

# **CORNERSTONE CHRISTIAN SCHOOLS**

*Established 1981*

Accredited by both the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC) since 1987.



## **2017 - 2018 KINDERGARTEN TO 8<sup>TH</sup> GRADE PARENT/STUDENT HANDBOOK**

*Developing students who are biblically grounded,  
academically equipped,  
and globally prepared.*

1777 Arneill Rd.  
Camarillo, CA 93010  
(805) 987-8621  
[www.ccsed.org](http://www.ccsed.org)

# Quick Reference Guide

## Cornerstone Christian Schools

Address: 1777 Arneill Rd., Camarillo, CA 93010

School Website: [www.ccsed.org](http://www.ccsed.org)

School Office Phone: (805) 987-8621

School Office Fax: (805) 987-8208

EDC Phone: (805) 889-5900

### Office Hours:

Monday - Thursday 7:45 A.M. – 4:00 P.M.

Friday 7:45 A.M. – 3:30 P.M.

### Summer Office Hours:

Monday thur Friday 8:00 A.M. – 12:00 P.M.

Tax ID Number: 73-1707906

Established: 1981

Mascot: Eagle

## Camarillo Christian Church

Website: [www.camchristian.com](http://www.camchristian.com)

Phone: (805) 482-3116

## FACTS Tuition Management

Website: [www.factsmgt.com](http://www.factsmgt.com)

Phone: (800) 624-7092

## Mills Uniform Company

Website: [www.millswear.com](http://www.millswear.com)

School Code: 8307

## RenWeb ParentsWeb Login

Website: [www.renweb.com/Logins/ParentsWeb-Login.aspx](http://www.renweb.com/Logins/ParentsWeb-Login.aspx)

District Code: COR-CA



# Schedules

Elementary: 8:25 a.m. to 2:55 p.m.

	A.M. Recess	Lunch/Recess	P.M. Recess
Grades K-2	10:00 – 10:15 a.m.	12:30 – 1:10 p.m.	2:00 – 2:15 p.m.
Grades 3-5	9:45 – 10:00 a.m.	11:30 – 12:10 p.m.	1:45 – 2:00 p.m.

Elementary Chapel  
Wednesday: 8:45 to 9:25 a.m.

Wednesday	A.M. Recess
Grades 3-5	9:30 – 9:45 a.m.
Grades K-2	10:00 – 10:15 a.m.

Middle School: 8:00 a.m. to 3:15 p.m.

Period	M, T, Th, F	Wednesday (Chapel)
1	8:00 – 9:00 a.m.	8:00 – 8:45 a.m.
2	9:05 – 9:55 a.m.	8:50 – 9:30 a.m.
Nutrition	9:55 – 10:05 a.m.	9:30 – 9:40 a.m.
3	10:10 – 11:00 a.m.	9:45 – 10:25 a.m.
4	11:05 – 11:55 a.m.	10:30 – 11:10 a.m.
Chapel		11:15 – 11:55 a.m.
Lunch	11:55 – 12:25 p.m.	11:55 – 12:25 p.m.
5	12:30 – 1:20 p.m.	12:30 – 1:20 p.m.
6	1:25 – 2:20 p.m.	1:25 – 2:20 p.m.
7	2:25 – 3:15 p.m.	2:25 – 3:15 p.m.



# CORNERSTONE CHRISTIAN SCHOOLS *home of the Eagles*

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## 2017-2018 School Year

### First Quarter

August 28	First Day of School
September 4	Labor Day Holiday
October 9	Golf Tournament, No School, Preschool - 8 <sup>th</sup> grade
October 27	End of 1 <sup>st</sup> Quarter

### Second Quarter

November 10	Veteran's Day Holiday
November 22 to 24	Thanksgiving Break
December 21	Christmas Break Noon Dismissal, Preschool - 8 <sup>th</sup> grade
December 22 to Jan. 5	Christmas Break
January 8	School Resumes
January 15	Martin Luther King Jr. Holiday
January 19	End of 2 <sup>nd</sup> Quarter

### Third Quarter

February 16	President's Day Holiday
February 19	President's Day Holiday
March 23	End of 3 <sup>rd</sup> Quarter
March 26 to April 2	Easter Break

### Fourth Quarter

May 28	Memorial Day Holiday
June 5	Last Day of School – Noon Dismissal, Preschool – 8 <sup>th</sup> grade
June 5	End of 4 <sup>th</sup> Quarter
June 5	Pre-K/Kinder Cadets Promotion
June 5	5 <sup>th</sup> Grade Promotion
June 5	8 <sup>th</sup> Grade Promotion

***\*\*Dates subject to change\*\****

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Preschool Member of ACSI and K to 8<sup>th</sup> grade accredited by  
Association of Christian Schools International and Western Association of Schools and Colleges



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## Who We Are

Cornerstone Christian Schools is an independent school system offering preschool, elementary, and middle school. Founded in 1980 by Camarillo Christian Church, Cornerstone operates on a not-for-profit basis; supported by the fees it charges, fundraisers, and donations. The facilities leased to the school consist of an educational wing of the church building, as well as all of the regular church facilities. The church sanctuary is used for weekly chapels and special programs.

## Mission

*We exist to develop students, who are biblically grounded, academically equipped, and globally prepared.*

## CCS Team

### *Administration*

Mrs. Colleen Brewer	Principal
Mrs. Valerie Caulk	Associate Administrator
Mrs. Anita Butler	Preschool Director
Mr. Dave Foucar	Administrator Finance/Consultant

### *Office Staff*

Mrs. Heather Arena	Registrar
Mrs. Jane Gin	Bookkeeper
Mrs. Debbie Hanks	Office Assistant
Mrs. Betsy Lundberg	Preschool Assistant Director
Mrs. Sharlyn McHenry	Office Assistant/Health Tech.

### *Faculty and Staff*

#### Preschool

Mrs. Elaine Brown  
Mrs. Kimberly Couchman  
Mrs. Chrissey Fujii  
Mrs. Mary Gonzales  
Miss Stacy Perez

#### Preschool Aides

Mrs. Martha Alvarez  
Mrs. Tracey Bell  
Miss Genesis Butler-Calderon  
Mrs. Mariacruz Garcia  
Miss Breanna Handley  
Mrs. Lisa Handley  
Mrs. Tracey Weigele

#### Preschool Support Aide

Mrs. Bonnie Jo Zittel

#### Elementary

Mrs. Debbie Vogt (K)  
Mrs. Lisa Delgado (1)  
Mrs. Elizabeth Thompson (2)  
Mrs. Melissa Rizer (3)  
Mr. Josh Chambers (4)  
Mrs. Jennifer Baer (5)  
Mrs. Jana Austinson (Music)  
Mr. Elden Sandy (Comp)

#### Elementary Aide

Mrs. Cindy Burt

#### Middle School

Mrs. Amy Allen  
Mr. Joshua Hanks  
Mrs. Debbie Hanks  
Mrs. Wendy Hartman  
Mrs. Anne Kimball  
Mrs. Julia Martin

#### EDC Director

Mrs. Suzanne McMackin

## What We Believe

We believe the Bible is the inspired, infallible and authoritative Word of God. (2 Timothy 3:16; 2 Peter 1:21)

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit. (John 10:30; Matthew 28:19)

We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His vicarious death and atonement for sin by the shedding of His blood, His physical and bodily resurrection, His ascension into heaven to sit at the right hand of the Father and His personal and visible return in power and glory. (John 3:16-19; Romans 3:23; 5:8-11; 6:23; Titus 3:5-6)

We believe that regeneration by the Holy Spirit is necessary for the salvation of lost and sinful men. (Romans 8:13-14)

We believe in the present ministry of the Holy Spirit by whose grace and indwelling the Christian is enabled to live a Godly life. (John 14:15-17; Romans 8:9-11)

We believe in Heaven and Hell; that Heaven is a place of eternal life and bliss with our Savior, the Lord Jesus Christ, and that Hell is a place of eternal death and separation from God for those who have rejected His son. (John 3:18-20; 5:24; Matthew 13:40-43)

We believe in the spiritual unity of all believers in the Lord Jesus Christ, all of whom are joined in His body, the Church. (Romans 12:5; Ephesians 4:4-5).

