

*Cornerstone Christian Schools  
Secondary School  
Student-Parent Handbook  
2017-2018*



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# *Cornerstone Christian Schools Secondary School*

**Founded By:**  
Cornerstone Church

**Accredited by:**  
AdvancED  
Association of Christian Schools International - ACSI

**Approved by:**  
The Texas Education Agency – TEA

**Recognized by:**  
The Texas Private School Accreditation Commission - TPSA

**Member of:**  
The Council on Educational Standards & Accountability – CESA

**Member of:**  
The Texas Association of Private & Parochial Schools - TAPPS

## **DEDICATION**

**To Our FOUNDERS, Pastor John and Diana Hagee**, whose visionary leadership and passion for Christian education have established Cornerstone Christian Schools as a flagship of excellence among Christian schools across the nation.

## **APPRECIATION**

**To Christian teachers** who have responded to God's call to serve the Lord in Christian education as "living curriculum" and are helping fulfill Pastor Hagee's vision for Cornerstone Christian Schools.

**To Christian families** who have entrusted their most prized "gifts from God" to our care.

## **MISSION STATEMENT**

Our purpose is to develop and train the whole person  
spiritually, intellectually, physically and socially  
with unprecedented excellence  
in a Christ-centered culture.

## **CORNERSTONE SCHOOL SONG**

**By: Pastor John Hagee**

Hail to Thee we sing together, hail to Jesus Christ.  
Cornerstone and King forever, Thee we glorify.  
Prince of Glory, Lion of Judah, Everlasting Lord.  
Let Your name be praised forever.  
Christ the King adored.

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## SECONDARY SCHOOL LEADERSHIP

|                    |                                    |
|--------------------|------------------------------------|
| Pastor John Hagee  | Chancellor                         |
| Dr. Jerry Eshleman | Superintendent                     |
| Steve Woods        | Assistant Superintendent           |
| Dr. Luci Higgins   | Dean of Curriculum and Instruction |
| Robin Davenport    | Secondary Principal                |
| Chris Belyeu       | Assistant Secondary Principal      |
| Scott Forsythe     | Director of Student Life           |
| Brittany Stowers   | Administrative Assistant           |
| Yolanda Ussery     | Coordinator of Academic Services   |
| Dr. David Dehner   | Director of Fine Arts              |
| Bryan Marmion      | Director of Athletics              |
| Cynthia Castillo   | Registrar                          |
| Brandy Crowson     | School Nurse                       |
| Chris Kennedy      | Technology Integration Specialist  |

## **PHILOSOPHY AND PURPOSE**

Cornerstone Christian Schools seek to serve as an extension of the Christian home and church, when both are in submission to God's authority. In training students, Cornerstone Christian Schools follow the guidelines of Deuteronomy 11: 18 –19, which requires that God's word to mankind be taught in all settings, and Proverbs 22:6, which states that through the training of the child the commitment of the adult is developed. Further, it is desired that our students know the truth and believe that Jesus Christ is the source of all truth (John 14:6). Therefore, Cornerstone Christian Schools are designed to provide Christ-centered, quality education in all disciplines.

Cornerstone Christian Schools endeavor to move students from a simple understanding of the love of God to a Holy Spirit-filled, intense and abiding personal relationship with Him through Jesus Christ. Nurturing this relationship is done through sharing and discussing the relevance of Scriptures as it relates to both the subject content and daily life. In so doing, we believe the students will be led to an understanding of the expectations and responsibilities of a life committed to Christ in their school environment, their homes, and their community.

Through a focus on the spiritual, mental, physical, and social development; students are assisted in discovering their unique gifts and talents for use in God's plan for their lives. Cornerstone Christian Schools will impact society through the Christ-centered education of the next generation. It is an endeavor to develop a holy, responsible, participatory, citizenry within the community. Cornerstone Christian Schools will train students to defend their faith by utilizing their God-given freedoms and be capable of maintaining this nation's Judeo-Christian heritage in the face of all the challenges to it. Cornerstone Christian Schools will facilitate the maturation process within a Christ-centered educational environment. In all these endeavors, the unifying purpose is a desire to glorify God and to spread the Gospel knowledge proclaiming Him as Lord of all.

## **FOUNDATIONAL OBJECTIVES**

### **GOD**

- To develop in the minds of students a respect and love for God.
- To lead students to know God personally and intimately.
- To guide students into a life of obedience to God and His will.

### **WORLD**

- To teach students concerning the world as God's handiwork.
- To show God's sovereignty in His creation.
- To awaken a realization that God has a purpose and plan for each life.

### **MAN**

- To teach a Biblical view of man, his origin, nature, history and destiny.

### **TRUTH**

- To show students the unity of all God's truth.
- To aid the student in learning how truth is known.
- To develop in the student an ability to discern truth and error.

### **VALUES**

- To point out that values are rooted in an eternal God.

- To lead students to know what is good and what is evil and to pursue that which is good.
- To help students develop an appreciation of the arts.

## **STATEMENT OF FAITH**

- A. The Bible is the infallible Word of God given to man through the inspiration of His Holy Spirit; as such it is our highest source of truth and our final authority.  
(2 Timothy 3:16 – 17; Hebrews 4:12; 2 Peter 1:20-21)
- B. By faith, we believe in the Holy Trinity – Father, Son, and Holy Spirit- as supported by scripture. (Matthew 28:18-19, Matthew 3:16-17)
1. We believe in God the Father, first person of the Trinity, Creator of all things in heaven and on earth, seen and unseen. He is eternal, omniscient, omnipresent and omnipotent. (Genesis 1: 1; Acts 17:24; Colossians 1:16-17; Hebrews 1:3).
  2. We believe in Jesus Christ, second person of the Trinity, son of the one true God, the only source of salvation as the propitiation for sinful man. We believe in the life and ministry of Jesus Christ as outlined in the following:
    - a. He was born of the Virgin Mary through the Holy Spirit (Matthew 1:23 Luke 1:31).
    - b. He is wholly man and wholly God (John 1:1; 1 John 2:22-23; 3:16).
    - c. He was crucified for our sins, buried and rose again on the third day, ascended into heaven and he sits at the right hand of the Father as judge, advocate and high priest. (1 Peter 2:24; 1 John 2:2; Luke 24:34; Mark 16:19; Romans 8:34).
    - d. He will come again to judge the living and the dead and establish the eternal kingdom of God (John 5:24-25).
  3. We believe in the Holy Spirit, third person of the Trinity, the divine Paraclete, source of all godly inspiration and sustainer of our faith and spiritual maturity (Romans 8:26-27).
- C. We believe in the communion of believers in Christ and in a corporal resurrection of the saved in Christ and the unsaved, the former to eternal life and the latter to eternal damnation (John 5:28-29).

## **MISSION STATEMENT**

Cornerstone Christian Schools’ purpose is to develop and train the whole person spiritually, intellectually, physically and socially with unprecedented excellence in a Christ-centered culture.

## **VISION STATEMENT**

To facilitate the wholehearted pursuit of this vision, CCS will form a highly qualified, spiritually dedicated faculty and staff supporting a program of excellence in instruction and modeling a Christ-centered life to our students.

## **THEME FOR THE YEAR**

STAND YOUR GROUND: “I will give you every place where you set your foot.” (Joshua 1:3)

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. This belief also accounts for (1) dressing in conformance with one's biological sex; (2) using the restrooms, locker rooms, and changing facilities conforming to one's biological sex. "Biological sex" means the condition of being male or female, which is determined by a person's chromosomes, and is identified at birth by a person's anatomy. Those who reject their biological sex are sometimes referred to as "transgender."

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in an exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of the bounds of marriage between one man and one woman.

We believe that any form of sexual immorality and sexual conduct outside the marital union of one man and one woman (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor. 6:9-10.)

