest in a particular subject area, please contact the teacher and arrange your visit to coincide with the time that particular subject is being taught. Parents are always welcome at Chapel.

Parent/Teacher Conferences

Our teachers are always happy to meet with you when you need a conference. It is usually most convenient to leave a message on the teacher's school voicemail or email to arrange an appointment. We ask that you not interrupt teachers in the morning before school, as they are busy preparing for the day, or in the afternoon during carline. Under no circumstances should you try to talk to a teacher while class is in session. If there are questions about homework try another student in the class or log on to secure.headmasteronline.com (see instructions on Page 7).

Parent Participation

The school depends on parent participation. Parental involvement is vital for the emotional, social and academic development of our students.

Parents will be required to volunteer twenty (20) hours per school year, helping with class functions as communicated by the staff. Hours to be logged in school office. A fee of one hundred dollars (\$100.00) will be assessed prior to school beginning, and upon completion of school year this fee can be applied to next year's fee or a refund will be issued if volunteer hours have been completed and you will not be returning for the next school year.

Parent Dress Code for Field Trips and Classroom Help

Cornerstone believes that student dress affects student behavior and as such believes that modeling by parents affects students. Cornerstone asks that parents and other volunteers assisting in the classroom or chaperoning on a field trip to adhere to the following guidelines:

- Please do not wear tank tops or tops that are backless, strapless, or have spaghetti straps.
- Please do not wear shirts or jackets with inappropriate wording.
- Pants should fit comfortably with no writing on the seat of the pants.
- Walking shorts may be worn as long as they are no shorter than three inches (3") above the knee.

DRESS CODE

Cornerstone Christian School bases its dress code upon two criteria: Biblical standards of modesty (*I Timothy 2:9, Romans 12:1*) and the desire for a neat, clean, and attractive appearance. Students should not dress in such a way that would detract from the educational process or mission of Cornerstone Christian School.

The school encourages parents to remain closely involved with their children's appearance. Parental review and support before a student leaves for school are important aspects of meeting dress code standards. The school expects parents to enforce and support the dress code.

The following standards are not intended to be all encompassing. While the dress code lists are specific in many ways, we could not possibly list all the potential clothing and accessories that students may or may not choose to wear to school. Therefore, final decisions on whether or not a student is in dress code and meets with Cornerstone Christian School standards for students and expectations for student appearance are solely up to the interpretation of the school administration.

Students are expected to arrive at school in dress code and stay in dress code until they are released from school supervision. The dress code is intended to encourage reverence towards the house of God, to show respect to the school and its faculty, to build school spirit, and to give priority to the development of the inner self over outward appearance. Teachers and administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically.

Dress Code (K-8th)

Cornerstone Christian School elementary and junior high students are required to wear school uniforms as follows:

Shirts	Uniform Polo (two or three button, long or short sleeve). No writing or logos.	burgundy, hunter green, navy, white
	Turtleneck. No writing or logos.	white, navy
	Oxford Shirts (long or short sleeve). No writing or logos. Boy's shirts must be tucked in.	white
Pants	Uniform, (Dockers or Dickies). Straight-legged, pleated or flat front, capris (no low rise or skinny style).	navy, khaki
Shorts	Uniform pleated or flat front. (Must be no more than 3" above knee).	navy, khaki
Skirts Jumpers	Uniform pleated. (Must be no more than 3" above knee).	navy, khaki, plaid*
Skort	Uniform. (Must be no more than 3" above knee).	navy, khaki, plaid*
Sweatshirt	Cornerstone Logo or plain without logos. Uniform shirt must be worn underneath the sweatshirt.	burgundy, hunter green, navy, white
Sweater	Cardigan, crew, v-neck, vest. Uniform shirt must be worn underneath the sweater.	navy, white

*Only one plaid will be allowed: School Uniforms Direct (French Toast navy and red plaid).

Undershirts: Must be in dress code colors and may not have lace on the bottom.

Belts: Brown or black leather, leather style, braided

Socks: Solid, dress code colored socks or tights to be worn at all times.

Shirts: Over-sized shirts or shirts that cover the entire pant pocket will not be allowed.

Pants/Shorts: Pants/shorts must be classic style straight-legged, pleated or flat front in cotton or twill blend material, no drawstrings, no cargo style, no patched pockets, no baggy pants, no painter/carpenter style, no spandex style, no low style. Pants/shorts are to be appropriately sized and worn appropriately around the waist. Pants/shorts must be hemmed with no slits. Shorts are to be "**walking shorts**" (no cargo styles). Length of shorts must be no more than three inches (3") above the knee. Shorts and pants must be belted and **shirts tucked in for boys.**

Skirts/Skorts/Jumpers: Skirts/skorts/jumpers length **must be no more than three inches (3") above the knee.** Skirts/skorts/jumpers are to be worn appropriately around the waist.

Shoes: Athletic/flat lace up or slip on with non-marking soles. No black bottom shoes/boots. No sandals, flip flops, or jellies. Feet are to be fully-covered at all times with backs on the shoes. Boots are permitted with safety sole and no heel except on P.E. days.

Coats (Outerwear): Coats (outerwear) may be purchased where desired. Oversized coats or coats with objectionable words or pictures are *not* permitted. Coats may NOT be worn in class or in chapel. Only Cornerstone-issued sweatshirts and plain dress code-colored sweaters or sweatshirts may be worn in class and in chapel.

Hats: Boys are not allowed to wear hats in class or in chapel.

Free Dress: All students who comply with the dress code the entire week and do not receive any disciplinary measures or have missing assignments for the same week may receive "free dress" on Fridays. If a student earns free dress, the following will NOT be allowed: spaghetti straps, off-the-shoulder tops, mid-drifts showing, flip-flops, tank tops, short shorts or skirts, t-shirts with non-Christian logos, holey or ripped or fringed jeans, baggy pants. No skulls of any kind are allowed. **Junior High girls** may not wear leggings, tights, or yoga pants with a top or skirt that is shorter than three inches (3") above the knee. **Junior High boys** may not wear sweats or basketball/athletic type pants or shorts.

NO FREE DRESS ON CHAPEL DAYS.