We believe the Bible teaches that sexual activity may take place only within the bonds of marriage between one man born male and one woman born female. (Matthew 19:4-6; Thessalonians 4:1-8)

The New International Version Bible (NIV translation) is the standard translation of the Bible that our students use in all classes at Cornerstone Christian. The use of only one translation facilitates learning and deeper understanding on the part of students as we discuss passages of Scripture.

## Accreditation

Cornerstones K to 8th schools have been accredited by both the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC) since 1987.

## CCS Goals and School-Wide Vision Expected School-wide Learning Results (ESLRs)

Cornerstone Christian Schools students will be:

1. **Complex thinkers** who think critically and independently and solve academic problems and personal issues in a way that honors God.



2. **Collaborative workers** who are goal-oriented, respectful, cooperative team members that are accountable to one another, accepting of each other and are able to fulfill specialized needs which demonstrate learned habits that support life-long learning and service.
3. **Self-directed learners** who demonstrate the ability to take initiative, set goals, and lead others as they prioritize tasks and follow them through to completion.
4. **Effective communicators** who demonstrate the ability to convey information, opinions, ideas, beliefs, and needs in a clear and concise way, both verbally and in written form.
5. **Diligent producers** who actively demonstrate ability, creativity and quality work in the classroom as well as in life situations, based on a solid foundation of biblical principles and a commitment to following practices that honor God.

## Spiritual Life

Our goal at Cornerstone Christian Schools is to nurture spiritual growth within each student. To that end, we have regularly scheduled times of sharing in God's Word as well as times throughout the day when spiritual principles are integrated within lessons and other activities.

Chapel sessions bring students together for special times of worship, teaching, and singing. In addition to school staff, church leaders from the community at large participate in these special times. Students are encouraged to attend church with their families.

We desire that each student develops a vital, personal relationship with God through faith in Jesus Christ, and ask all students to measure their lives by scriptural standards of conduct.

### ***Character Education***

Character Education is a priority at CCS and involves the entire school community – school leaders, parents, teachers, staff, and students. The focus is on shaping the hearts of our students as we endeavor to instill biblically based, positive ethical values, such as caring, good manners, respect, responsibility, fairness, and honesty.

## Volunteer Policy

CCS appreciates Volunteers! In the interest of student safety, we require our volunteers to submit to a background check. Background checks will not be conducted without a signed release. Release forms are available in the school office.

## Conflict Resolution Principles

There is no perfect school. We realize that over the course of the year problems and conflicts may arise between individuals or with the school. We expect these conflicts to be resolved according to Biblical principles laid out in Matthew 18:15-17 (NIV). *“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the*

*testimony of two or three witnesses. If they refuse to listen, tell it to the church.” This scripture instructs us to talk to people and not about people.*

**If a conflict arises, we ask that the following guidelines be observed:**

1. Go directly to the individual first and share your concern. Going to other people, including friends, parents, staff or board members only magnifies the problem.
2. If you feel that the problem was not resolved in an acceptable manner, meet with the person and the CCS principal.
3. If after working with that individual and the principal and the issue is still not resolved, please contact the school board chairman.
4. If resolution has not occurred, the principal and school board chairman will arrange for a meeting of all parties before the School Board, if deemed necessary. There are no further appeals, and the decision of the Board is final.

Please keep the conflict only between the parties involved. Gossip only breeds more divisiveness and problems. Remember that everyone makes mistakes. Once a conflict is resolved, it is our responsibility to forgive, as our Father forgives, and continue on.

## **Academic Standards and Procedures**

Cornerstone Christian Schools follow the basic curriculum guidelines required for study in the State of California for public schools. While specific courses may be taught in a sequence which differs from the sequence in other schools, our objective is to provide educational opportunities which are comparable to or exceed those in public schools and to supplement this instruction by teaching from a Biblical perspective. In this way, each student comes to recognize the importance and relevance of the never-changing Word of God relative to all aspects of the curriculum.

### ***Achievement Tests***

Cornerstone Christian uses a national standardized test, Terra Nova, to measure student progress. This standardized testing is administered each spring to students in grades 1 – 8. Each student's test results are included with the year-end report card.

### ***Elementary Curriculum Information***

The elementary program at Cornerstone Christian Schools consists of traditional elementary school classes taught from a Biblical world view. The course of study includes: Bible, Phonics, Math, Reading, Spelling, Science, P.E., Health, Safety, Social Studies, English, Art, Computers, and Music.

### ***Middle School Curriculum Information***

The Middle School program at Cornerstone Christian Schools consists primarily of an academically advanced high school preparatory course of study that includes the following core curriculum classes: Bible, Math, English, Physical Education, Science, and Social Studies. To support the core curriculum, various elective courses are also offered such as, Art, Chapel Band, Computer Technology, Culinary Arts, Digital Photography/Memory Book, Drama, Spanish, Life Skills and Study Skills. The middle school operates on a traditional class schedule, consisting of seven periods, each spanning fifty minutes, plus five-minute passing periods.

### ***Community Service Requirements (Middle School)***

Aligned with our mission of global preparation is our unique purpose to prepare students for effective service for Christ. Jesus Christ came to serve, not to be served (Matt. 20:28). For this reason, all CCS middle school students are required to complete community service as a part of our Bible curriculum, as outlined in the Bible course syllabus. The service hours requirements are as follows:

- 6<sup>th</sup> grade – 3 hours per quarter
- 7<sup>th</sup> and 8<sup>th</sup> grade – 5 hours per quarter

### ***Field Trips***

CCS enhances the elementary and middle school instructional programs through a variety of field trips. These trips occur during classroom instruction and are integral to the educational goals of each distinct discipline. Some field trips may incur a small fee.

Field trip permission forms must be turned into the classroom teacher in order to attend. We already have your child's Annual Field Trip Release/Emergency Medical Form on file in the office. One copy stays in the office, and one travels with the child in the vehicle he/she is riding in. All children under eight years of age or less than 4'9" tall, must be properly buckled into a car seat or booster in the back seat.

When we do travel, we rely on parent drivers. Parents interested in driving on a field trip must have a valid copy of their automobile insurance and a copy of their current driver's license on file in the office, as well as sign a Driver/Chaperone Agreement form. All copies need to be in the office **no later** than one week prior to the field trip. Background check releases (see Volunteer Policy on page 4) are available in the school office.

As a supplement to classroom instruction, students in grades 6<sup>th</sup> and 8<sup>th</sup> are provided with opportunities for extended, overnight, off-campus education, as follows:

- 6<sup>th</sup> grade – Outdoor Education/Science Camp
- 8<sup>th</sup> grade – Historical Studies Tour to selected Washington, D.C and other east coast historical sites.

***The costs of these trips are not included in tuition.***

### ***Student Owned e-Readers on Campus***

Cornerstone Christian Schools is committed to moving students and staff forward in a 21<sup>st</sup> century learning environment. As part of this plan, CCS Middle School will now allow 6th through 8th grade students to use their own technology devices (iPads, Nooks, Kindles, and other approved e-Readers) during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and read the required, pre-approved loaded textbooks on their devices. These devices will not be used to access the internet during class. The current cell phone policy for students (see page 16) remains in effect and supersedes this program. CCS wireless internet access will not be granted to students who bring their own mobile electronic devices, with internet access capability, to school. Students who bring such mobile devices are expected to honor and comply with the CCS Internet "Acceptable Use Policy" as well as our "Standards of Expected Student Conduct." CCS, therefore, does not assume any responsibility for internet sites accessed by students via the data

connection services on their personal devices. Parents are strongly cautioned to monitor the internet activity on their student's devices and disable any email/text messaging settings. CCS is not responsible for the theft of or damage to a device nor is our IT department responsible for the service or support of these devices. However, students should immediately report any theft or damage to the school administration so the appropriate steps can be taken. Students who have purchased e-Readers for the current school year will also receive the written guidelines from their respective teachers that will require a parent signature.