We believe that in order to preserve the function and integrity of Cornerstone Christian Schools (CCS) as an expression of the local Body of Christ, and to provide a biblical role model to the families of CCS and the community, it is imperative that all persons employed by CCS, in any capacity, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)

## **THE SANCTITY OF HUMAN LIFE**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cornerstone Christian Schools.

## **FINAL AUTHORITY OF MATTERS OF BELIEF AND CONDUCT**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Christian Schools' faith, doctrine, practice, policy, and discipline, the Senior Pastor of Cornerstone Church is the school's final interpretive authority on the Bible's meaning and application.

**Please note students, families and/or employees who fail to abide by the above policies, and those contained in their respective handbooks, will be subject to denied enrollment/reenrollment, expulsion or**



termination, as the case may be.

## **NON-DISCRIMINATION POLICY**

Cornerstone Christian Schools do not discriminate on the basis of race, color, sex, nationality, or ethnic origin.

## **ACCREDITATION**

Cornerstone Christian Schools is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS) AdvancED. CCS is recognized by the Texas Private School Accreditation Commission, and is also recognized by the State of Texas Education Agency (TEA) as an accredited school with all privileges and responsibilities afforded to it. CCS has achieved and works continually towards exceeding all accrediting standards in pursuit of unprecedented excellence for God's glory.

## **ADMISSIONS**

The ultimate purpose of Cornerstone Christian Schools is to provide a Christ-centered, quality education. Therefore, we accept students of Christian families who profess a personal relationship with Jesus Christ.

### **SPIRITUAL REQUIREMENTS**

- At least one parent or legal guardian must be a professing, practicing Christian.
- Beginning in 3<sup>rd</sup> grade, students must be able to give a fundamental statement of faith based on the child's developmental level.
- Parents must provide recommendations from their pastor and be able to validate regular church attendance.

### **GENERAL ADMISSIONS POLICIES**

- Priority will be given according to the date and time applications are received.
- Priority will be given to returning students during the specified re-enrollment period of each year.
- Enrollment is open to all other applicants during the rest of the year.
- Applicants must not be under behavioral probation, suspension or expulsion from their previous school.
- Applicants must live with their parents or legal guardians.
- New students will typically not be accepted during the 4<sup>th</sup> quarter of the school year.
- Applications for admission are completed online and submitted electronically to the admissions office.
- In order for an application to be considered complete, the following must also be submitted to the admissions office:
  - Academic transcripts with achievement test scores;
  - Most recent report card;
  - Church and school recommendations;
  - Social security card, birth certificate, completed physical and immunization records.

### **ACADEMIC REQUIREMENTS**

- Students entering school for the first time will be assessed for basic academic knowledge and developmental readiness.
- Students transferring from another school must meet the following expectations:
  - Academic readiness for the grade applied for;
  - Grade level ability demonstrated on the CCS entrance exam;
  - Academic success verified by past report cards and standardized test results;
  - Positive recommendations from previous teachers and administrators;

- o Positive behavioral history.

## **APPLICATION PROCESS**

The admissions coordinator will validate that everything is complete and will schedule appropriate testing with the admissions personnel. Once testing is complete and has been reviewed by the principal, a formal interview will be scheduled. The applicant and at least one parent or guardian must be present for the principal interview. Both parents are encouraged to be present for the principal interview. The applicant will be offered or denied placement at this meeting.

Once placement has been offered and accepted, the parent/guardian meets with the business office to discuss enrollment fees and tuition. A student is not considered to be enrolled until all fees are paid and a tuition contract is signed. Cornerstone Christian Schools offers a limited amount of financial aid solely on the basis of need. Please contact the business office for information.

Registration for new students will begin in January of each school year. Current students have priority placement through February. Registration for new or returning students is not finalized until a registration packet is completed and fees are paid.

If it becomes necessary for a student to withdraw from school, please contact the admissions coordinator at least two (2) days in advance to complete the necessary paperwork for withdrawing the student. Before records can be released, all financial obligations (tuition, library fines, cafeteria fees, etc.) must be paid. All textbooks must be returned and/or the fees for damaged textbooks paid. Report cards and transcripts will be held until all financial obligations are met.

## **BUSINESS TRANSACTIONS**

Any and all financial obligations must be taken care of in the business office. For your convenience, a locked drop-box is located in the elementary and secondary school office. Nearly all transactions can be completed online by logging into your ParentsWeb account. There is a \$35 charge for returned checks. Failure to appropriately manage financial obligations will result in the holding of all school records.

## **INTERNATIONAL STUDENT ADMISSIONS POLICY**

The ultimate purpose of our school is to provide a quality education in a Christ-centered culture. Therefore, we accept Christian students of families who profess a personal relationship with Jesus Christ.

### **SPIRITUAL REQUIREMENTS**

- At least one parent, legal guardian, or host must be a professing, practicing Christian.
- Applicants must be able to give a fundamental statement of faith (i.e., who is Jesus, what is sin, etc.) and give testimony of an active personal relationship with Jesus Christ.
- Applicants must be able to present recommendation form letters from their Pastor, Sunday School Teacher, or some other recognized Spiritual Authority per approval from administration.
- The Bible reveals that God's plan for sexuality be expressed between 1 man and 1 woman within the sacred union of marriage ("God's Plan"). The Word of God affirms that sexual expression apart from God's Plan is sin. Such expressions include, but are not necessarily limited to, engaging in incest, polygamy, bisexuality, homosexuality, transsexuality, or transgenderism. The school reserves the right, within its sole discretion, to refuse admission of an applicant and discontinue enrollment of a student if a student (or their parents or legal guardians with whom a student lives), engages in, espouses, or condones, sexual expression apart from God's plan, as referenced above.

## GENERAL ADMISSIONS POLICY

1. CCS application packet must be completed and turned into the admissions coordinator with the current school non-refundable application fee of \$375.00.
2. It is the parent or legal guardian's responsibility to give the Pastoral/Church, Principal and Teacher recommendation letters to the appropriate person to complete for the student. These recommendation form letters are required in order to complete the application packet. The fax number is on the form and needs to be faxed directly back to the Admissions Coordinator. The original form can be mailed at their convenience.
3. It is the parent or legal guardian's responsibility to have all documentation including, but not limited to, report cards, transcripts, and immunization records translated into English before being submitted with the application packet and have an official seal, such as a notary. The financial cost of translation is the responsibility of the parent or legal guardian.

The parent or legal guardian can use the service of Inlingua. Inlingua is a worldwide translation and language teaching company that translates the documents from their foreign language into English. Their website address is [www.inlingua-it.com](http://www.inlingua-it.com). Their address is 3818 Spicewood Springs Rd., Suite 300, Austin, TX 78759. Their telephone number is (512) 794-8789 and fax number is (512) 794-8090.

4. All host families must have a fully executed Power of Attorney. It is the parent or legal guardian's responsibility to have the Power of Attorney completed, notarized, and enclosed in the application packet.
5. After the documents have been translated, it is the parent or legal guardian's responsibility to have the documents sent to Foreign Credentials Service of America. The financial cost of the equivalency statement is the responsibility of the parent or legal guardian.

Foreign Credentials Service of America provides a general statement of equivalency and provides a detailed course-by-course listing which can be used to award transfer credit for universities, professional licensing agencies, teacher certification, etc. Their website address is [www.fcsa.biz](http://www.fcsa.biz). Their address is 1910 Justin Lane, Austin, TX 78757. Their telephone number is (512) 459-8428 and fax number is (512) 459-4565.