Birthday Free Dress: Students may wear free dress on their birthday. If their birthday falls on a:

- **Wednesday:** they may wear free dress on Thursday-NO FREE DRESS ON CHAPEL DAYS.

- **Friday** (*in which they have already earned free dress*): they may wear free dress on Thursday.
- **Weekend**: they may wear free dress on the following Monday
- **Summer**: School administration will designate a day in May for summer birthdays.

Dress Code (9th-12th)

Modesty and Propriety: Christians must be careful not to dress in sexually suggestive ways that can cause others to have unChrist-like thoughts or behavior displeasing to God. There are also some types of clothing that are simply not appropriate for school attire. Students are expected to abide by the following dress code guidelines:

General guidelines:

- Regular school dress is to be worn at all times students are on any of Cornerstone's campuses during regular school hours and when attending school-sponsored events, unless an exception is made for a special reason.
- Dress should be modest at all times.
- Dress and overall appearance should be neat, clean, and attractive.
- No skulls of any kind are allowed.
- Dress should be appropriate for the occasion—what is appropriate for the beach, for example, may not be appropriate in a classroom.
- A student's appearance should not attract undue attention or be a distraction to others (i.e., radical dress, hair styling or unnatural coloring, excessive jewelry or make-up, chains, body-piercing, tattoos, etc.)
- The style should not be one that is obviously copied from some group whose lifestyle and philosophy are un-Christian or are expressing displeasure with what is generally accepted as normal.
- Shirts must be long enough to fully cover the torso.
- Bandanas, do-rags, hairnets, or shower caps are not allowed.
- Shirts and hats that communicate messages inconsistent with Cornerstone's standards of conduct or Christian values are unacceptable.
- Jeans with rips, tears, or holes of any size or shape are not allowed.
- Sweatpants and athletic type pants/shorts are not allowed.

- Shorts must have a hemline no shorter than three inches (3”) above the knee. Jogging shorts, sweat shorts, basketball shorts, PE/gym shorts are not permitted for classroom attire.
- Shoes or sandals that provide adequate protection must be worn at all times. No combat or steel-toed boots or slippers allowed. Students may not wear flip-flop sandals. Open-toed shoes are allowed as long as they are secured to the foot by a strap across the back.

Boys:

- **Shirts:** A wide variety of shirts may be worn **Exceptions** are tank tops, sleeveless shirts, undershirts, and shirts with graphics, slogans, and advertisements that conflict with Christian values. Oversized shirts are not acceptable—they may be no longer than the end of the thumb (when arm is at the side).
- **Pants:** Oversize pants (more than one size too large) are unacceptable. For example, if the waist size is 32”, a size 36 would be too large. Pants must fit at the waist being secured to the waist to prevent underwear from being exposed (no baggy or sagging pants allowed).
- **Hats:** Head coverings of any type (caps, hats, hoods, etc.) may not be worn during prayer or worship (including chapel), nor may they be worn in the classroom or inside school and/or church buildings.

Girls:

- **Tops:** Blouses and modest tops of many types may be worn. Straps on sleeveless tops must be at least three inches (3”) wide front and back. Blouses and tops with revealing necklines, tank tops, halter tops, tube tops, tops that do not completely cover the midriff in any posture, off-the-shoulder tops, tops that are tight-fitting, undershirts, or t-shirts with graphics, slogans, and advertisements that conflict with Christian values are unacceptable. (No cleavage)
- **Dresses/shirts/skorts:** Low-cut or backless dresses, halter-tops, and bra-less attire are inappropriate. Hemlines and slits in straight skirts and skorts may be no more than three inches (3”) above the top of the knee cap in any posture and must not be tight and/or form fitting.
- **Pants:** Slacks or “classic”, “regular”, and “relaxed” fit jeans are appropriate. Low-rise “hip-hugger” or “fit and flare” style pants, jeans that are form-fitting and tight, and leggings, tights, or yoga

pants with a top shorter than three inches (3”) above the knee are not acceptable.

Dress Code—Miscellaneous, All Grades

Jewelry:

K-5th

- **Boys:** One (1) watch, one (1) ring on each hand, one (1) necklace and one (1) bracelet. No other jewelry. No earrings. No chains or spike style jewelry.
- **Girls:** One (1) watch, one (1) bracelet only on each arm, one (1) ring only on each hand, one (1) necklace. Earrings must be post and may not hang below the earlobe. No chains or spike style jewelry. **NO MAKE UP.**

Junior High

- **Boys:** One (1) watch, one (1) ring on each hand, one (1) necklace. No other jewelry. No earrings. Rubber bracelets may be worn as long as there are no inappropriate or offensive logos or mottos on them.
- **Girls:** One (1) watch, one (1) bracelet only on each arm, one (1) ring only on each hand, one (1) necklace. Earrings must be post and may not hang below the jawbone. Rubber bracelets may be worn as long as there are no inappropriate or offensive logos or mottos on them.

High School

Girls may wear earrings, boys may not.

All Students

Visible body piercings, such as nose rings and eyebrow rings, are not allowed, nor may a band-aid or clear spacer conceal them. Jewelry or accessories with protruding objects that could cause potential harm to another student may not be worn. (i.e., spiked bracelets/dog collar necklaces/safety pins on clothes). Chains are not allowed. Visible tattoos are not allowed.

Hair: Hair should be neat, clean and out of the eyes. Boys’ hair length should not cover the eyes, ears or back of the collar. Hair tails of any kind are not allowed on boys. “Step” haircuts are allowed for boys, but not completely shaved heads or haircuts with designs or letters in them. Extreme styles are not acceptable for girls or boys. Multi-colored or extreme-colored of hair is not acceptable.

Facial Hair:

- High School boys—may have facial hair that is neat and trimmed.
- Junior High boys—facial hair is NOT ALLOWED

Dress Code Violation

K-5th: The dress code will be strongly enforced with random checks throughout the school year. If a student is out of dress code, a written warning will be sent home. If a student is out of dress code a second time and anytime thereafter, he/she will be sent to the office to call home to request the parent to come to school with the proper clothing.