## Assignments

### ***RenWeb School Management Software***

CCS uses RenWeb, web-based school management software, to enhance communications within our school community. RenWeb offers a comprehensive site for parents to keep track of grades, report cards, progress reports, homework assignments, discipline, attendance, announcements, calendar of events and more through a simple log-in access to **ParentsWeb**. CCS uses RenWeb to communicate news and upcoming events to our families and is our most utilized form of communication to the home.

**NOTE: We strongly encourage parents to set up a ParentsWeb account to access up-to-the-minute information pertaining to their student(s).** To set up a ParentsWeb account, please visit <https://www.renweb.com/Logins/ParentsWeb-Login.aspx> "Create a new ParentsWeb", District Code: COR-CA. If you need assistance, please call the school office.

### ***Homework***

Homework opportunities will vary as students move up through the grades. **Check ParentsWeb regularly for daily homework.**

**K - 2<sup>nd</sup> grades:** Emphasis is placed on finishing daily assignments, reworking activities to reinforce a particular concept, or extending students' awareness of subject matter. Students in 1<sup>st</sup> and 2<sup>nd</sup> grade may be assigned about 20 – 30 minutes per day.

**3<sup>rd</sup> – 5<sup>th</sup> grades:** Students will have more subject assignments to complete in a given day. If a student does not finish the day's assignments, those tasks become homework. In general, these assignments should take approximately one hour per evening. Please contact your child's teacher for a conference if your child is consistently doing more than two hours of homework each evening. Teachers will periodically assign special projects which are designed to be completed at home over an extended time frame.

**6<sup>th</sup> – 8<sup>th</sup> grades:** In the middle school, homework includes regular daily assignments, studying for tests and quizzes, reading assignments, and preparation of weekly or long-term projects. Homework may take approximately two hours per evening. Through these assignments, the students are encouraged to learn to budget time and schedule workload. As much as possible, they should learn to avoid procrastinating until the night before long-term assignments fall due; teachers assign such projects specifically so students will understand that several sittings are necessary to complete long-term projects in a satisfactory manner.

## ***Late Work***

Homework, generally assigned daily, is expected to be completed and turned in on time. Failure to do so will result in lowering of the grade earned on that particular assignment, depending upon each teacher's published "late work" policy.

## ***Test and Quizzes***

Students at the middle school level will have no more than two tests and one major announced quiz on any given day. Tests will always be announced ahead of time in class and on RenWeb. Pop quizzes are not considered as "major" and will not be announced. Project due dates will not be assigned on a date on which students already have three scheduled assessments. (See page 28 for information regarding absences on a test day).

# **Grading**

## ***Grading Period***

CCS operates on a semester system, consisting of 2 semesters. Each semester is comprised of 2 quarters which run approximately nine weeks. Each quarter marks the end of an "official" grading period, whereby a report card is issued.

## ***Grading Scales***

### ***Kindergarten***

### ***1<sup>st</sup> and 2<sup>nd</sup> Grades***

**E** – Excellent

**G** – Good

**S** – Satisfactory

**N** – Needs Improvement

**U** – Unsatisfactory

### ***3<sup>rd</sup> thru 8<sup>th</sup> Grades***

96.5 - 100% ... A+

93.5 - 96.4% ... A

89.5 - 93.4% ... A-

86.5 - 89.4% ... B+

83.5 - 86.4% ... B

79.5 - 83.4% ... B-

76.5 - 79.4% ... C+

73.5 - 76.4% ... C

69.5 - 73.4% ... C-

66.5 - 69.4% ... D+

63.5 - 66.4% ... D

59.5 - 63.4% ... D-

59.4%> ... F

### ***K thru 5<sup>th</sup> Grades***

### ***Enrichment &***

### ***Conduct Codes***

**E** – Excellent

**G** – Good

**S** – Satisfactory

**N** – Needs Improvement

**U** – Unsatisfactory

### ***6<sup>th</sup> thru 8<sup>th</sup> Grades***

### ***Conduct Codes***

**O** – Outstanding

**S** – Satisfactory

**N** – Needs Improvement

**U** – Unsatisfactory

## ***Incomplete***

There may be occasions when a grade of "Incomplete" (I) is warranted. Incomplete assignments which result in an "Incomplete" on the report card must be made up within two weeks unless pre-approved by the administration because of extenuating circumstances. Work not made up within the allotted time will result in a grade of zero (0) which will be calculated into the overall grade for that grading period. This grade will replace the "Incomplete."

A student earning a semester grade of “Incomplete” must also turn in all work within two weeks of the semester’s end date. In cases of serious illness, the administration will work with the student and his/her family to execute a student success plan for completion of the work. Final grades will be assessed based upon work tendered by the agreed upon deadline date.

### ***Progress Reports***

Progress reports will be emailed each quarter to alert parents that their students are earning marks of C or below, or conduct codes of N or U.

### ***Report Cards***

Report cards are sent home at the end of each quarter for all students.

Elementary school: Report card envelopes are to be signed by the parents of elementary school students and returned to the teacher within one week.

## **Promotion and Retention Policy**

In regular practice, each student is promoted to the next grade level each year. However, should the administration and teachers involved determine that a student is not prepared for the next grade level, that student may be retained in the same grade. Furthermore, if a student is not succeeding at a given grade placement during the course of the school year, the administration and teachers involved may recommend that the student be placed back a grade at that time, or that the student be placed in a modified or less rigorous program. Students must also maintain satisfactory citizenship during the year in order to remain enrolled.

## **Student Awards and Honors**

CCS students in grades 4 - 8 who earn a 3.5 grade point average at the end of a semester are awarded honor roll status. Conduct, work habits, and enrichment grades must all be E's or S's. Middle school students who earn a semester grade average of 3.75 or above earn Eagle Honor Roll. Golden Eagle Honor Roll status is awarded to middle school students with a grade average of 4.0 and above.

### ***Year-End Awards***

At the end of the school year, the school staff presents special awards to secondary students in recognition of superior citizenship, service, leadership and improvement. Awards are also given to the top student in each academic class. A Scholarship Award will be presented to the student with the highest grade point average at each grade level. The most outstanding Christ-like, an all-around student at each grade level will earn the Eagle Award.

## **California Junior Scholarship Federation (CJSF)**

CJSF is a prestigious organization for 7<sup>th</sup> and 8<sup>th</sup> grade students who meet certain academic and citizenship requirements for membership. Membership may be attained during the 7<sup>th</sup> and 8<sup>th</sup> grade

years. Students must apply during the announced enrollment period each semester. Eligibility is based on grades earned the previous semester.

“Honor Membership” status is awarded to students who have achieved membership their first 3 semesters. Students who do will receive honor award recognition of their accomplishments during the 8<sup>th</sup> grade promotion ceremony.

## Athletics

### *Inter-Scholastic Sports*

Cornerstone Christian Schools provides competitive sports opportunities for students in 5<sup>th</sup> through 8<sup>th</sup> grade. CCS views athletic competition from a Christian perspective. Our goals include:

1. Teaching skills and rules of the sport in which the student is involved.
2. Involving students in an activity that will nurture them spiritually, mentally, and physically.
3. Developing athletes whose, Christianity permeates their every word and action.
4. Demonstrating and teaching Godly sportsmanship; how to win, lose, accept someone else's error, and forgive their own mistakes. To know that if you have done your very best it is a matter of attitude that determines if one is a winner in God's eyes, rather than whether the game has been won or lost.
5. Involving each student so that they become an important part of the team so that they accept, depend on, teach, encourage and learn from one another.
6. Developing a positive self-image in each student by encouraging them, praising them, and providing situations in which they can be successful.
7. Teaching students to understand and accept their individuality; that God loves us as we are, with our abilities and weaknesses.