- Applying to Elementary - need report cards K5 through current grade level
  - Applying to Middle School – need report cards 6<sup>th</sup> through current grade level
  - Applying to High School – need 8<sup>th</sup> grade report cards or transcript through current grade level
6. All the forms in the packet have to be completed, translated into English where appropriate and include an official seal and/or notary seal.
    - Student Information Enrollment form (including parent's or legal guardian's testimony of faith located on back of form)
    - Pastoral Recommendation Letter
    - Church Recommendation Letter
    - Principal Recommendation Letter
    - Teacher Recommendation Letter
    - Student Record Request Form
    - Copy of Birth Certificate
    - Copy of Social Security Card or Passport
    - Official Academic Transcript (8<sup>th</sup> thru 12<sup>th</sup> grades - translated into English and converted into US credits)
    - Report Cards (K5 thru 8<sup>th</sup> grades – translated into English and converted into US credits)
    - Copy of Immunization Record (translated into English)
    - Student Emergency Authorization Form
    - Student Questionnaire (student needs to complete personal testimony on back of form in English)
    - Internet and Photo Release Form
    - Volunteer Sign-up Form

- Copy of Physical Exam Form
7. Application fee
  8. Once the Admissions Coordinator receives the completed packet, the student will be scheduled to be tested. The student is allowed only one time to complete the online test. The two placement tests will be math and language. The student will need a total average score of 70 in both the math and language tests in order to meet the testing requirement.
  9. Testing is also required for English proficiency. It is the parent's or legal guardian's responsibility to contact iTEP/Slate, an internet-based English assessment company. A Parent or legal guardian will need to set up testing at a certified iTEP Test Center worldwide. Their website address is [www.itepexam.com](http://www.itepexam.com) and their telephone number 1-818-887-3888. The financial cost of the iTEP test is the responsibility of the parent or legal guardian.
  10. At this time the application packet will be given to the Principal to be scheduled for a phone or Skype interview between the applicant and Principal. The Principal will determine after the phone or Skype interview if the applicant is accepted to CCS. The prospective student's picture will be taken as a screenshot during the Skype interview.
  11. After the applicant is accepted, the school enrollment fee of \$400.00 will be due.
  12. Once the applicant is accepted and the registration fees have been received, an I-20 will be issued to the applicant. It is the student's and parent/guardian's responsibility to have a valid STUDENT VISA when they enter school.
  13. International students will have two payment plans to choose from.
    - a. Annual Payment - All fees and full tuition payment must be made no later than two full weeks (10 business days) before the start of their first semester of each school year. Tuition paid in full in this manner will receive a 5% tuition deduction from the initial total tuition.
    - b. Semester Payment Plan - All fees and one-half of total tuition must be made no later than two full weeks (10 business days) before the start of the first semester of each school year. All second semester tuition and fees are due not later than one week (5 business days) before the last day of the first semester of each school year.
  14. International students under payment plan cannot attend classes nor be on campus until funds are received and processed.

## **ACADEMIC REQUIREMENTS**

- Applicants to High School may not have more than 2 failed credits from a previous school. Failed credits must have been retaken and passed.
- Applicants must have a minimum of a "C" (2.0) average on a (4.0) scale in core academic courses.
- Applicants must be able to present recommendations from their current principal, teacher, or some other recognized educator who can attest to the applicant's academic ability and/or performance per approval from administration.

## **ATTENDANCE**

Attendance is defined as participation in all activities assigned to a student during the time the school is open for instruction. School employees investigate and report violations of the state compulsory attendance law. There is a minimum attendance requirement for grading purposes. A secondary student may have up to 10 days of non-school related absences (excused or unexcused) per class period, per semester to receive full credit in that class. On the 11<sup>th</sup> absence, the student will not receive credit for that class.

Any three tardies will be counted as an absence. Students 15 minutes or more late will be considered absent.

The Secondary Office will contact the parents of the student whose absences are approaching the state maximum of allowable absences.

All final decisions are at the discretion of the Superintendent.

Please notify school personnel prior to 9:00 a.m. on the first day of an absence. The student is responsible to have his/her parent call the school office and report the reason for this absence. A signed parent or physician note should then be sent with the student to be filed in the secondary office. The student must report to the office before returning to class. Students who do not bring a parent/physician note to the office explaining their absence to school the previous day will receive an unexcused absence. Students who are more than 15 minutes late will be considered absent.

**When a student is required to leave school for an appointment, the student will be called to the office when the parent has arrived.**

Students who experience a long-term illness/hospitalization (five or more consecutive school days), or who have a physical impairment and/or a medically substantiated problem, as per a doctor's note, which entails repeated absences, can be granted an attendance allowance based on a review of the individual case by the Principal. It will be the responsibility of the student/parent to secure from the teacher assignments or tests missed during such an absence from school.

All students with excused/unexcused absences will have the same number of days in which he/she was absent to make up work. Failure to make up work assigned will result in a grade of zero. In extenuating circumstances it may become necessary for a student to miss excessive numbers of days at the end of the quarter. In these situations any incomplete grade on the report card that has not been finalized within two weeks becomes a zero. Extenuating circumstances must be reported to the school principal who will evaluate the situation.

In order to support your student academically, notification of extended absences must be received at least two weeks in advance, so that assignments can be compiled. Approval of extended absences is at administrative discretion. All absences count against the minimum attendance requirement.

If a student misses part of the day, either excused or unexcused, and arrives to school that same day, they must make arrangements to make up any tests given that day and turn in any assignment that was due that day to the class periods that were missed or are going to miss. For example, if a student arrives during third period and had a test scheduled for first period and an assignment due for second period, it is the student's responsibility to make up the test and turn in the assignment that same day. Failure to do so will result in a zero for the assignment, test or quiz.

To be eligible to participate in a scheduled extra-curricular activity, a student must have one-half day's attendance in school. Students who miss a Friday due to illness must have an administrator's permission to participate in an activity or practice on the weekends. Exceptions to any of these rules must be approved by Administration.

## **CHECK OUT PROCEDURES**

Off campus appointments for students should be scheduled for times outside of school hours. When a student has to check out of school, a parent must come to the front office in order to sign the student out. High school students who drive must have a note with a parent's signature and telephone number which states the specific reason for checking out. The note will be verified by the attendance secretary.

This request should be presented to the Secondary Office before school begins. Under no circumstances will students leave the school campus on their own recognizance. All students leaving campus during the school day must have administrative approval. Failure to follow the policy will result in disciplinary action.

**TARDINESS**

A student is tardy if he or she comes to class after the scheduled time for class to begin. She/he must report to the office to receive a tardy slip in order to be admitted to class. Or the classroom teacher can mark them tardy for that particular class. Excessive tardiness will result in disciplinary action. Tardies will reset each semester.

**CURRICULUM**

**ADVANCED LEVEL COURSES: PRE-AP/AP/HONORS/DUAL CREDIT COURSES**

Selection criteria for advanced level courses include academics and attendance records, standardized or departmental test scores, teacher recommendations, and a commitment to excel. If these criteria have not been met, the student’s parents may petition enrollment subject to the conditions described below:

- In the event that student has difficulty in the advanced level course, the parent will be responsible for providing assistance and/or private tutoring as necessary to meet the requirements of the course curriculum.
- Should the student not maintain the required standard of 80 percent, he/she will be moved to the regular level of this course of the semester. Prerequisites for advanced level course enrollment include subject area level course grade of “A” (94%) or advanced level course grade of “B” (85%).

Advanced level classes are offered in all core areas in the 8<sup>th</sup> – 12<sup>th</sup> grades. Students taking advanced level classes will be required to complete additional class work, research and projects in addition to the basic material required for the subject area. As with all other courses, students in advanced level courses will be tested for comprehension and achievement. Students in advanced level classes must maintain at least an 80 average. Advanced level course grades below 80 will not be weighted, and will result in the student’s removal from the class. Grades in advanced level classes will be weighted at the end of the semester as follows:

| <b>Non-Weighted<br/>Numeric Grade</b> | <b>Non-Weighted<br/>GPA</b> | <b>Weighted<br/>GPA</b> |
|---------------------------------------|-----------------------------|-------------------------|
| 90-100                                | 4.0                         | 5.0                     |
| 80-89                                 | 3.0                         | 4.0                     |
| 74-79                                 | 2.0                         | NA                      |
| 70-73                                 | 1.0                         | NA                      |
| 0-69                                  | 0.0                         | NA                      |

Students who choose to take an advanced level classes must complete the advanced level agreement. All parts of the agreement must be completed and signed by both the student and parent/guardian, regardless of the student’s age. Academic integrity will be stressed in all advanced level courses.