6th-12th: Applicable demerits will be administered. If student's dress is not modest, they will not be admitted to class until a change of clothing is brought to them.

FIELD TRIPS AND RETREATS

Field trips and class retreats are an extension of the class and our curriculum. Students are required to attend such events when scheduled throughout the year. We will use the school bus whenever possible. All students are required to ride the bus; however, if necessary, we will carpool with parents. At least a two (2) week notice will be given regarding any trip. All kindergarten children are required to have an approved child car seat. All drivers will need Megan's Law clearance as well as copies of proof of automobile insurance, current registration, current California Driver's license submitted to the school office at least two (2) days prior to the field trip. Also, working seat belts in each vehicle must be used when transporting students.

Field Trip Attire

Depending on the type of field trip, the students will be required to be in dress code, free dress (see free dress pass guidelines), or wear the Cornerstone field trip t-shirt. Field trip attire will be determined by the teacher responsible for the event.

ATTENDANCE POLICIES**Daily Attendance**

At Cornerstone Christian School regular attendance is of utmost importance, and students are expected to be there everyday. Absences should be limited to illness and unavoidable emergencies. Regular

school attendance is vital to each child's academic success. Learning goes on everyday, and if there are many absences, the child tends to find it difficult to readjust to a regular schedule of learning. Habits formed in early years have lasting results. *If the habit of being on time is formed early, the pattern will be carried throughout the rest of life.* This is one of the character traits, which the school will be developing.

This regular attendance, the student's "full time job", will teach them dependability and promptness and teach them to be good stewards of God's gifts. Because of our high expectations concerning this matter, we encourage parents and students to make regular attendance a high priority. To assist you in this, we provide the following policies and guidelines for you to follow:

Absences

If an elementary student does not arrive to school before 10:00 a.m., it will be considered an absence. To check on your child's recorded attendance, log on to **secure.headmasteronline.com** (*see instructions on Page 7*).

Excused Absences: Excused absences are reasons such as illness, medical appointments, death in the family, family emergencies, court appearance, or approved pre-arranged absences. Students will be given opportunity to make up work. Students are responsible to make arrangements with their teachers to complete any work missed. Generally, with regard to illness, make-up work should be completed in a time period directly proportional to the number of days absent. Previously assigned homework is due the day the student returns. Tests and quizzes announced prior to the day of absence are normally to be taken the day the student returns.

- The parent must call the school office **before 9:00 a.m.** to report the student's name and reason for the absence.

Upon returning from any absence, (*even though the parent has called the school the day before*) **students must check in to the school office, submit a dated, written note from the parents validating the reason for each absence, and obtain an admit slip.** (This is a requirement of the State Absence Report.) Notes simply stating "Personal Reasons" will not be accepted. Notes written by the student and signed by the parent will not be accepted.

- These absence excuses shall be retained on file in the school during the school year.

Without a note, any absence is automatically recorded as unexcused. An unexcused absence will result in zeros for classes missed.

Appointments: Parents must notify the office, by written note, of appointments made during the school day. The time, date, and nature of appointment must be stated. **Appointments for hair, nails, shopping, luncheon dates and working at home will not be accepted (with the exception of lunch dates with parents).** The note should be presented in the office at least one (1) day in advance. **THE PARENTS MUST SIGN STUDENT OUT AT THE OFFICE BEFORE LEAVING AND SIGN IN UPON RETURNING.**

Prearranged or Anticipated Absences: These would be absences arranged by parents prior to the absence at school. A parent-signed note explaining the nature and date of the absence needs to be presented to the school office prior to the absence. Examples of these absences might be an out of town medical appointment, family vacation, church retreat, or college visits.

Three (3) days prior to the absence, the student must obtain an "Arranged Absence Form" from the office. The student must obtain signatures from each of his/her teacher(s). The student must return the form to the office prior to the requested absence. This is to verify that arrangements have been made to make up the work. Failure to comply will result in an unexcused absence. (In case of an emergency, please call the school office).

Unexcused Absences: This includes absences for all reasons other than those listed for excused absences. A student will receive a zero in each class missed and may not be able to make up tests, quizzes, and homework for credit. A student who has an unexcused absence for that day may not participate in extracurricular activities.

Truancy: A student who misses school without his or her parent's knowledge will be considered truant. They will receive the applicable demerits. This is an unexcused absence.

Junior High and High School students who are missing from any class more than fifteen (15) minutes are truant, and it will be considered a cut. Applicable demerits may be issued resulting in a suspension from school.

Total Absences

K-5th: We follow public school policy in regard to excessive absences. If a student misses more than **twenty-five (25) days** during the school year, he/she will be automatically retained in that grade for the following year.

6th-12th: A student missing more than **fifteen (15) class periods** per subject area (approved or unexcused) per semester will automatically fail and receive no credit for that class. Extreme and extended physician – endorsed illnesses where tutoring is arranged with the school and family will be the only exceptions.

Make-Up Assignments

Students are required to make up the assignments missed during an absence. If you request homework by phone (*when you call before 9:00 a.m. to report your child out ill*), the teacher will need until 3:00 p.m. to compile the assignments. Parent/guardian needs to make arrangements to get the homework home to the student after 3:00 p.m.

TARDY POLICY

In order to assure a positive learning environment, we strongly discourage tardiness by our students. We understand that unforeseen circumstances occur. However, tardiness to class on a regular basis will not be tolerated. To check on your student's tardies, log on to secure.headmasteronline.com (*see instructions on Page 7*).

OUR POLICY IS AS FOLLOWS - ANY STUDENT WHO IS TARDY MUST BE BROUGHT BY A PARENT OR GUARDIAN TO THE OFFICE TO RECEIVE A TARDY SLIP PRIOR TO GOING TO CLASS.

The following reasons will constitute an excused tardy.

1. Illness
2. Family emergency
3. Medical appointment
4. Administratively-approved tardy

All other reasons for being tardy will be unexcused. Also, if a student is not accompanied to the office by a parent/guardian, they will receive an unexcused tardy. If a student has more than five (5) unexcused tardies in first (1st) period in one (1) quarter, it is considered excessive and a conference will be requested with the parent(s). Excessive tardiness

eventually will affect the students academic grade. Demerits will be given (see discipline policy).