Cornerstone generally offers the following sports:

Fall: Volleyball, Flag Football  
Winter: Boys Basketball, Girls Basketball  
Spring: Boys Soccer, Girls Soccer

Any student in good standing in the appropriate grade levels may try out for any of the teams. **There is a fee for each sport in which a student participates that is not included in tuition.**

### *Eligibility for Middle School Extra-Curricular Activities*

Students must attend a minimum of three classes the day of a game or activity to be eligible to participate.

## Policies

### *Notice of Non-Discriminatory Policy*

Cornerstone Christian Schools admit students of any sex, race, color or national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex or national and ethnic origin in

administration of its educational policies, admission policies, athletic and other school-administered programs.

### ***Serving at Cornerstone Christian Schools***

Parental involvement fosters a healthy interactive partnership. CCS recognizes that our parents are one of our best resources for improving our school. We encourage all family to donate their time during the course of the school year. You will be able to find out about the numerous service opportunities through our teachers, office staff and the school website.

### ***Dress Code***

**PLEASE NOTE: On school days, students must remain in school attire while on campus, unless participating in after school sports.**

The school's philosophy is that both dress and appearance should honor God and be clean, neat and modest. Our current policy is a reflection of that belief. Dress code regulations are to be observed while at school or any school day function, including field trips, unless permission is received directly from administration.

All approved basic wardrobe items purchased from Mills Wear Uniform Co., with the exception of collar-less T-shirts, will be allowed (slacks, polos, skorts, shorts), within the guidelines listed below. Please contact Mills for stock and availability. However, other clothing items will also be permitted as listed.

Boy and Girl Scouts may wear their uniform to school on the day that they have meetings.

ADMISSION TO CLASS CAN BE DENIED for any violation of dress code. Parents will be called to bring appropriate clothing. NO EXCUSES for being out of uniform will be accepted, whether verbal or written. All listed items of dress code marked with asterisks (\*\*\*) are required items or are standards that must be met.

K – 8 <sup>th</sup> grade
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**\*\*TOP** – Collared polo shirts (**school logo required**) in White, Black, Navy Blue or Red. Must have buttons (2-4) and be standard in nature (no ruffled edges, etc...). Long sleeved shirts or tank tops that show are not permitted under polos.

**\*\*BOTTOM** – Long shorts, skorts (skirts with shorts attached underneath), or slacks in Khaki, Navy Blue or Black. Shorts or skorts must be no higher than 3 inches above the top of the knee and may not “sag” below the knee. No oversized/baggy or skin-tight spandex or stretch pants are allowed. No cargo style pants. Leggings may only be worn under regulation skorts or shorts.

**\*\*FOOTWEAR** - Shoes must be closed toed. Sandals and flip flops are not permitted for safety reasons. Heels in excess of one inch are not permitted.

All clothing must be clean, neat, and in good condition. No frayed or un-hemmed pants are allowed.



### **Females**

**\*\*HAIR** - Hairstyle should reflect neatness and good grooming. No inappropriate hair styles, colors or accessories are allowed, including at extracurricular and after-school activities.

### **Males**

**\*\*HAIR** - Hair must be kept neat and trimmed and moderately short, no longer than the bottom of the shirt collar. Shaved heads are not appropriate. No inappropriate hair styles, colors or accessories are allowed, including at extracurricular and after-school activities.

### **Accessories**

(Items not required but, if worn, must meet the standards listed.)

**Outerwear** should be plain and used solely for warmth. This includes sweaters, sweatshirts, or jackets.

**Hats** of any kind are not allowed inside the building for girls or boys, but can be worn for sun protection during recess and lunch. Headbands, bows, and hair accessories should be minimal and not distracting to others.

**Females** – Black, white or navy solid-colored tights or leggings may be worn. No Spandex pants, long underwear, or bike pants are allowed. Jewelry and makeup must not be excessive. No chains or other types of paraphernalia are permitted. Earrings only, no other visible body piercing is allowed. Tattoos or body art must be covered at all times.

**Males** - No earrings or other body piercing is allowed. No chains or other types of paraphernalia are permitted. Tattoos or body art must be covered at all times.

**FRIDAYS** - Students may wear CCS sponsored T-shirts or uniform polo shirts. Students may not wear other kind of T-shirts.

**GAME DAYS** - CCS athletes may wear team shirts in place of polos on game days. Standard uniform bottoms are required. A t-shirt must be worn under any tank team shirt.

### ***Free-Dress Guidelines***

On occasion, free dress privileges may be approved for students. In such cases, all students are expected to be dressed in modest apparel that follows our dress code guidelines. Short must reach mid-thigh. Spaghetti straps, tight-fitting clothing, clothing with inappropriate logos and/or slogans, and flip-flops are not allowed. Students who are not dressed according to dress code guidelines may be asked to change clothes.

### ***Physical Education Dress (Middle School)***

Middle school students are required to wear the designated school P.E. clothes with appropriate socks and shoes. Failure to follow class guidelines will result in the lowering of the P.E. grade.

### ***Cell phones***

Students may have a cell phone on campus, but it is to remain in their backpack. The phone may not be used during the school day either during class periods or passing periods. Students who are ill are not permitted to use their cell phones to contact parents directly. They must report to the school office so a school official can assess the situation and contact their parent. Misuse of any electronic

devices will result in confiscation and parents will be required to pick up the item from the school office (*See our Discipline Policy, pages 31-34 & e-Readers on page 5*).

### ***Social Media Policy***

Cornerstone Christian Schools recognizes the role and importance of social media in both education and today's student culture. We embrace and affirm social media's role in helping students socialize, evangelize, encourage, and maintain friendships over distances. However, social media (Facebook, Twitter, Instagram, Snapchat, MySpace, Wikis, blogs, YouTube, etc.) also provides students with unavoidable temptations.

Students are expected to honor Cornerstone's Student Standards of Conduct when utilizing social media, whether in or outside the school setting. Those who violate our Social Media Policy may receive detention, suspension, or expulsion, depending on the circumstances, the severity of their actions, or the number of violations. The severity of discipline administered will be determined by either the principal.

#### **Students may not:**

1. Post inappropriate or threatening messages (including gossip or slander) about or to another student, faculty member, or administrator.
2. Post explicit photographs or videos of themselves or another student. Students should be reminded that explicit online photographs or videos of another student can constitute a criminal act.
3. Misrepresent, criticize or denigrate CCS or its employees in any way.
4. Use social media to share homework, quiz, or test answers.
5. Misrepresent themselves by using another person's identity.
6. Use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other people's thoughts. Students should be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Students must cite all sources appropriately, giving full credit to the respective authors.

### **Parent Guidelines**

#### **Parents should adhere to the following guidelines:**

1. Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, discussion forums, etc.
2. Parents will be asked to sign a release form for students when teachers set up social media activities for classroom use.
3. Parents will not attempt to destroy or harm any information online.
4. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
5. Parents will refrain from the use of social media to criticize, slander, or malign CCS, its faculty, staff, students, or families.
6. Parents are highly encouraged to read and/or participate in social media projects.
7. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
8. Parents should not upload or include any information that does not also meet the student guidelines above.

## ***Harassment Policy***

Cornerstone Christian is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding activities available at or through this school.

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Visual conduct such as leering, making sexual gestures, displaying suggestive objects or pictures, cartoons or posters.
4. Verbal conduct such as making or using derogatory comments, epithets, slurs, innuendoes and jokes.
5. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
6. Text messages, voice mail, e-mail, social network message posts, or other electronic submissions of a sexual or graphic nature.
7. Physical conduct such as touching, assaulting, impeding or blocking movements.
8. Any act of retaliation against any individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Any student who feels that he/she is being harassed should contact his/her teacher or school staff member. School policy prohibits retaliatory behavior against a complainant or participant in the complaint process. Each complaint of harassment shall be promptly investigated and in a way that respects the privacy of all parties concerned.