Credit for high school students will be awarded on a semester basis. The semester average is derived from the work during the entire semester. The semester average is derived from the two quarterly grades and the semester exam. Each of the quarterly grades is weighted forty (40) percent in the determination of the semester grade, with the semester exam comprising the remaining twenty (20) percent of the total semester average. In

subjects where no semester exam is given, the semester average will be determined by averaging the two quarterly grades only.

Credit for middle school students will be awarded on an annual basis by averaging semester grades. The semester average is derived from the two quarterly grades and the semester exam. Each of the quarterly grades is weighted forty-five (45) percent in the determination of the semester grade, with the semester exam comprising the remaining ten (10) percent of the total semester average. In subjects where no semester exam is given, the semester average will be determined by averaging the two quarterly grades only.

In extenuating circumstances it may become necessary for a student to miss excessive numbers of days at the end of the quarter. In these situations, any incomplete grade on the report card that has not been finalized within two weeks becomes a zero. Extenuating circumstances must be reported to the school principal who will evaluate the situation. All incomplete grades must be made up within the first two weeks from when the report card was issued of the following quarter. Students receiving incomplete grades for the fourth quarter must complete all work within two weeks after school ends.

## **DUAL CREDIT PROGRAMS**

Cornerstone Christian Schools offers an on-site dual-credit program with Colorado Christian University. This program affords eligible juniors and seniors the opportunity to earn college credit as well as credit for high school in certain courses. Please see the college and career office for more details.

Eligible students can earn college credit for courses that they are already planning to take in high school.

Dual-credit courses, also known as concurrent-enrollment courses, are courses that maintain college-level standards. These courses may not only earn the student college credit but, will also be weighted on the high school transcript in the same manner as an advanced level course.

## **DUAL ENROLLMENT PROGRAM**

Cornerstone Christian Schools offers a dual enrollment program for junior and senior students. Dual enrollment means that a student is enrolled in a full high school curriculum as well as taking a college – level course. The college credit earned does not affect the student’s high school GPA and transcript; however, the courses offered will be part of the student’s college/university transcript. As with all transferring courses, it is up to the accepting institution to honor dual-enrollment coursework. Participation requires following advanced level course enrollment procedures.

There is a fee associated with the Dual Credit Program and a registration deadline. If the registration deadline is not met, the student will be withdrawn from the course and enrolled in a regular level course. More information can be obtained through the College and Career office.

# **GUIDANCE**

## **SCHEDULING GUIDELINES**

- Second-level courses must be preceded by the satisfactorily completed corresponding level one course. (For example, Spanish II must be preceded by Spanish I.)
- Students desiring to take Foreign Language III courses must have maintained a “C” average in the preceding course.
- Eighth grade students planning to take Algebra I must realize that due to the difficulty of this course, they must have at least a "C" average in math prior to taking this course.

- The prerequisites for math courses are as follows: Geometry must be preceded by Algebra I, Algebra II by Geometry and Algebra I, and Advanced Math must be preceded by Algebra II, Geometry and Algebra I.
- Students will be limited to taking eight (8) units of credit unless approved by parent/guardian and Administration.

## **GRADING POLICY**

Credit for high school students will be awarded on a semester basis. The semester average is derived from the work during the entire semester. The semester average is derived from the two quarterly grades and the semester exam. Each of the quarterly grades is weighted forty (40) percent in the determination of the semester grade, with the semester exam comprising the remaining twenty (20) percent of the total semester average. In subjects where no semester exam is given, the semester average will be determined by averaging the two quarterly grades only.

Credit for middle school students will be awarded on an annual basis by averaging semester grades. The semester average is derived from the two quarterly grades and the semester exam. Each of the quarterly grades is weighted forty-five (45) percent in the determination of the semester grade, with the semester exam comprising the remaining ten (10) percent of the total semester average. In subjects where no semester exam is given, the semester average will be determined by averaging the two quarterly grades only.

### **HOMEWORK**

We desire for students to enjoy well-rounded lives with time for family, church, sports, performing arts, etc. beyond their academic work. Because our school has a high percentage of commuters, student time outside of school is at a premium. Even so, homework is necessary for students as they extend their learning beyond the classroom as it allows students with adequate time to deeply explore and understand the subject. It also helps to prepare students for the self-discipline and work ethic required in college and beyond. In general, homework will not be assigned, but when it is absolutely necessary, it will follow these guidelines:

Homework will be assigned primarily for the following purposes:

1. Classwork that has not been completed during school hours.
2. Reading, writing, projects and research that needs individual effort beyond the hours that the school day allows.

When work is assigned to students in 6<sup>th</sup> through 8<sup>th</sup> grades, there will be approximately 10 minutes of homework per grade (i.e. a sixth grader should have no more than 60 minutes of homework per night. Of course some students learn at different rates and may need slightly more time or less time, but this serves as a guideline.

Students who receive homework in 9<sup>th</sup> through 12<sup>th</sup> grades will follow these general rule daily maximums:

- Bible, Elective and PE Courses – No homework
- Math – 30 minutes
- Language Arts – 30 minutes
- Science – 30 minutes
- Social Sciences – 15 minutes
- Languages other than English – 15 minutes
- Fine Arts 15 minutes



We do not give homework during Thanksgiving, Christmas, or Spring Break. Exceptions can be made for AP and DC courses. The last two weeks of each quarter are reserved for summative assessments.

Help your child remember that the quality of schoolwork is usually a demonstration of one's attitude toward school and learning. Parents can assist their children in the development of positive attitudes in the following ways:

- provide a special time each day to work on assignments
- provide a special place to work (with a suitable desk or table, light, books and supplies)
- reserve a time for homework, turn off the television and radio, and eliminate phone interruptions, use this time to sit down and complete one's own Bible or other studies, demonstrating an attitude of learning
- show interest in what the student is doing, but do not do the work for him/her
- help organize the student's notebook
- make sure assignments are complete and in the notebook where the child can find them

Typed papers and assignments must be turned in via Google Classroom or to the teacher's email (FirstLast@ccwarriors.org) in the file type specified by the teacher. No assignments from personal email addresses will be accepted. Students should use their Gmail account. In rare situations when a physical copy is required, it is the responsibility of the student to have the paper in hand by the due date. Students are not permitted to leave class to print assignments.

Finally, all homework must be turned in during the period that it is due as required by the teacher on the due date in order to receive full credit. High school students will receive 50%, or half credit, if turned in one day late. Assignments will receive no credit, or 0%, if turned in two or more days late. Middle school students will only receive 75% credit if turned in one day late, 50% credit if turned in two days late, and 0% credit if turned in three or more days late.

## REPORT CARDS

Report cards are issued on a quarterly basis with the report card being released on the Wednesday following the close of the quarter. For exact dates, please check the school calendar. For end of the school year, all financial obligations must be brought up to date in order for report cards and transcripts to be released.

Interim progress reports are provided through RenWeb and may be printed out at the parent's convenience. Teachers determine the goals of instruction for their courses and evaluate student's achievement accordingly. The letter grade a teacher assigns reflects the student's mastery of course objectives.

The number/letter grading scale as defined by Cornerstone Christian Secondary School is as follows:

|   |          |      |
|---|----------|------|
| A | 90-100   | 4.00 |
| B | 80-89    | 3.00 |
| C | 74-79    | 2.00 |
| D | 70-73    | 1.00 |
| F | below 70 | 0.00 |

## GRADE WEIGHTING/ADVANCED LEVEL COURSES/DUAL CREDIT

| Numeric Grade | GPA | Weighted GPA |
|---------------|-----|--------------|
| 90-100        | 4.0 | 5.0          |
| 80-89         | 3.0 | 4.0          |
| 74-79         | 2.0 | NA           |
| 70-73         | 1.0 | NA           |

## **HONOR ROLL**

The secondary level honor roll will be based on the following:

|                                     |         |
|-------------------------------------|---------|
| A Honor Roll (A's in every subject) | 4.0     |
| A/B Honor Roll (No C's)             | 3.5-3.9 |

## **EARNING CREDIT**

The end of year average for Middle School Students has to be 70 or above in each course in order to be promoted to the next grade level. If the average is 69 or below, middle school students must repeat that year's work. High school courses receive ½ credit per semester for each course whether it is a ½ credit course or a full credit course. Each semester grade stands alone, so if a student fails any semester or a required course, he or she must repeat that semester's work.