6th-12th Tardies–Per Class

Tardies receive applicable demerits.

PICK-UP

The following criteria are to be followed for pickup:

A person’s name must be listed on the emergency card to pick up a student, including parents. Those listed on the emergency card **must be eighteen (18) years** of age and be able to show picture identification. Only the parents or guardians can pick up a student from school early (before school dismissal) unless a note or phone call giving verbal authorization is received from the parent/guardian authorizing the early pickup.

Verbal Authorization Guidelines

- A) Only authorized school employees can verify verbal authorization
- B) Unless the authorized school employee can verify the caller without question, he/she will verify the phone call by asking the caller to give their social security number.
- C) If a student becomes ill at school, a parent or guardian will be contacted. If a parent or guardian cannot be reached, the student can be released to other authorized adults listed on the emergency card.

Only authorized adults may pick up students. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students.

EXTENDED DAY MINISTRIES (K-8th)

The hours for Extended Day Ministries “EDM” are 6:30 a.m. to the beginning of school day and end of school day to 6:30 p.m. Supervision is provided by trained EDM staff. Our program offers many opportunities for students (i.e. playing outdoors, doing homework, arts and crafts, free play with friends, etc.). Parents are required to sign their student in and/or out at the school office with a complete signature and the time. This enables us to keep accurate records of students for both security and billing purposes.

Snacks

Cornerstone does not provide snacks as a regular part of the EDM program (except on special occasions). We recommend parents provide a snack if their students are staying past 4:00 p.m.

Late Fees

Students must be picked up by 6:30 p.m. or an additional charge, according to the posted schedule, will be charged to your account. EDM staff should be able to lock doors to go home at 6:30 p.m.

EDM Discipline

All minor issues are dealt with by the EDM staff. Any major issues that arise, the student will be sent to the office for a behavioral report to be sent home. After three (3) behavioral reports, a parent meeting will be required with the principal or vice principal and the student may be suspended from EDM.

Note to All Parents

Any student dropped off more than fifteen (15) minutes before the start of the school day without being signed in, will be signed in and billed an additional fee identified on the EDM Parent Commitment form. Any student not picked up fifteen (15) minutes after the school day has ended will automatically be sent to EDM. Students must be signed out or the parent will be billed. Failure to sign your student in or out of the EDM program will result in additional charges. The above policy still applies to parents with multiple children in different grades.

Parents must read and sign the Extended Day Ministries Parent Commitment form prior to their student attending school. Please note: even if you are on a full time EDM contract, you will be billed hourly for August and June EDM.

HEALTH INFORMATION

Health Documents

Every student must submit a copy of his or her immunization record to the school office. Students must be up-to-date on their immunizations before they can be admitted. There is no grace period. Students with medical or religious exemptions will be excluded from school in the event of an outbreak. Parents are asked to inform the school office of any medical condition or restriction that may impact their child while they are at school.

Screening

Students may be screened for vision, dental, hearing and/or height/weight needs. Results will be documented in the student's health file. Parents have the right to refuse any screening.

K-1st: First graders must provide the 'Report of Health Examination for School Entry' dated within the last eighteen (18) months prior to entering the first grade. Enrolling kindergarten students may submit this report dated within six (6) months prior to entering kindergarten.

7th-12th: California Immunization Law (AB 354) requires all students entering or advancing into 7th-12th grades produce proof of having had the Tdap booster shot before they will be allowed to start school (the tetanus diphtheria booster shot, Td, will not meet the requirement).

Medications

Cornerstone Christian School requires parents to make arrangements with the school office to administer **ALL** medications (including those sold over the counter) that are brought to the school. **A PARENT MUST COMPLETE A MEDICATION RELEASE FORM BEFORE THE MEDICINE CAN BE ADMINISTERED.** The school personnel or other designated personnel may give medicine. Medications are **NOT** to be kept with the student (e.g., in lunch box, backpack, etc.).

Medication must be brought to school in its original container.

Prescription medication that will be given longer than **TWO (2) WEEKS** requires a physician's signature on the **MEDICATION RELEASE FORM.**

Illness

For health and safety reasons, parents are required to pick up their ill child from the school office within **ONE (1) HOUR** from the time they are notified of such illness. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds one hundred degrees (100°) or when the child is vomiting and/or is unable to function normally at school.

Fever: Fevers are common in children and are often a signal that something is wrong. If your child has a fever of one hundred degrees (100°) or higher, please keep him/her home. If your child develops a fever while at school, you will be called to pick him/her up. Our policy is that your child must remain free of fever for twenty-four (24) hours

before returning to school. The twenty-four (24) hours begins when your child's fever has broken and remains in a normal range.

Diarrhea and Vomiting: Diarrhea due to illness is highly contagious. If your child has diarrhea or is vomiting please keep him/her home. If your child has two (2) or more diarrhea episodes, or one (1) uncontained diarrhea episode, you will be called to pick him/her up. Please understand that germs from diarrhea can be spread through carpets, toys, swings, and direct contact. It is very difficult to keep from spreading these germs to other children.

If your child vomits while at school, you will be contacted immediately to pick him/her up. You will need to keep your child at home at least twenty-four (24) hours after vomiting has stopped. When children return sooner, there is a much higher rate of recurrence and can be contagious.

Coughs and Colds: Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever.

If your child has just a cold, please notify his/her teacher. We encourage extra fluids and proper hand washing. If there are cold medicines you know will make your child more comfortable, we will administer them with your written permission. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be at school. Fresh air with proper attire is always healthy.

Infectious Conjunctivitis/Pink Eye: Pink eye can be present without the eye appearing pink or red. An eye discharge that is yellow, white, or green may be present. Due to how these illnesses can spread, we are unable to accept children back at school until a doctor's note is provided and antibiotics have been administered for a minimum of twenty-four (24) hours.

Rash: A rash may be a sign of many illnesses, such as measles, chicken pox, hand/foot/mouth disease, impetigo, etc. Due to how quickly these types of illnesses spread, we are unable to accept children back into school until a doctor's note is provided for any rash-related issue.