## ***Bullying Policy***

In an effort to instill Biblical values and create a more loving and accepting environment, Cornerstone Christian Schools has adopted a bullying policy. Periodically, conflict can occur within

the school setting. However, while bullying may occur, it is never acceptable. We seek to implement a clear structure for handling bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is aligned with Biblical standards.

The following actions, in an ongoing form, may be forms of bullying:

- Physical aggression - including hitting, punching, kicking
- Teasing or verbal abuse - including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, put-downs, gossip or slandering
- Cyber bullying through social media (e.g. Facebook) or other electronic means

### **Policy Statement**

When relating with others in a large community such as a school, conflict and offense can occur. Students can often be unkind to one another. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others. However, this is never acceptable. Cornerstone's response to bullying is based on Jesus' mandate, found in His Word, as to how we ought to relate to one another. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in His image. Our policy is based on the principle that bullying is "not OK at CCS." We recognize that not all behaviors should be considered bullying or willful violation of this policy. To communicate the importance of a bully-free school community, CCS utilizes an "Anti-Bullying Pledge" for both students and parents. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

### **Procedures**

- Upon the receipt of an allegation or report of bullying, by CCS staff and/or administration, an investigation begins with all parties being spoken to - victim, bully and sufficient bystanders, to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- A conduct referral will be issued by the teacher and given to the principal. All incidents will be documented, and written reports will be kept on the behavior.
- All staff will be informed of all incidents so that they may be aware of any issues between students.
- Acknowledgement of the allegation of bullying and assessment of student safety will occur within one school day of the report. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim(s) and bully.
- Bullying incidents will be followed up, and students monitored to ensure the incident is resolved satisfactorily.

- Disciplinary action will follow our discipline policy. Additional sanctions may be imposed at the administration's discretion. The school will take serious disciplinary action in cases of retaliation.

## **Responsibilities**

### **STUDENTS ...**

- Should ask the offending student to stop.
- Being bullied should report it to staff, parents or another adult.
- Who are aware of bullying should report it to the teacher.
- Should take appropriate steps to discourage or prevent bullying.
- Should be willing to resolve bullying situations, utilizing forgiveness and changes in behavior.

### **PARENTS ...**

- Are encouraged to report bullying concerns, expressed by their children, to the classroom teacher first before informing an administrator.
- Need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Not satisfied with the action may refer to administrators if the need arises.

### **STAFF ...**

- Non-teaching staff should refer all allegations of bullying to the teacher then administration.
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff are to refer to administration with allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report).
- Bullying incidents will be followed up, and students monitored to ensure the incident is resolved satisfactorily. CCS will take serious disciplinary action in cases of retaliation.

Biblical illustration of relationships: *John 15:12*

*"My command is this: Love each other as I have loved you."* (NIV)

## ***Student Insurance***

Our insurance carrier requires CCS families to demonstrate proof of medical insurance in order to avoid redundant expenses. At the time of enrollment or re-enrollment, all families must complete and return the proof of insurance information on the Annual Field Trip/Emergency Medical Form. Families who would like to purchase student accident insurance may do so through Student Insurance. An application can be obtained by going on line to [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com) or by calling (800) 367-5830.

## ***Health Standards***

Your child's health is a matter of importance to all of us. To that end, all CCS students should be free of contagious diseases, and all immunization records are to be in good standing. To prevent the spreading of germs to other children and adults, it is recommended that a child does not come to school sick. Children who are ill are sent to the health room in the school office.

The office staff will take the temperature of any child who seems ill during the school day. Any child running a significant temperature of about 100.0 will be sent home in order to minimize infection to others.

Please keep your child at home if he/she has any of the following:

- A yellow or green discharge from a runny nose
- Has begun antibiotics in the last 12 hours
- A constant cough
- Had diarrhea or vomiting in the last 12 hours
- Had a fever within the last 24 hours
- A respiratory infection, pharyngitis, tonsillitis, viruses, or strep throat
- Conjunctivitis: This appears as pink or red conjunctiva with white or yellow eyed discharge, often matted eyelids after sleep and eye pain or redness of the eyelids or surrounding skin. A physician's consent is required for readmission.

### ***Administration of Medication on Campus***

California Educational Code requires parents to submit annual authorization forms granting permission to administer medication on campus. This includes all over-the-counter medications including non-aspirin pain reliever (i.e. Tylenol or cough drops). This authorization must be signed by parents and the child's physician, and all medications on campus must be kept in the school office. These authorization forms are available in the school office.

### ***Immunizations***

Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers.

The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department.

For "The Guide to the California Immunization Requirements for School Entry" go to this link: <http://eziz.org/assets/docs/IMM-231.pdf>.

### **Exemption to Immunization Requirements**

The exemption permitted by California law is:

- **Medical Exemption**

A licensed physician (MD or DO) who feels a vaccine is not indicated for a student because of medical reasons should submit to the school (via the patient's family as needed) a written statement documenting the medical exemption. A form that can assist in this process is available to physicians. The school will place a copy of the completed statement in the student's file

**Immunizations need to be current for attendance to begin.**

## ***Head Lice Policy***

Head lice infest millions of school-age children every year; however, the condition is not something to be ashamed of because it has nothing to do with cleanliness, who you are, or where you live. If parents will take the responsibility to screen the entire family by checking heads often for early detection, these parasites can be prevented and controlled. If this problem should occur with a student, parents may obtain information on the treatment of lice either from the school office or available internet sources. In the event a student is suspected of having lice, the teacher sends the child to the school office for a head check, and the following steps are taken:

- If live lice are found, the child's parents are contacted for him/her to be taken home and administered the necessary treatment. Upon return to school, the child is to report to the school office for another head check before being re-admitted to class.
- If no live lice or nits are visible, the child is allowed to return to class.
- If only nits are visible, the child may remain in class for the day but must report to the school office the next day, following treatment, for a head check (and each subsequent day thereafter), until no nits are visible, indicating successful treatment and the end of the lice cycle.

## ***Accidents and Injury***

In the midst of play, accidents happen. In the case of an accident requiring a physician, we will make an immediate attempt to contact the parent, or 911, if necessary. After an injury at school, a Student Accident Report will be completed and kept on file in the school office. If there is an injury on the child's head, parents will be contacted so that they can make the best decision for their child. Several of the school staff are trained in CPR and First Aid.

## ***Change of Address/Phone***

If you need to update any information in your child's student file, this must be done in the school office by filling out the Changes and Additions to Student Information Form. This will ensure that the change in information is communicated school wide, and is entered into our database.

## ***Emergency Contact and Authorized Pick Up Information***

Upon enrollment and re-enrollment, you will have filled out Emergency and pick up information on the Student application with names and numbers of persons to call in case of an emergency and those who are authorized to pick up your child from school. Children will not be released to any individual that the parents have not listed on the appropriate release forms. Please make sure to give us the most up-to-date information so that we are prepared. If you need to make any changes please come to the school office and fill out the Changes to Emergency/Pick-up Information form or email the information to the teacher **and** the office manager.

The sole exception to this policy will be made under the following circumstances: In the case of separated or divorced parents, the child may leave school with either parent unless we have on file a copy of a restraining order from a competent court that specifically limits visitation rights. If a biological parent not listed on the release form comes to pick up the student, we cannot legally deny access. Cornerstone Christian Schools cannot be the mediator in these visitation matters, except by directive of a court order. We will, however, make a reasonable attempt to contact the other parent concerning these actions. It is our desire to be supportive of families in these situations. However, we must operate under clearly defined guidelines.

### ***Written Consent for Students to Leave School with Another Party***

A student will only be permitted to leave campus with another party provided his/her parent/guardian submits written consent, to the school office, granting that particular person permission to do so.