## **PHYSICAL EDUCATION REQUIREMENT**

Cornerstone Christian Schools requires one to one and a half years of Physical Education and one half year of Health in order to graduate. One and a half years of Athletics, Marching Band, or Personal Fitness may substitute for Physical Education credit.

Athletic Period taken beyond the one-year and a half credit required for graduation will be credited as follows:

The numeric grade earned will be averaged into the student's overall cumulative grade point average.

The additional years of Athletic Period taken beyond 1 ½ years required will not be counted as part of the 28 credits required for graduation.

## **STANDARDIZED TESTING**

Nationally-normed testing using a product from Renaissance Learning will be administered at four points in the academic year to track progress of student learning. This test will provide parents and educators with information to help in making critical instructional educational decisions. The test will also provide grade-level aptitude, proficiency, performance information, and comparative scores against national norms.

## **ACADEMIC PROBATION**

A secondary student who fails a subject during a nine-week grading period will receive a warning and be placed on academic alert. If the student is still failing the course at the end of the semester, the student will be placed on academic probation for the following semester. The parent/guardian will be made aware of the situation based on automatic RenWeb progress reports sent home.

High school students will be required to make up all failures of the previous year before being admitted back to school in the fall. Students that fail more than 2 credits in a school year will not be allowed to re-enroll for one academic year and will be required to make up all failures before being considered for readmission.

Parents may appeal to CCS Administration for a circumstantial review of all grades, credits and individualized graduation plan.

Seniors who do not meet graduation requirements will not be allowed to participate in any senior activity (Jr./Sr. Banquet, Graduation, Senior Trip, etc.) Grades will be reviewed by the Principal prior to any function to

determine whether a student may attend and/or participate in any given activity stated above. Seniors that do not meet requirements will forfeit any monies contributed or raised for senior activities.

## **MIDDLE SCHOOL RETENTION POLICY**

Any core course that receives a Final Grade failure must be made up in summer school. If three or more courses are failed for the entire year, a student is automatically retained due to the fact that no more than two subjects can be made up in summer school. Parent/Guardian shall be notified at the interim period of the third quarter if there is a possibility of retention for their child. For the purposes of this policy, failed course count does not include courses taken for high school credit. However, if a course taken for high school credit is failed, there are two choices. 1) The course is taken at CCS Online School during the summer. 2) The entire year is retaken upon entering high school.

**SUBJECT REQUIREMENTS** - The course schedule for each grade is:

| <u>Grade 6</u>     | <u>Grade 7</u>      | <u>Grade 8</u>            |
|--------------------|---------------------|---------------------------|
| Bible              | Bible               | Bible                     |
| English            | English             | English                   |
| Math               | Math or Pre-Algebra | Pre-Algebra or Algebra 1* |
| Science            | Life Science        | Earth Science             |
| Social Studies     | Texas History       | U.S. History              |
| Physical Education | Physical Education  | Physical Education        |
| Elective (1 or 2)  | Elective (1 or 2)   | Electives (1 or 2)        |

Sixth grade students may choose either Beginning Band, Middle School Choir, Art or Technology.

Seventh Grade students may choose one elective from the following courses: Beginning Band, Intermediate Band, Middle School Choir, Middle School Art I and Middle School Theatre I.

Eighth grade students may choose one elective from the following courses: Middle School Art, Business Information Management\*, Middle School Choir, Beginning Band, Intermediate Band, Middle School Spanish 1\*, and MS Theatre I or II, Advanced Band. (\*Indicates high school credit courses.)

## **ADD/DROP COURSES**

The following is the add/drop course procedure:

- Students must fill out a Schedule Change Form at the Registrar's office.
- The form must be filled out and signed by the student, teacher, parent, and Administration.
- Course changes must be made during the first 10 school days of each semester. There will not be any schedule changes after day 10 of a semester, unless initiated by Administration.

## **ACADEMIC ELIGIBILITY**

### **Eligibility Standards**

- Eligibility checks are conducted at 3, 6, and 9 weeks during each quarter.
- Student athletes are eligible unless they have two or more classes below a 70%.
- Students with two or more grades below 70% may practice, but not participate in games until the student's grade is raised to 70% or higher.

### **Other Eligibility Rules**

- If a student is ineligible for more than three weeks in a season the athlete may be removed from the team.
- Eligibility status carries over from one sport to the next as seasons change.
- Ineligible athletes may not miss class to travel with the team.
- Students, parents, and coaches are not allowed to pressure, coerce, or in any other way attempt to influence teachers to change grades or compromise their academic integrity. Attempts to do so may result in disciplinary action by the athletic director or school principal.
- The principal and athletic director together may review and rule on truly unusual eligibility circumstances.

## **SUMMER SCHOOL**

Beginning in the summer AFTER their 9th grade year, students may take up to 1 summer school course each summer. A student is limited to 3 credits taken at other schools during the summer. This course cannot be from the 5 core subject areas (English, Math, Science, History, or Bible). To take advantage of this opportunity, students must get prior approval from Secondary School administration. With said permission, certain courses may be taken in the summer from our own CCS Online School or another school/college, if that school is accredited. No credit will be granted for summer school work which did not receive the prior approval of the school. The most important distinctive lost by our students who take classes in other programs is biblical integration. Other potential losses may include rigorous class content, biblical worldview, and strong teacher interaction with personalized instruction. Students can also gain educationally by retaking courses in summer school, by taking advanced college classes, or by getting electives completed to make room for more important courses the following school year. Students can lose educationally and spiritually if their core learning takes place in a secular environment, especially when less rigorous requirements are in place. The standard of a CCS diploma must be guarded with tight guidelines on students' learning in outside classes.

## **ACADEMIC HONORS**

### **VALEDICTORIAN/SALUTATORIAN SELECTION**

Graduating seniors must be enrolled at Cornerstone Christian Schools for their last two years in order to be eligible for the honors of valedictorian and salutatorian. All accumulated grades will be included in the average. Those students who are possible candidates for this honor will be notified at the beginning of the fourth quarter of the senior year. All final grades through the end of the 3<sup>rd</sup> quarter of the eighth semester of graduating a senior will be utilized to calculate the overall GPA for selection of valedictorian and salutatorian and will be computed numerically.

### **HIGH SCHOOL GRADE LEVEL CLASSIFICATION**

| <i>CREDITS</i> | <i>CLASSIFICATION</i> |
|----------------|-----------------------|
| 0-7            | Freshman              |
| 8-14           | Sophomore             |
| 15-21          | Junior                |
| 22             | Senior                |

### **RANKING:**

Students must be enrolled at CCS for their last two years (four consecutive semesters) in order to be eligible for ranking purposes.