Lice: Cornerstone has a “no nit, no egg” policy regarding lice. We require all students who have had head lice to be checked by teacher/staff prior to returning to the classroom so re-transmission cannot occur.

Doctor’s OK: Since we are unable to list every illness, in some instances you will be asked to keep your child home until we have written documentation from your doctor saying your child is well enough to return to school. Please understand this is for your child’s well-being along with the well-being of the healthy children at school and their families.

Students may be excused from participating in P.E. and/or recess under the following conditions:

1. One (1) day - written note from his/her parent (must stay with class; excused from participation only).
2. More than three (3) days, parent must conference with the student's teacher in person or by phone, and the student must have a written physician's order. (must stay with class; excused from participation only).

Sickness or Injury

Emergency first aid is available in the office. The medical (emergency) forms returned when the year starts should note any special or potential problems a student may have. The office, with the consent of the parent, may distribute any medication needed. Students are not to distribute any kind of medication including aspirin and tylenol. If a student is ill, they may come to the office to call home and wait in the office for someone to pick them up.

GENERAL SCHOOL RULES

Cornerstone Christian School is dedicated to the development of student conduct which will exemplify all the Christian virtues. Students, by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. While some may not have personal convictions in accordance with these standards, agreeing to them obligates the students to assume responsibility for honorable adherence to them at all times. It should be understood that any behavior, either on or off campus, which indicates that the student has little desire to live a life honoring God or whose conduct gives evidence of disregard for the spirit of the school's standards, would be sufficient reason for dismissal.

Our school exists to help parents in their responsibility to educate their children. The school will team with parents to provide a solid, God-centered education that supports the principles taught at home. When a disproportionate amount of time is spent on disciplining students during the school day, consequences will result. Rules and regulations promote effective working and learning conditions. Students will be expected to obey general school rules and individual classroom rules.

Property Rules

- Cornerstone Christian School and/or Cornerstone Christian Center will not replace lost/stolen articles or make reimbursement for lost/stolen articles.
- Students and their parents are responsible for damaged property (personal, school or church), whether damage was willful or accidental.
- Lost and found items will be cleaned out monthly and donated to a charitable organization.

Damage of School Property

If a student willfully or by extreme carelessness damages or destroys school property, that student (family) will be expected to make full financial restitution for the repair or replacement of damaged property.

Textbook Policy

Textbooks are loaned to the pupil. Students are expected to take care of all books including covering them when required. The Condition of textbooks will be assessed at the end of every year to determine if there are any additional fees to be paid for any damaged, destroyed, or missing books.

Littering Policy

Our school prides itself on a clean well-kept campus. Students are required to use trash receptacles placed throughout the campus. Failure to use receptacles and leaving trash on the ground, picnic tables, or classrooms will result in the student participating in after school litter clean up.

Behavioral Expectations

The ultimate, unique goal of Cornerstone Christian School is for each student to achieve the ability to govern himself or herself from within (internally), based on the example and model of Jesus Christ. As students increase their ability to govern themselves intrinsically, it greatly reduces

the need for imposing external or extrinsic rules and regulations upon them. As staff and parents work together as a team to help our children to mature in their Christian walk, teaching and training them to do what is right according to God's Word, we will raise up exceptional young leaders, ready to move confidently into tomorrow's world. If, together, we succeed in accomplishing God's command to *"Train up a child in the way he should go, and when he is old, he will not depart from it"* Proverbs 22:8, there will be no question that our young people will soar as the eagles wherever God leads them. Parents are to enforce the following concepts:

- Maintain a courteous, respectful, and cooperative attitude toward other children and staff.
- Exercise self-control.
- Share and take turns.
- Love and forgive one another.
- Refrain from inappropriate behavior such as teasing, name-calling, pushing, pulling, or fighting.
- Obey all rules.

PROHIBITED ITEMS INCLUDE

- Matches, lighters, or other flammable objects
- Radios, CD players, IPODs
- Skateboards, in-line skates
- Toys (E.D.M. o.k.)
- Electronic games (E.D.M. o.k.)
- Knives, chains (including wallet chains), guns, sling shots, firecrackers, or any other article which could be considered a weapon
- Cell phones
- Magazines, comic books, etc.
- Gum, sunflower seeds in shell

DISCIPLINE POLICY

Classroom Management

Each teacher has a classroom management plan consisting of class rules, incentives and consequences. This system spells out the behaviors we

expect from students and what they can expect from us in return. Each department's plan may differ but the consequences are standardized, so our students will always know what to expect. The Administration is the custodian of ALL behavior reports (i.e., lunch, recess and Extended Day Ministries). To check on your student's behavior detail, log on to **secure.headmasteronline.com** (see instructions on Page 7).

Administrative Management

K-5th: An accumulation of twenty-five (25) demerits will result in a one (1) day suspension; fifty (50) demerits will result in two (2) more days of suspension; seventy-five (75) demerits will result in three (3) more days of suspension. Accumulating seventy-five (75) demerits during the first semester or one hundred (100) demerits during one (1) school year will result in the termination of enrollment or rejection of application for re-enrollment, subject to the discretion of the Principal.

PLEASE NOTE: If your student intentionally causes harm to someone else during the school day or at a school activity, he/she will immediately be sent home and appropriate disciplinary action will be administered.

Categories	Demerits	Various Consequences
Category 1 Weapons, Illegal drugs, Threats of endangerment, or Destruction	100	Expulsion (report to law enforcement)
Category 2 Premeditated fighting, Vandalism, Stealing.	35	Suspension, assignments
Category 3 Fighting/hitting, Cheating/Plagiarism*, Disobedience, Defiance, Unwholesome language, Physical or Verbal harassment (bullying), Sexual talk or drawings, Lying	25	1 day suspension <i>*See definitions of cheating and plagiarism on Pages 30-32</i>
Category 4 Rudeness/disrespect, Unkind actions-in words or deeds, teasing. Possession of electronic device during school hours, Sent to office for exceeding classroom behavior limits. Note writing, Talking back to teacher/aide	5	* Student is sent to the office. Discipline report is sent home.
Category 5 Not following directions, Excessive tardies Out of dress code, Gum, Littering.	3	* Handled in classroom - teacher sends discipline report home to parents.