### ***Emergency Preparedness***

Each month we have a fire drill, as well as having earthquake and lock down drills according to regulations. All classrooms have a posted emergency exit map. In the event of a major emergency, we have a supply of emergency food, water, and first aid supplies on hand at all times, and we would implement our comprehensive Disaster Plan. Crisis Management training occurs twice a year for staff. This included policies, procedures, responsibilities, and emergency contacts, Levels I-V Emergencies and Safety and First Aid. Additionally, we participate annually in the Great California ShakeOut, [www.shakeout.org](http://www.shakeout.org).

### ***Closed Campus Policy***

**Campus Visitors:** CCS has a closed campus policy. All parents and visitors to campus must sign in and out at the preschool or school office and be granted permission to be on campus prior to visiting anywhere else on campus. Requests to visit on campus are subject to approval by the Administration and are not granted automatically.

Parents/Adult Visitors (sign in at the office) may visit classes if they wish to observe the learning situation in which their child is/may be involved for a period of 15 minutes. This may be longer if the parent/adult visitor is actively involved in the learning situation. Prior teacher approval is required.

**Remaining on Campus:** Once students arrive on campus, they are not allowed to leave campus until dismissal time except as authorized by the school administration or office personnel. Students must be checked out of school through the office by their parents or another adult authorized by either parent and/or approved by the school administration.

### ***Early Dismissal Policy***

Parental requests for early student dismissal must be submitted to the school office at the beginning of the school day. If permission is granted to leave early, the student must report to the office to be checked out and dismissed from campus. If the student returns to school that same day, the student must be checked in at the office upon return to campus. Middle school classes missed for early dismissal are counted towards total absences.

### ***Boundaries and Supervision***

Students are to remain in areas where there is adult supervision. This includes during recess (elementary), nutrition break (middle school), lunchtime, and after school. If a student needs to leave the designated area at any time, they must ask permission from the supervising adult. If a student is found out of bounds without permission, disciplinary action may be taken. Middle school students are not permitted to wait on the island (near the church offices) after school, or in any unsupervised remote area of campus, for any reason.



## Library

The responsibility for returning materials on time rests with the student. Students may lose the privilege of library use if they make a habit of keeping materials until they are overdue, and students will be assessed the full cost of replacement for lost or damaged books. In addition, report cards will be withheld until overdue materials are returned or paid for.

## Student Standards and Conduct Expectations

Listed below are some policies regarding standards of conduct for students enrolled at Cornerstone Christian Schools. Being ambassadors for Jesus Christ, CCS students are to conduct themselves according to all school standards during school, after school while on campus, and at all school-sponsored events. This list cannot be all-inclusive, nor is it intended to be; rather, it serves as a guideline by which students may learn about appropriateness and develop self-control and Godly character. Again, Christ-likeness in students is the ultimate goal. In all cases, the school administration reserves the right to clarify policies, delineate whether or not specific behavior is acceptable and also determine which disciplinary consequences, if any, are required.

### **Students are expected to:**

1. Obey promptly and cheerfully. (Heb. 13:17; I Thess. 5:18). It is expected that students will obey immediately without reminder. Students should have a respectful attitude and make attentive eye contact with the person giving direction. It is expected that students will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, eye rolling, and non-verbal complaining will be addressed.
2. Be courteous and respectful to other students and all adults displaying consideration, kindness, and compassion. (Eph. 4:25-32).
3. Treat others with kindness in action and in speech. (Eph. 4:25-32) Students may not use foul language, tease, or participate in name-calling and racial slurs. Harsh words and harmful behavior will be addressed and will result in appropriate discipline, as outlined in our discipline policy.
4. Speak with honesty and edification. (Eph. 4:25, Ps. 19:14). It is expected that students will speak honestly without rationalization and excuse. Gossip, slander, and “tattle tales” will be addressed. Students will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matt. 18:15-17.
5. Be honest, fair and Christ-like in their conduct (Ex. 20:7 & 12-17; Eph. 4:28). Little tolerance will be shown for cheating, lying, or stealing. Students should not only follow this policy, but also encourage their peers to comply. Students who know of serious violations of Biblical or school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.
6. Display self-control in attitude and action (Prov. 25:28, I Cor. 14:40). It is expected that students will control their tongues and actions. They will be encouraged to speak at appropriate times and to control their bodies. It is expected that students will take an active part in maintaining their personal belongings and the school’s appearance. It is expected that they will demonstrate orderly behavior when in groups.
7. Keep the school neat and clean by cleaning up after themselves and picking up trash in the classroom and around campus.

8. Show respect for the school and other people by never destroying, vandalizing or defacing the property of others.
9. Follow a "hands off" policy: no fighting, no hitting, no slapping or play-fighting. Causing injury to another student is grounds for suspension / expulsion.
10. Bring only necessary items to school. Ipads, laptops, notebook computers and Kindles may be used for educational purposes only. Pets, radios, CD players, Ipods, Ipads, laptops, notebook computers, computer games, drones, and other electronic devices are not allowed at school. Since 9/11, students may have a cell phone on campus. However, it is to remain in their backpack and may not be used at any time while on campus, during class, passing periods, or breaks. Misuse of electronic devices will result in confiscation and parents will be required to pick up the item.
11. Refrain from chewing gum on campus at any time.
12. Be on time to every class, prepared with writing utensils, notepaper, appropriate texts and completed assignments. Students are to be in their seats at the beginning of class, ready to work.
13. Use desks, tables, and chairs properly; do not sit on tables or desktops, and do not tip back in chairs.
14. Limit personal grooming to the restroom, not in class.
15. Reserve the use of sunglasses for outdoors. Students, both male, and female, may not wear hats in the building. Hoods from outerwear (sweatshirts/jackets) must be off of the head while in the building.
16. Use the cross-walk; do not "jay-walk" across Arneill Road.
17. Avoid inappropriate displays of affection, including hand holding, on campus or at any school-sponsored activities.
18. Remain in class until dismissed by the instructor.
19. Help maintain desks, classroom materials and equipment, and school grounds.
20. Students may not eat in class, in the chapel, hallways, or restrooms. Students may eat in a designated classroom during lunch ONLY with permission and adult supervision.
21. Not be in classrooms, the chapel or offices unless a teacher or staff member is present and supervising, including during the snack break.

## **Attendance Policy**

California State Law requires that children of school age be present each day in school except for illness, medical appointments or a death in the family. These absences will be classified as excused. To profit from all school experiences, students must regularly and punctually attend all classes. No amount of take-home work can replace the teaching done in the classroom. Other absences (with the exception of planned absences) are termed unexcused.

Planned absences are those which are known before the actual absence. Extended absences can put a severe academic strain on students. Planned absence must be made in advance by completing a "Planned Absence Form", available in the school office. The form requires a parent and student signature with the specified dates of the planned absence. Middle School students before the absence, must inform their teachers of the absence, and ask for assignment which may be missed. Students must be prepared to turn in all missed assignments upon their return to class. The completed form must then be turned into the school office for administration approval. Tests and

quizzes which are missed during planned absences will be administered to the student within the first week of the return to class.

Parents are encouraged to check RenWeb for all homework assignments during their child's absence.

## **Absences**

### ***Truancy***

A student is considered truant if he/she is absent from school all or part of the day without parental or administrative consent. Truancy is considered a serious offense and may result in suspension or expulsion from CCS. (*See page 34 for Discipline Policies*).

### ***Procedure to Report an Absence***

Please call the school office at (805) 987-8621 or email [smchenry@ccsed.org](mailto:smchenry@ccsed.org) to report an absence each day. A written note signed by the parent may be provided the day following the absence when the student returns to class. The note must include the specific reason for the absence, and the dates missed. Students should go to the office prior to class to obtain a "re-admit slip". If homework is needed, please check the website for each class or talk with the teacher.