### **GRADUATION REQUIREMENTS:**

The Diploma program available at Cornerstone are:

**Distinguished**

- Minimum core GPA of 3.5
- Minimum of 28 Credits
- Minimum of three (3) honors credits or high – must take at least one a year as a Junior and Senior
- Minimum composite score of 1100 on SAT
- 15 Services hours per year, total of 60 (Must meet the yearly total to move forward)

**Recommended**

- Minimum of 26 credits
- 10 Service hours per year, total of 40 (\*Must meet the yearly total to move forward)

Credit Requirements for each of the high school graduation diplomas described above are:

| <b>Distinguished</b>          |    |
|-------------------------------|----|
| English                       | 4  |
| History                       | 4  |
| Bible                         | 4  |
| Math                          | 4  |
| Science                       | 4  |
| P.E./Health                   | 1  |
| Language Other Than English   | 3  |
| Electives                     | 3  |
| Fine Arts                     | 1  |
| Total Credits                 | 28 |
| Total Service Hours (15/year) | 60 |

| <b>Recommended</b>            |    |
|-------------------------------|----|
| English                       | 4  |
| History                       | 4  |
| Bible                         | 4  |
| Math                          | 4  |
| Science                       | 4  |
| P.E./ Health                  | 1  |
| Language Other Than English   | 2  |
| Electives                     | 2  |
| Fine Arts                     | 1  |
| Total Credits                 | 26 |
| Total Service Hours (10/year) | 40 |

\*Speech and Technology objectives and curriculum are integrated throughout all courses.

\*Health may be taken in summer school for a fee or online during the fall or spring semesters at no cost to you through CCS Online. Approval and sign up must be done through the school registrar’s office.

\* May substitute additional Honors/AP/DC course in lieu of third year of LOTE

**EARLY GRADUATION POLICY**

Cornerstone Christian High School requires a four-year high school program. We believe that students need to be exposed to more than minimum graduation requirements, particularly if a student does not plan to pursue

some form of higher education. Any exceptions to this must be approved by the Superintendent. Realistically, we recognize that some students may be exceptions to the majority because of their accumulation of sufficient credits, majors and minors, as well as a valid need. They may benefit from obtaining their high school diplomas early.

Students who plan to graduate in three years should keep in mind that their choice to complete their high school education early dictates some necessary ineligibility. To be considered a senior and participate in all senior activities the student must have a total of **21 credits prior to entering their third year**. If the three-year graduate does not have the adequate number of credits to be considered a senior, the student will be classified a junior for the entire third year. Thus, early graduates shall not be ranked with their graduating class. In addition, all activities and programs that the student is involved in shall be participated in as a junior. With the exception of graduation itself, the early graduate shall not be allowed to take part in senior activities and programs.

Eligibility for early graduation will depend upon compliance with the **following regulations**, and final approval by the High School Principal and Superintendent:

1. A written request for early graduation is required, stating why the student desires to graduate early. It must be signed by the student and the parent/guardian.
2. A student must meet with the Principal and identify his/her desire for an early graduation.
3. At the time of the student's meeting with the Counselor, he/she must work out a long-range plan for the completion of all regular graduation requirements.

**NO EXCEPTIONS TO REQUIRED CREDITS WILL BE MADE.**

4. The student may not graduate prior to the completion of six (6) semesters of high school.
5. The student must maintain a minimum grade point average of 2.0. Students with a grade point average below 3.0 are discouraged from graduating early.
6. Students may not earn more than eight (8) credits during the graduating year unless approved by the Superintendent.
7. Upon completion of the long-range plan, a realistic appraisal of the plan will be made with the Counselor, student and parent/guardian.

## **HEALTH POLICIES**

Cornerstone Christian Schools are committed to providing a safe and healthy school environment for our students. Our school nurse is a licensed RN and holds a Bachelor of Science degree in Nursing. The clinic assistant is assigned to help the school nurse with clerical support, computer data entry and basic first aid to students under the supervision of the RN. The nurse will coordinate the following services: hearing, vision, and scoliosis screening as well as height, weight and lice checks as needed. The nurse assesses illness and injuries that occur at school, administers medications and maintains health records.

### **Emergency Care**

During enrollment, the Permission to Treat is signed by the parent and gives the Medical Staff/Security permission to call EMS in the event of an emergency. The student will be accompanied by the School Nurse or other school representative unless designated otherwise by a parent.

### **Immunization Requirements**

Immunizations are an important part of public health, and Texas law requires students in Texas schools to be immunized against certain vaccine preventable diseases. All records of new students will be reviewed as part of the admission process as will the records of all currently enrolled students. We strongly encourage parents to take your child for immunizations at the earliest possible date in order to avoid the back-to-school immunization rush that occurs every year during the month of August. Please visit the Texas Immunization Branch website at [www.immunizetexas.com](http://www.immunizetexas.com) for current information about school vaccine requirements. Please be aware that students without the required immunizations or a valid exemption will not be allowed to attend school.

### **Physical Exams**

1. Every new student will be required to have a physical to complete the admissions process.
2. Every 6th and 9th grader will be required to have a physical by the beginning of the 6th and 9th grade school year.
3. All athletes participating in sports will be required to have a physical prior to practice and/or participation in a chosen sport. The physical must be repeated yearly if participation continues in subsequent seasons.

Although we do not require a yearly physical, we do stress that all children should have an annual physical by their physician to ensure their optimal health and well-being. The physical required by the beginning of the school year must be current within 1 year.

### **Medication Policy**

Parents/Guardians must provide all medications for administration during hours of instruction. The school does not provide any over-the-counter products with the exception of first aid products.

ALL medications shall be delivered by a parent/guardian and will be kept in the school clinic. Medications may not be kept in the classroom or administered by a teacher in the classroom. Students may not carry ANY type of medication (prescription, non-prescription, homeopathic products, vitamins, over-the-counter health products or Menstrual medications) on their person, in their lunch box, purse, or book bag/backpack, on the school bus, or place these types of items in their locker with the exception of cough drops (see exception below).

Medication will not be accepted without the required physician/parent authorization. All medication must be in the original prescription or over-the-counter container. Medication brought to the clinic in containers such as, but not limited to, plastic wrap or bags, foil, jars, paper towels, envelopes, etc. will NOT be administered.

Parents/Guardians must pick up any unused medication from the clinic when discontinued or at the end of the school year. Medication not picked up at the end of the school year by the parents/guardians will be destroyed. **FOR THE SAFETY OF ALL STUDENTS, MEDICATIONS WILL NOT BE SENT HOME WITH STUDENTS AND STUDENTS MAY NOT BRING MEDICATION TO SCHOOL.**

### **Prescription Medications**

Short-term prescription medication will only be administered according to the instructions on the prescription container for ten (10) school days or longer (e.g., 14day antibiotic regimen) and must be accompanied by a written request from the parents/guardians. If necessary, when prescription is filled, ask the pharmacist for an extra labeled bottle for school use.

Medications to be given daily all year; medications that must be given during certain emergency situations; and medications necessary for the management of chronic conditions must be accompanied by written authorization from the prescribing physician and parents/guardians and will be administered according to the instructions on

the prescription container.

If there are changes in the dose of a medication or if a medication is discontinued, written notification from the parents/guardians and/or physician is required. Changes in the dose of medication require a new prescription label and physician's order. The prescription label and physician's order must match at all times. All sample medications provided by a physician for school administration require written authorization from the physician and the parents/guardians. Prescribing physicians must be licensed to practice in the state of Texas. Only FDA approved pharmaceuticals manufactured in the United States will be administered.

Secondary students will be permitted to possess their prescription asthma/anaphylaxis medication with physician approval. Students with prescription medication, supplies, and equipment required for independent monitoring and treatment of diabetes must also obtain physician approval. All required paperwork must be submitted to the school nurse prior to students being allowed to possess their medication and supplies.

Prescription narcotics will be addressed on a case by case basis.

Students attending a field trip or off-campus school-sponsored event will have their prescription medication sent with the student's trained and authorized District teacher, nurse or qualified trained parent volunteer (e.g., MD, RN, LVN, PA or Pharmacist) along with instructions on the administration of the medication.

### **Non-Prescription Medications**

Over the counter (OTC) medications will not be available through the school nurse or during the school day on a regular basis at Cornerstone Christian Schools. The current medication policy does not allow for the dispensing of OTC medication or medications of any kind unless they have been prescribed by a physician. A parent is welcome to administer non-prescription medications to their child as needed in the school setting. In a short term instance where a student will need an over the counter medication, the parent may bring the medication to the clinic in its original container. A short term medication request form will be signed by the parent. The short term medication will be dispensed no longer than 10 days. A physician's order will be required thereafter. All medications must be picked up by a parent/guardian.