6th-12th

Demerits: Infractions of the code are assigned demerits and are recorded in the student's record for that school year. Demerit points are assigned in accordance with the demerit system. (See Categories of Offenses) When a student accumulates one hundred (100) demerit points he/she loses the privilege of attending Cornerstone Christian School, subject to the discretion of the Principal. The demerit record will have a bearing on re-enrollment. Demerits accumulated during the last two (2) weeks of school will carry over into the following year.

Demerit System: For every five (5) demerits earned a detention will be given and a **ten dollar (\$10) Supervision Fee** will be charged. Detentions will be served immediately after school on a day scheduled by the office. A detention letter to be signed by a parent will be sent home at least twenty-four (24) hours in advance of the detention.

If a student receives a detention, he/she must serve or re-schedule the detention with Principal before attending a practice, a game, or an extra-curricular activity. School dress code is required of any student serving detention. A detention may be re-scheduled at the written request of a parent. Any detention not served when scheduled will result in an additional detention.

- Three (3) detentions = the student and his/her parents will be required to meet with the Principal.
- Twenty-Five (25) demerits = the student will receive a one (1) day suspension, will receive a zero (0) on any classwork or homework missed, and will be required to complete a discipline assignment.
- Fifty (50) demerits = the student will receive a two (2) day suspension, will receive a zero (0) on any classwork or homework missed, and will be required to complete a discipline assignment.
- Seventy-Five (75) demerits = the student will receive a three (3) day suspension, will receive a zero (0) on any classwork or homework missed, and will be required to complete a discipline assignment.

The school administration has complete discretion in administering discipline and the assignment of demerits or other corrective strategies.

Categories of Offenses

<u>Categories</u>	<u>Demerits</u>	<u>Various Consequences</u>
Category A Weapons, Illegal Drugs/Paraphernalia Sexual Misconduct Threats of Endangerment or Destruction	100	Expulsion Report to Law Enforcement
Category B Alcohol Stealing Pornography Tobacco	50	2 Day Suspension Discipline Contract Parent Conference
Category C Fighting Vandalism Cheating/Plagiarism* Forgery Cutting Class Insubordination/Defiance Off Campus Without Permission Reckless Driving/Speeding Verbal, Physical or Threatening Behavior Sexting	25	1 Day Suspension Parent Conference with the Principal <i>*See definitions of cheating and plagiarism on Pages 30-32</i>
Category D Disobedience/Disrespect Leaving Class Without Permission Possession of Electronic Device Profanity, Obscenity Obscene Gestures Failing to Sign In or Out Unacceptable Display of Affection Hallway Misconduct Carline Misconduct Lying, Teasing Field Trip Misconduct	5	Detention \$10 Supervision Fee
Category E Dress/Hair Code Violation Off Limits Disrupting Class Passing Notes	3	Demerits
Category F Eating/Drinking in Class Littering Unprepared for Class Talking Gum Unexcused Tardy Failure to attend NoMoZ	1	Demerits

Plagiarism & Cheating

The official Cornerstone Christian School policy on plagiarism and cheating is outlined below. Teachers will check papers for plagiarism and/or cheating using a variety of techniques, including an on-line program which checks student work for proper sourcing. Teachers will bring instances of suspected plagiarism or cheating to the immediate attention of an administrator. Penalties for plagiarism and cheating may include but not be limited to:

- Giving the student a zero (0) grade for the assignment or test
- Suspending the student or students involved in egregious cases of plagiarism or cheating
- In all cases of suspected plagiarism or cheating, the teacher will notify an administrator, who will then contact the student's parents

Plagiarism: The definition of plagiarism, as found in the Merriam Webster on-line dictionary, is: *to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source: to commit literary theft : present as new and original an idea or product derived from an existing source.* At Cornerstone Christian School, we will not tolerate plagiarism in any form. Plagiarism inhibits student academic progress by preventing teachers from properly assessing student growth. Plagiarism can also block the essential feedback students need in order to improve their writing skills because it masks the true nature of students' weaknesses. Any of the following circumstances will be viewed as plagiarism in all classes at Cornerstone:

- Using someone else's assignment or writing or a portion of it and submitting it as one's own original work
- Submitting another person's work or paraphrasing it without properly referencing the author's name or the source of the work
- Presenting the work of parents, friends, siblings, or tutors as one's own original work
- Purchasing another person's work and presenting it as one's own work
- Copying work from an internet source and submitting it as one's own assignment
- Facilitating plagiarism by providing one's own work to someone else, regardless of whether it is believed that person will copy it and regardless of whether the work actually is copied

Cheating: The definition of cheating, as found in the Merriam Webster on-line dictionary, is: *violating rules dishonestly; practicing fraud or trickery*. Education allows students to develop a set of skills and lifelong learning habits which equip them for their life beyond high school. If students make the unethical decision to cheat on their work, it deprives them of the opportunity to properly develop these skills. Students need to assume that all assignments are individual work unless the teacher instructs them otherwise. The following situations are viewed as cheating in all classes at Cornerstone:

- Copying, faxing, e-mailing, texting, or using any other form of duplication to complete an assignment (wholly or in part) which is turned in as original work
- Exchanging assignments in any form with other students, whether it is believed that the work will be copied and regardless of whether it actually is copied
- Using any form of memory aid during tests or quizzes without explicit permission from the teacher
- Using a computer program or any other method to translate an assignment from one language to another and submitting it as original work
- Exchanging answers (either giving or receiving) during a quiz or test. It is the student's responsibility to secure one's answer sheet for tests and quizzes so that the temptation to copy will not arise
- Taking credit for group work when the student has not made a full and equal contribution to the project
- Accessing a quiz or test in order to ascertain the answers before it is given
- Using summaries in lieu of reading the assigned materials (such as *Cliff Notes*, *SparkNotes*, and other summaries)

Plagiarism and cheating can be symptoms of an underlying problem with a student's academic performance. The stress of maintaining a high GPA for such situations as academic standing, extracurricular activities, sports, or college entrance requirements may push some students to make the decision to plagiarize their written assignments or cheat on an exam. Cornerstone provides many opportunities for students who feel overwhelmed by their academic responsibilities to ask for and receive extra help on their assignments. Our focus is on the development of skills and the development of the whole person. Plagiarism and cheating hinder

student development, and we will not tolerate them under any circumstances.