A doctor's note is required after five or more consecutive days of absence due to illness, for re-admission to school.

### ***Make-up Work***

It is the student's responsibility to determine what school work was missed during an excused absence and to complete that work within a number of days equal to the number of days of excused absences (e.g. a student absent three days who returns on a Monday will have until Thursday to complete work). If a student is given an assignment and is absent on the day it is due, it should be turned in the first day he/she returns to school.

### ***Test Day Absences and Make-Up Testing***

Students who are absent for an announced test or quiz must take the test or quiz within one week upon their return. Middle school students and their parents must arrange for a mutually convenient time with the teacher, either during class, lunch or after school, for make-up testing. If a student does not show up on the agreed upon day/time, it will result in a zero for that test. Any test or quiz that is not made up within two weeks will automatically receive a grade of zero.

## **Tardy Policy and Procedure**

Students are expected to be present and ready for instruction when each class begins. If a student is tardy at the beginning of the school day, the parent should sign the student in at the school office and offer an explanation to receive an "Admit Slip".

Any course information missed, due to the student's tardiness, is the student's responsibility. Excessive tardiness will result disciplinary action.

### ***Tardies to Class***

A student arriving late to a class will be assigned the disciplinary action noted on the discipline agreement.

1. The **3<sup>rd</sup> unexcused tardy** in the same class will result in a detention. The parent/guardian will be notified via RenWeb, and a detention slip will be sent home.

## **Extended Day Care (EDC) Kindergarten to 8<sup>th</sup> Grade**

The EDC program at Cornerstone Christian Schools is intended to be a service offered by the school to its kindergarten through 8<sup>th</sup> grade students; only Cornerstone Christian students may participate. The program will be structured, consisting of recreation time and study time.

### ***EDC Policies and Procedures:***

1. The fee for EDC is \$4.00 an hour if prepaid. You can prepay by buying blocks of hours (10 hours \$40.00), (20 hours \$80.00) or (30 hours \$120.00).
2. If a child attends EDC without a prepayment, the fee per hour is \$6.00 per hour.
3. Before school care is available for elementary from 7:00 – 8:00 a.m. each school morning. For the safety of our children, any student arriving on campus prior to 8:00 a.m. must be signed in to EDC by an adult and will be charged a flat fee of \$1.00 every minutes if EDC is prepaid. There is no other adult supervision on campus before 8:00 a.m. School staff will supervise all students from 8:00 -8:30 a.m. at no additional charge.
4. After-school care is available from 3:00 until 6:00 p.m. All K-5 students remaining on campus after 3:05 p.m. will be checked into EDC and families will be charged beginning at 3:15 p.m. for this service. Middle School students on campus should sign in at 3:20 p.m. and will be charged beginning at 3:30 p.m. for this service.
5. The school campus closes at 6:00 p.m. each day. Parents who arrive after 6:00 p.m. will be charged a late fee of \$1.00 per minute per child. Please do not abuse the privilege of EDC service by making the staff remain on campus after hours. Parents who are late excessively will lose access to the EDC program.
6. EDC payments may be made at the EDC table by check only, made out to Cornerstone Christian Schools. The cancelled checks are your records for child care.
7. For your child's security it is absolutely imperative that you sign your child out with a Full signature at the time he/she is picked up.
8. Any student or parent who does not exhibit appropriate behavior and attitude will be denied access to the program. After three behavioral incidents, a student will be suspended from the Extended Day Care program.
9. Families who have an outstanding balance for longer then one week will be charged a \$10.00 late fee.
10. All Day EDC is available throughout the year for a fee of \$45.00 a day per child. It is important to pre-register your child for these days, so adequate staff and supplies can be planned.

## **Transportation to/from Campus**

### ***Vehicular Traffic on Campus***

When driving on campus, please observe the **5 mph** speed limit. The safety of the students must be our foremost concern. Drivers are to enter the parking lot slowly, in one lane. Parking is permitted only in the designated “school parking” areas. There is no parking or stopping allowed along the red curbs or chain link fence. If at all possible, please park your automobile in such a manner that you will not need to back up; it is difficult to see smaller students who may be walking behind your vehicle. Also, do not drive into the barricaded areas which are reserved for playground use and student foot traffic. Do not move barricades or signs at any time. These are in place to assure the safety of all persons on campus. The parking spaces nearest to the building are for church office use only. No school parking is permitted in the “church only” parking area.

### ***Bicycle Regulations***

Any student may ride a bicycle to and from school. All of the general vehicular traffic flow patterns on campus apply to bicycles also. When arriving on campus or leaving campus, students are to walk their bikes while they are in the parking lot area. Bicycles may not be ridden randomly across the parking lot/playground area. Each student should have a lock for their bike since they are not provided by CCS. Each student must have an After School Walker/Bicycler Policy form on file in the office.

### ***Arrival Procedure***

For safety reasons, no student may arrive before **7AM**. CCS staff will not be responsible to supervise students before **7AM**.

### ***Regulations for Skateboards***

Students who ride skateboards to and from school must carry them while on campus; skateboards are not to be used at any time on campus. In the interest of safety, all students who ride skateboards or who walk to and from school must walk only on the sidewalk in front of the school/church building from Arneill Road to the school area.

## **Dismissal Procedure**

Elementary students will be dismissed at 2:55 p.m. in accordance with the following procedures.

1. Parents are to arrive no earlier than 2:45 p.m. The students will be outside, waiting in the dismissal lines at 2:55 p.m.
2. Vehicles should enter the campus from the upper driveway (the one nearest Las Posas) and exit by way of the lower driveway. **DO NOT EXIT BY WAY OF THE UPPER DRIVEWAY** during drop-off and pick-up times. **\*\*Detailed instructions available from the office.**
3. Parents also waiting for middle school students should proceed past the elementary lines and park in a parking space to the east side of the parking lot. Do not turn right at the end of the dismissal lines. Wait for middle school dismissal.
4. Do not leave the car unattended when running or not in a parking space.
5. Parents who plan for their middle school student to walk or ride a bicycle home must have an after school walker/bicycler policy signed and turned into the school office.

6. Any elementary student who is not picked up by 3:05 p.m. will be checked into and be charged for Extended Day Care starting at 3:15 p.m. (*See EDC policy on pg. 28-29*)

Middle School students are dismissed at 3:15 p.m. Students not picked up by 3:20 p.m. will be signed into EDC and be charged starting 3:30 p.m. (*See EDC policy on pg 28-29*)

## **Locker Policies**

Each student in sixth through eighth grade will be assigned a locker. The policies involving the lockers are as follows:

1. Lockers are provided for the convenience of the students; abuse will result in indefinite loss of locker privileges and/or other disciplinary action.
2. Tampering with another student's lock or locker will result in disciplinary action.
3. Lockers must be kept neat and clean; no writing, painting, stickers, or other marks may be made directly on the lockers, inside or outside.
4. Lockers may be searched at any time without prior notice. If it is deemed necessary to search a locker, the student's lock will be cut and removed. CCS will not be responsible for the cost of replacing the student's lock.
5. Items are not to be left around, under, or on top of lockers. If books are found, an impound fee will be assessed.
6. Be neat; trash around the lockers is to be picked up by the students.
7. One locker is assigned to each student. Students may not use any unassigned lockers, nor is there to be any changing of locker assignments. Students participating on CCS athletic teams may request a second locker for storage of sports equipment.
8. Students may purchase their own lock from any source, provided the lock does not obstruct another locker. Lockers should be kept locked when not in use. Students are responsible for remembering their own lock combination and for items maintained in the locker at all times. CCS bears no responsibility for items in lockers or removed from lockers.

## **Lunch Procedures**

CCS offers a lunch program for our students. A repeating weekly hot lunch menu will be offered. Sandwiches and various snacks will be available on a daily basis. Payments will be made to CCS on a daily cash basis for students purchasing lunch. Milk and other beverages are included with lunch purchases. Students may also bring their lunches to school. Parents may join their children for lunch after signing in and getting a visitor's badge/sticker in the school office.