\*\*\*Limited amounts of cough drops or lozenges may be kept on their person, in their lunch box, purse, or book bag/backpack, on the school bus, or place these types of items in their locker\*\*\*

The nurse will contact the physician concerning any questions regarding prescription/non-prescription medications. All medications administered by the nurse must be approved, such as homeopathic products. Other types of medications such as, but not limited to, vitamins, herbs, dietary supplements, intravenous medications, and medications manufactured outside the United States WILL NOT BE ADMINISTERED.

### **Health Screening Programs**

Students will have the benefit of vision, hearing, and scoliosis screenings according to Texas State Law. When results of these screenings are not within normal limits, a letter of referral will be sent to the parents. A student who is sent a referral must be evaluated by a medical professional and a copy of the examination results need to be returned to the CCS Clinic. Parents who **do not** want their children to participate in these programs must advise the School Nurse in writing and present documentation that the screenings have been completed or the student is currently under the care of a physician. Other screenings, such as height, weight, lice, and blood pressure are performed as indicated.

### **Notice Regarding Participation in P.E.**



On or before the first day of school, please advise Health Services in writing of any activities your child cannot participate in due to a medical/health condition. Health Services will notify all staff members on a need-to-know basis of your child's condition to ensure best possible safety practices. For students to be excused from physical education activities, they must have a note from their parent/guardian. If the excuse is for more than three consecutive days, students must have a statement from a medical doctor specifying the need and the approximate length of the recuperative period. The Physical Education department may modify current lessons to meet the student's physical needs. Students may be provided an alternative assignment such as a writing a report on their current unit of study in order to obtain grades.

Should a student incur an illness or injury during the school year that prevents or restricts their participation in physical activities, please follow the procedure noted above to inform Health Services.

## **GENERAL INFORMATION**

### **VISITORS**

#### **ADULT**

Visitors to CCS will only be allowed on campus if they are on the approved list on RenWeb.

#### **STUDENT VISITORS**

Cornerstone Christian Schools has a closed campus regarding student visitors. Exception to the policy will be granted only if written permission is provided by the Secondary Administration.

### **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school, we request the parent or guardian to contact the Admission Coordinator at least two (2) days in advance to schedule an appointment. During the appointment, the necessary paperwork for withdrawing the student will be completed. The following steps must occur before records can be released:

- All financial obligations (this is to include tuition, library fines, cafeteria fees, etc.) must be paid.
- All textbooks need to be returned to each teacher. The teacher must then initial the withdrawal form. (The fees for any lost or damaged textbooks must be paid).
- An exit interview will be conducted with the Admissions Coordinator.

Report Cards and transcripts will be held until financial obligations are met. Failure to pay tuition may result in withholding of all school records.

### **STUDENT PARKING AND TRAFFIC CONTROL**

Students must park in the assigned parking area. Students must register their vehicles. Parking permits are \$15. To obtain a parking permit, a student must have proof of liability insurance, a valid driver's license, and state license plate number. Campus speed limit is 10 mph.

A valid driver's license is required in order to gain access to the campus. Failure to comply with school parking and traffic regulations may result in disciplinary action to include a fine and/or removal of campus parking privileges. No loitering, congregating or horseplay is allowed on the parking lot.

The school is not responsible for loss of articles or damage to vehicles in school parking lots. All vehicles on school property are subject to the traffic regulations of the school and city. Any traffic accidents on school property should be reported to an administrator or school security immediately.

Two parent parking permits per family will be provided at no charge. Each additional parent parking permit is \$15 per additional vehicle.

## **SCHOOL HOURS**

Middle and high school hours are from 8:50 a.m. to 3:30 p.m. ECHO period is from 7:45 a.m. to 8:45 a.m. All students will be counted as tardy after 8:50 a.m. Any student arriving after 9:05 will be counted as absent to the first period. Athletic participation requires additional time scheduled before and after school. Parents are asked to be on time to pick up their children in order to avoid traffic congestion.

Students not picked up by 4:00 p.m. who are not participating in sports, will be placed in Extended Care. Parents will be billed for Extended Care services.

## **EARLY DISMISSAL AND UNSCHEDULED CLOSURES**

A student who knows in advance that he/she will need to leave the school campus during school hours should have a written request from his/her parents. This request should be presented to the office before school begins. Under no circumstances will students leave the school campus without proper permission from administrative personnel. Failure to follow the policy will result in administrative action.

Parents will be given a minimum of two weeks' notice in writing of any unscheduled early dismissals or non-emergency closures.

## **LEAVING CAMPUS**

Students are to remain on campus from the time they arrive in the morning until they leave at the end of the school day. Permission to leave campus will require a written request from one of the student's parents or guardians, plus the approval of the administration.

## **SENIORS AND JUNIORS OFF CAMPUS FOR LUNCH**

Seniors may go off campus for lunch Monday through Friday only after completing and turning in the off-campus lunch form to the Secondary Front Office.

Juniors may go off campus on Tuesdays and Thursdays after the Junior Ring Ceremony. Additionally, they may go off campus for lunch only after completing and turning in the off-campus lunch form to the Secondary Front Office.

Failure to abide by the above policy will result in disciplinary action.

## **FOOD AND BEVERAGE**

Students will not be allowed to take food from the cafeteria. Eating in class is not allowed. The only drinks allowed in the classroom will be water in a resealable clear bottle.

## **DISSEMINATION OF INFORMATION**

Cornerstone Christian Schools require administrative approval prior to the dissemination of information to students. This includes production for distribution and/or the distribution of petitions or printed documents of

any kind on school grounds. Any attempt to avoid the school's established procedures for administrative approval will result in disciplinary action which may include removal from school.

Any notice, poster, or sticker that is to be displayed on the bulletin boards, or any place in the buildings, must have the approval of the Superintendent or the Principal. Failure to obtain approval will result in the removal of the displayed article.

Students will be permitted to use the telephones in the office with permission and supervision. Students will not be called to the telephone during class hours. In case of a family emergency, a message or telephone number will be delivered to a student in the classroom, provided the message comes in at least 15 minutes before the end of the school day.

## **EMERGENCY PROCEDURES**

### **FIRE DRILLS**

Fire drills are held in accordance with the San Antonio Fire Department guidelines and in cooperation with the state organization for fire prevention.

### **EMERGENCY CLOSINGS**

School closings due to inclement weather are announced on the following radio and television stations: Radio KSLR/WOAI 1200 and Television KENS (5)/KSAT (12)/ KMOL (4).

## **STUDENT RECORDS**

The following guidelines apply:

- a. Records containing personally identifiable information must be kept confidential and not be released without written consent from a parent or an eligible student. (An eligible student is one who has reached 18 years of age.)
- b. "Written informed consent" is required for the release of student records.
- c. Once academic and medical records regarding a minor are sent to the school and are made part of a student's file, these records become education records accessible to parents and eligible students.
- d. The school shall comply with a request for access to records within a reasonable time, not to exceed seven (7) days.
- e. The school shall respond to reasonable requests for explanations and interpretations of the school records.
- f. If circumstances prevent a parent or eligible student from inspecting the records, the school shall make accommodations for an appropriate review.
- g. The school shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.
- h. Information relating to and including the tuition contract will be released only to the parties of that contract.
- i. Student financial account must be clear to release any records.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." FERPA grants the following:

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

## **ACT/SAT SCORES**

Parents and students need to contact ACT and/or SAT directly to have their scores sent to the colleges/universities and scholarship programs of their choice.

## **CHANGES IN PERSONAL INFORMATION**

Students are to report to the school office any changes in their home address or telephone number. Any other major changes in the information recorded on the enrollment forms are to be reported to the office immediately.

## **SCHOOL ORGANIZATION**

**SUPERINTENDENT** - The Superintendent is responsible for all facets of the operations of all of the Cornerstone Christian Schools and serves as a liaison to the community. The Superintendent reports to the School Board and is a member of the Cornerstone Church leadership staff.