Alcohol and Drug Policy

Any student in possession, involved in using, or contributing to the use of non-prescribed or illegal drugs or alcohol at school or at any school function in which Cornerstone Christian School is involved shall be subject to suspension and further action as described in the full discipline policy statement.

Tobacco Policy

Any student in possession of, involved in using, or contributing to the use of tobacco at school or at any school function in which Cornerstone Christian School is involved shall be subject to suspension. This includes both smoking and chewing tobacco.

Electronic Devices

Student use of telecommunications and electronic information resources, as well as personal electronic devices, will be permitted in certain classroom situations upon submission of agreement and permission forms signed by parents and by the students themselves. Personal laptop computers and electronic devices, such as PSPs, MP3 players, video and tape recorders, iPods and iPads, and eReaders such as Nook and Kindle, may be brought onto campus only with prior permission and supervision from the teachers or administration. Such items may only be used for instructional and educational purposes, not for private entertainment. Permission is not granted to access internet for any other use not described in the Acceptable Use Policy. All risk of loss or damage is assumed by the parents or legal guardian.

Cell Phones

Cell phones are not allowed at school. If they are seen, they will be confiscated and a parent will need to pick up the phone from the principal.

Sexting: In keeping with the school's responsibility to provide a safe learning environment for all the students, the board has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or

even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

Social Networking and Students

Cornerstone Christian School realizes that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur. Therefore, this policy applies to all Internet communications.

All students are expected to reflect a positive Christian testimony and serve as Christian role models, in and out of school. The school's policies against discrimination or other harassment apply to any Internet communications. Therefore, any Internet communications that adversely reflect on the students or the school's Christian testimony, that disparage the school or other students, or that violate the policies may result in requests to remove the communications and in student discipline, including expulsion.

Student Relationships

Cornerstone Christian School is co-educational, operating on the premise that it is wholesome for boys and girls to develop many friendships during the school years. We discourage the practice of "going steady" at a young age because it can be a distraction and may cause dissention among the student body. Outward show of affection such as holding hands, having arms around one another and body contact will be prohibited during school and all school activities. In order to discourage temptation, it is not permissible for young people to pair up and linger in halls, rooms or out-of-the-way places.

Weapons Policy

Students who possess or claim to possess, use, threaten to use, or display a weapon while at school, or at a school event shall be subject to discipline up to and including expulsion. Possession includes, but is not limited to, having a weapon on school property or at a school-sponsored event. This includes on the student's person or property, in a space assigned to the student, or in a hidden place available to the student. Weapons include, but are not limited to: firearms, any gun designed to discharge a projectile, sling shot, knives, any explosive device including fireworks, pepper spray and mace, or stun gun.

GRADING POLICIES

Kindergarten

The following is an explanation of kindergarten academic grades used on most class work and on report cards.

- E Exceeds standards.
- S Satisfactory/meets standards.
- N Needs improvement.
- U Unacceptable

1st-5th

The following is an explanation of 1st through 5th grade academic grades used on most class work and on report cards:

- A (4 pts) Outstanding**
Does work in excess of regular class assignments, exact in detail, shows independence and resourcefulness, systematic, conscientious, hard worker, and always completes work on time.
- B (3 pts) Above average - satisfactory**
Usually completes assignments accurately and on time. Works effectively without assistance and supervision.
- C (2 pts) Average**
Usually completes assignments, understands concepts, generally has materials ready for class, solves average problems with general direction.
- D (1 pt) Noticeably weak - experiencing difficulty**
Not meeting all assignments and requirements of instructor. Requires extra teacher direction and attention and has difficulty following sequential steps to a logical conclusion.
- F (0 pts) Failure - below minimum requirement.**
Work is unsatisfactory.

INC Incomplete

Work must be made up within two (2) weeks after report cards are distributed or the mark automatically becomes an "F". No incomplete grade will be given the final semester.

K-5th

Report Cards: Report cards are issued each quarter. Report cards are sent home to the parents in the student's weekly communication envelope at the end of the each quarter. Fourth quarter report cards will be mailed home after the end of the school year.

Honor Roll: Students are honored for their academic achievements. Awards are given at the end of each quarter.

- **A Honor Roll** = Straight A's
- **A/B Honor Roll** = All A's and B's

Progress Reports: Progress Reports are sent home approximately three (3) weeks prior to the end of the first report card grading period for each student. First quarter progress reports are given to parents at the parent-teacher conference scheduled in October. Second, third and fourth quarter progress reports will be sent home.

6th-12th

Graduation Requirements:

- Some classes are in sequence and require prerequisites. Very seldom will any change in sequence be approved. You may be required to have a grade of C or better in a prerequisite class in order to move on to the next class.
- Students who enter Cornerstone Christian School in a later grade, may have to make up classes they have missed in order to meet minimum requirements for the State of California.
- All students are required to carry a full load, unless the administration makes the exception to this.
- All Junior High students must meet the minimum State of California requirements before a grade is considered completed. All Junior High students will take the following required classes each year:
 - Bible
 - English (Language Arts and Literature)
 - Math
 - Science
 - History
 - P.E.

- All 8th grade students must meet the minimum requirements in order to participate in the graduation ceremony.
- All High School students must meet the minimum State of California graduation requirements before a diploma can be issued. Cornerstone requires students to have completed two hundred forty (240) credits in order to graduate. The requirements are as follows:

Bible:	4 years (or every year present at Cornerstone)	40
English:	4 years	40
Math:	3 years	30
Foreign Language:	2 years (of same language)	20
History:	3 years	30
Science:	2 years	20
*P.E.:	2 years	20
Fine Arts:	1 year	10
Electives:	3 elective courses	30

* *Cornerstone Christian High School does award Physical Education credit for participation in extra curricular athletics. Participation in a full season of any sport will earn 2.5 units of PE credit. A maximum of ten (10) units of credit may be earned and applied to the PE requirement. Sports credit will not apply to general elective credits.*

Transcripts: Semester grades are recorded on the student's transcript and become part of the student's permanent record.