1. Students may not have food delivered to school from restaurants. Parents who bring lunches to school for their children may deliver them to the office.
2. Students throwing or littering food during lunch may be required to pick up trash during detention and/or recess.
3. Students may not eat in the building without approved permission and adult supervision.

# Discipline

## Students are expected to:

1. Control themselves and their behavior, displaying Christ-like conduct.
2. Follow the directions of their teachers and all school staff quickly, quietly and completely.
3. Be courteous to their peers.
4. Obey all rules and regulations developed by the school for the orderly operation of our program.
5. Be personally responsible to behave in a way that helps create a positive learning environment and is not distracting to themselves and others.

Cornerstone Christian enforces a progressive discipline system that has distinct levels of response. It is our desire to focus on students making good choices, doing what is right, and being productive. Classroom and playground rules are repeated systematically and are reinforced on a regular basis.

When students make inappropriate choices concerning actions or behavior, the following consequences will ensue at the elementary level.

1. There may be a simple verbal warning.
2. The teacher will have a conference with and/or discipline the student.
3. The teacher will have a conference with the parent and student.
4. The student will be removed from class to the appropriate administrator's office for discipline.

All discipline violations are recorded in RenWeb. Once the entry is made, an automatically generated parent notification of the recorded infraction and appropriated sanction is emailed to parents via RenWeb. Please note: the email is simply a copy of the brief description of the incident that has been recorded to RenWeb.

## ***Forms of Discipline***

Some forms of discipline used at Cornerstone Christian School include:

- a. Positive encouragement.
- b. Conferences as warranted, involving the student, parents, teachers, and administrators.
- c. Changing seating.
- d. Temporary removal from the class.
- e. Writing of standards, rules, essays, etc.
- f. Detention.
- g. Classroom isolation.
- h. Clean-up of the school grounds/building.
- i. Loss of various privileges.
- j. Zeroes given for cheating.
- k. Financial restitution.
- l. Academic or disciplinary probation.
- m. Extra assignments.
- n. In-school suspension.
- o. Out-of-school suspension.
- p. Expulsion from school.

### ***Consequences for Plagiarism***

Students who engage in plagiarism will be held accountable for their actions, and the following disciplinary action will be taken, along with other imposed consequences as deemed appropriate by the administration:

### ***Consequences for Bullying***

Disciplinary action for students who engage in bullying will follow the consequences as outlined in the CCS Discipline Policy. Additional sanctions may be imposed at the discretion of the school administration.

### ***Suspension/Expulsion***

The following major offenses may result in suspension or expulsion from CCS:

- a. Bullying
- b. Insubordination/defiance against authority.
- c. Immorality; possession of obscene literature.
- d. Cutting class/truancy.
- e. Possession/use of narcotics, alcohol, or tobacco, or being under the influence of these substances on-campus or off-campus.
- f. Stealing, lying, cheating, and gambling.
- g. Vandalism of school property.
- h. Possession of knives, dangerous weapons.
- i. Fighting; causing physical harm to another person.
- j. Sexual harassment or sexual misconduct.
- k. Behavior or actions that pose a threat to the campus community.

**PLEASE NOTE:** If a student is suspended, he/she is responsible for all class work but will receive a maximum of 50%. Students are able to make up any missed tests at ½ credit. All major projects must be turned in on time to be eligible for grading.

Please note that all school-owned equipment – such as lockers, desks, and computer – are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or backpack for school personnel. If the suspicion involves a substance or object that may injure the student or other students, the search may include a bodily search of the student in the presence of an appropriate adult or the student’s parent.

The final decision regarding all discipline consequences will be left to the discretion of the administration. Being ambassadors for Christ and representatives of Cornerstone Christian Schools, all students are expected to adhere to all CCS behavioral standards during school time and also after school hours — 24 hours a day, 7 days per week. Infractions incurred may result in disciplinary measures whether the incident takes place on- or off-campus.



# CCS DISCIPLINE POLICIES, 2017-2018

Our goal at Cornerstone is to nurture spiritual growth and self-discipline within students, and our desire is for every student to demonstrate godly conduct, by attitude and behavior, and a life committed to following Jesus Christ. Being ambassadors for Jesus Christ and representatives of Cornerstone, all students are expected to adhere to all CCS behavioral standards during school time and also after school hours. Infractions incurred will result in progressive disciplinary measures. This may apply whether the incident takes place on- or off-campus.

1. There may be a simple verbal warning.
2. The teacher will have a conference with and/or discipline the student.
3. The teacher will conference with the parent and student.
4. The student will be removed from class to the appropriate administrator's office for discipline.

Level	Violation/Rules	Discipline Form	Consequences
1	Failure to follow school rules and procedures (1)	Detention	1 <sup>st</sup> offense – 1 Detention 2 <sup>nd</sup> offense – 2 Detentions 3 <sup>rd</sup> offense – 1 Day Suspension on campus At 4 <sup>th</sup> offense becomes *Willful Defiance
2	Rude or discourteous behavior, invasions of privacy, insolence, copying/plagiarism, disrespect, class disturbance/disruption, failure to serve detentions, dangerous behavior that could result in injury to themselves or others, scuffling, vulgar language or swearing, racial slurs.	Detention	1 <sup>st</sup> offense – 3 Detentions 2 <sup>nd</sup> offense – 1 Day Suspension on campus 3 <sup>rd</sup> offense becomes *Willful Defiance
3	Possession or use of tobacco; *willful defiance of authority; insubordination, lying to authority, cheating; fighting or threats; truancy; bullying, cyberbullying, sexual immorality/harassment (2); obscene acts; minor damage to property, stealing; possession or use of contraband (3). Inappropriate texting, email and/or voice messages. Misuse of social media (blogs, Twitter, content communities, YouTube, social networking sites, Facebook, etc.)	Conduct Referral	1 <sup>st</sup> offense – 1 Day Suspension off campus 2 <sup>nd</sup> offense – 3 Days Suspension off campus 3 <sup>rd</sup> offense – 5 Days Suspension off campus 4 <sup>th</sup> offense - Expulsion
4	Possession or use of alcohol, tagging, verbal abuse of a teacher; fire alarm; intimidation of others; satanic or gang symbols or references.	Conduct Referral	1 <sup>st</sup> offense – 3 Days Suspension / Police 2 <sup>nd</sup> offense – Expulsion
5	Possession or use of weapons, explosives, drugs; robbery, extortion, major theft or stealing; receiving stolen property; felonies; gang membership; assault, threats of a violent nature, major vandalism or destruction of property.	Conduct Referral	1 <sup>st</sup> offense – Expulsion / Police

School rules and procedures include, but are not limited to:

- 1) Use of bikes and skateboards on campus, locker abuse, possession of gum on campus, being out of bounds, use of cell phones on campus, jay walking, food or drink in unauthorized places, littering, public displays of affection, grooming in class, running in the building, throwing objects, sitting on tables. Also included are teasing, name calling, failure to follow rules or procedures on field trips, distracting class, failure to turn in school equipment or materials, failure to follow official requests.
- 2) “Bullying” means any form of physical, verbal, or emotional harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Both include inappropriate forms of texting/cyber-bullying.
- 3) Contraband includes obscene materials, pictures or articles; unauthorized electronic devices or items distracting to school; lighters.

\*\*To ensure a safe environment, the administration reserves the right to add rules, interpret rules and violations, and alter consequences. Our intent is to examine the student’s actions and attitude in light of a spirit of obedience and Christ-likeness, not just the letter of the rules. Teachers will have their own rules and consequences in their rooms and students are expected to comply. At any time a teacher may refer a student directly to the office for discipline.

**It is expected that students would follow these rules and policies 24/7 – 24 hours a day, 7 days a week!  
This is in keeping with our commitment as Christians.**