Grade Point Average: The chart below lists the points assigned to each letter grade. The grade point average is calculated using the points assigned.

A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0

Report Card Grades: The quarter and semester letter grades (A, A-, B+, B, B-, etc.) will be determined according to the following descriptions or percentage ranges:

A's for excellent achievement or 90's

B's for proficient achievement or 80's

C's for satisfactory achievement or 70's

D's for limited achievement or 60's

F for unacceptable or scores < 60

Report cards will be mailed home at the conclusion of each quarter. Work for incomplete grades must be made up within two (2) weeks of the marking period or a failing grade will be assigned.

Progress Reports: Progress reports may be sent home at mid-quarter. They are also available online at secure.headmasteronline.com (see *instructions on Page 7*).

Honor Roll: Junior High and High School students with a 3.5-3.99 GPA and no more than one (1) C grade qualify for Honor Roll. Students with a GPA of 4.0 or higher qualify for the Principal's Honor Roll. This is determined at the end of each quarter. Computation for Honor Roll is an average based upon scoring above.

Academic Probation: Junior High and High School students will be placed on academic probation when their GPA is a 2.0 or below, or if they have two (2) or more F's. Students on academic probation may be required to get tutoring. Students who are on probation for a semester or more may not be able to re-enroll at Cornerstone Christian School.

Senior Finals: At the teachers' discretion any senior with a B or better average for his/her final semester in a class may be exempt from taking that final exam unless (s)he drops to a fourth quarter C or lower. Students are encouraged to take the final exam if they can improve a B to an A.

EXTRA-CURRICULAR ACTIVITIES

As they become available we strongly encourage involvement in interscholastic sports, Student Council, music groups, drama, and other club activities. They contribute toward a well-balanced school experience. It is a privilege to represent Cornerstone Christian School as a member of one of the athletic teams, clubs, or extra-curricular groups. There are requirements and standards, which the student is expected to meet in order to maintain good standing on the team, club, or group. A student may be declared ineligible and unable to participate because of academic or behavioral reasons.

Organized Sports

Participants in Cornerstone Christian School sports programs must maintain an academic G.P.A. standard of 2.0 to participate. All school conduct policies apply for each team member during sport season. Proof of a sports physical and physician clearance for participant must be submitted to school office.

Athletic Eligibility: Students enrolled at Cornerstone Christian School are required to maintain a minimum of a 2.0 grade point average and no F's. Students whose grades fall below a 2.0 at progress report or report card time will not be eligible until the next grading period to participate in extracurricular activities such as sports competitions. When both a quarter grade and a semester grade end a grading period, eligibility is based on the semester grade. Eligibility for fall sports is based on the previous spring semester grades for both new and returning students.

Probation: Probationary requests may be made by ineligible students. They will receive a contract which must be completed and returned before they may participate in any activities, practices or games. The probationary period may not exceed two (2) consecutive quarters.

All students participating in extracurricular activities during probationary eligibility must prove their 2.0 or higher GPA and no F's (cumulative for the current quarter in each class) before the last school day of each week.

A progress report must be signed by each teacher. The completed form must be turned in to the Athletic Director by the end of the school week in order to prove eligibility to participate the following week from Monday through Saturday. This includes practices as well as games.

Students will be removed from probation if they attain at least a 2.0 at the next grading period. If a student continues on probation for two (2) consecutive quarters they must achieve a 2.0 GPA on their report card or they will be ineligible for practice or contests until they attain a 2.0 at the next grading period.

SCHOOL COMMUNICATION

Calendar

A school calendar is provided listing all special events, days school will be closed, and ending of each report card period. Also, refer to our website www.ccsantioch.net for information about upcoming events, sports, and school calendars.

Communication Envelopes (K-5th)

At the beginning of the school year each student is provided an envelope whereas each week teachers may send home newsletters, graded homework, personal notes to keep parents updated of their child's progress, and correspondence from school office.

Telephone Usage

The telephones in the school office are maintained for office use, not convenience. Only in special cases may students request permission to use the phone.

EMERGENCY SCHOOL CLOSURE OR DISMISSAL

An emergency could occur that would warrant a school closure or early dismissal. Every effort will be made to notify parents by use of the telephone, email, and/or the EMERGENCY BROADCAST SYSTEM.

**STUDENTS WILL ONLY BE RELEASED TO
PARENTS AND/OR ADULTS LISTED ON
EMERGENCY FORMS OR CARDS.**

MISCELLANEOUS

Family Night

Wednesday night is set aside as family night in most churches. Students are strongly encouraged to attend services with their parents. Therefore, it is school policy that minimal homework is to be assigned on Wednesday.

High School Spiritual Retreat

All High School students are expected to attend the Annual High School Spiritual Retreat. Because we believe the Bible and the spiritual aspect of our school to be absolutely essential, if a student does not attend the retreat they will receive one (1) letter grade reduction in Bible for the first semester.

Student Drivers

Any high school students who drive to or from school MUST have a valid California driver's license, have current auto insurance, have written permission from parents, and have completed the Cornerstone Christian School Driving Agreement form. The school office must have copies of these documents. In addition, the student is only allowed to drive themselves or other family members to or from school. The student is to park in the designated student parking spaces. The student is expected to drive with care and safety at all times.

Off-Campus Lunch Policy

Juniors and Seniors have the privilege of leaving campus at lunch. In order for a student to participate in this, he/she must fill out the applicable waiver, obtain parent signature, return it to the office, and follow the guidelines therein.

Student Government

Junior High and High School students may participate in Student Government.

Members are required to maintain a grade point average of 2.75 and must not receive any D or F quarter or semester grades while enrolled in the class. Executive officers must have received a grade point average of no less than 3.0 in the semester prior to the term of office.

Members may not receive more than twenty (20) demerits within a school year while enrolled in Student Government. Executive officers may not receive more than twenty (20) demerits in the school year prior to their term.