**PRINCIPALS** - The Principals are responsible for all student admissions, student discipline, teacher staffing, administrative support staffing, staff development and the daily operation of their respective school. Principals may be contacted, when necessary, about any school policy, regulation, or concern by students or parents.

**COUNSELING DEPARTMENT** - The counseling program at Cornerstone Christian School is designed to assist your child in making the most of his or her educational experiences. The counselors' roles are to aid in the students' spiritual, emotional, social and academic development.

The following are offered, but not limited to, by the counseling program:

- Administering of entrance exams
- Career counseling
- Giving referrals to students/families in need of ongoing counseling
- Helping students in obtaining scholarship information
- Coordinating with teachers and faculty in providing the best spiritual and academic environment for students
- Consult and work with parents, teachers and school administrators
- Helping students with peer mediation, conflict resolution and study habits
- Other specified functions from the administration

Reasons the counselors might contact parents regarding their child include, but are not limited to, the following:

- Assistance is needed from parents in specific areas to help their children achieve success in school.
- Scholarship and college information.
- Concerns brought from teachers to the counselor.

The counselors are unable to provide the following services to your child or to the parents:

- Testifying in court in child-custody matters.
- Providing intensive long-term counseling services when they are needed by child.
- Performing or providing diagnostic testing for students.

Although the school counselors may receive confidential information, the following would be reasons why information would be revealed to appropriate officials and/or the parents:

- If a student reveals information that in the counselor's opinion and discretion raises concerns for the safety and/or emotional stability of the student and/or others, that information may be revealed to appropriate officials and/or the parents.
- In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

REGISTRAR - The Registrar is responsible for, but not limited to, the following:

- Reviewing, researching and entering all new student transcripts into the computer system.
- Maintaining student records.
- Performing all student schedule changes.

ADMISSIONS COORDINATOR - The Admissions Coordinator is responsible for, but not limited to, the following: Coordinating all facets of admission and withdrawal processes.

CLASSROOM TEACHER - Classroom teachers have either a major or a minor in the content areas in which they teach. Each teacher has a conference period. Parents are encouraged to schedule appointments to discuss their child's progress. Within one week of the conclusion of the 1<sup>st</sup> and 3<sup>rd</sup> nine weeks, a parent-teacher conference will be set up to evaluate your child.

## **LOST AND FOUND**

All lost articles, including textbooks, are placed in the lost and found area. Any student finding a lost article

should promptly turn it into either the Elementary or Secondary Office.

## LIBRARY

### Lost Book Policy

- When a library book has been lost, notify the librarian. She will inform the teacher of the cost of the book, which the parent will be required to pay.
- These fines will need to be paid before final report card and/or achievement test scores will be released at the end of the school year.

### Damaged Book Policy

- When a library book has been damaged or defaced, notify the librarian. She will assess the damage and assign the appropriate fine, which the parent will be required to pay.
- Any defacement (writing/marks) that impairs the quality of the book and cannot be erased will result in a fine of not less than half the cost of the book.
- Any damage (e.g. torn pages, broken spine, bent cover, water damage) that renders the book unusable will also incur a fine of not less than half the cost of the book.
- The parents may choose to pay the cost of the entire damaged/defaced book and keep the book.
- These fines will need to be paid before any final report card or achievement test scores will be released at the end of the school year.

## TEXTBOOKS

Cornerstone Christian Schools requires that **all textbooks be covered**. Each student will be issued necessary textbooks for the subjects he/she is taking. The care of these textbooks is the student's responsibility, and any damage to a book beyond normal wear of the book may result in a fine. If a textbook is lost or stolen, the student is required to pay for it before a second textbook. No refunds once fee is paid even if the textbook is found. All lost or seriously damaged textbooks are subject to replacement costs for a new textbook.

## SERVICE HOURS

The requirement of service hours per year is one way for the high school community to share in the spirit of Christian service. Ten hours per year are to be completed annually if the student is on the Recommended Track for his/her diploma. Fifteen service hours must be completed annually if the student is on the Distinguished Track for his/her diploma. In decidin what specific activities fulfill the service requirement, the most important criteria are ones of need. **PLEASE NOTE: SERVICE HOURS ARE A GRADUATION REQUIREMENT AND MUST BE COMPLETED FOR GRADUATION TO OCCUR.** Students are encouraged to identify needs in the community and to commit the greater percentage of service hours to those in need.

Guidelines:

1. In the spirit of volunteerism, it is important to state that all service done **MUST** be without pay.
2. Work done for a profit organization, which does not have community service as its purpose may not be counted toward a student's service requirement.
3. Work done for the family must be beyond what is normally expected or required and should be voluntarily undertaken by the student.
4. All service hour projects must be approved by administration before the projects begin. Approval forms are available in the High School Office.

5. Certain projects at school will be designated as service projects. A list of these activities will be available in the High School Office.

In addition, students may receive service credit at school for:

- a. Tutoring other students if the tutoring is under the supervision of a teacher.
- b. Those class/club activities which are of service to some community group (food and clothing drives.)

Senior service hours are due May 1<sup>st</sup>. Freshman, sophomore, and junior service hours are due the last day of exams. If the deadline for the service hours is not met, it will be carried over to the following year. Service hours must be up-to-date for a student to file for office of a school organization (Student Council, Class Officer, NHS Officer, etc.).

All service hours must be documented on a Cornerstone Christian Schools form or on the organization's letterhead. Documentation must state the inclusive dates of service, the total number of hours, and a description of the service performed. Ten/Fifteen service hours must be completed annually. Transfer students are only accountable for their years in attendance.

Parents are required to familiarize themselves with the organization, site, and personnel involved in the service project chosen and to determine that the project is appropriate for their son or daughter.

Possible Organizations for Community Service:

- Nursing homes
- Hospitals
- Food and Clothing Banks
- Non-Profit Thrift Stores
- Family or Children's Shelters
- Churches
- Family Outreach Programs
- Libraries
- Animal Rescue Programs
- Literacy Programs
- Summer Children's Programs
- Parks and Recreation Volunteer Programs
- Programs for persons with disabilities
- Service Organizations (Red Cross, Habitat for Humanity, Goodwill, Salvation Army, YMCA-YWCA)
- Christmas or Thanksgiving Charity Projects

## **STUDENT LEADERSHIP**

Members of any CCS club or organization are encouraged to apply for a leadership role. As leaders, they are held to a higher standard in their specific arena. The school also must have specific requirements that must be met in order to hold an officer position in all CCS organizations.

Leadership Qualifications are:

- a. Exhibit Fruits of the Spirit in their daily walk.
- b. Considerate of others and responsible for evaluating all opinions.
- c. Possess the will and desire to lead others.
- d. Commitment to faithfully attend meetings and functions.

- e. Must pass all classes the previous semester & maintain passing grades.
- f. Have zero suspensions and zero major infractions.
- g. Once in leadership, any discipline infraction will cause a possible removal of the student's leadership position by School Administration.

## **PARENTAL CONCERNS**

If an incident occurs in a classroom, please speak first with the teacher. In accordance with Matthew 18, our policy is to refer concerns to personnel most directly involved at a decision-making level. Outside the classroom issues may be presented to the principal of the appropriate campus. In the case of athletic or extracurricular events, speak first to the coach or sponsor in charge of that event. If the issue is not resolved after discussing it with the individual directly involved, then include the individual's immediate supervisor.

## **EXTENDED CARE**

Secondary school dismisses at 3:30 p.m. If your student is not picked up by 4:00 p.m., he/she will be directed to the extended care with applicable fees.

The Extended Care fee involves a registration fee and a monthly cost. Drop-ins are welcome on an emergency basis only. Extended Care will close at 6:00 p.m. Students who are picked up after 6:00 p.m. will be charged an additional cost per minute. Extended Care is considered an extension of Cornerstone Christian Schools, and all school rules and guidelines are applicable.

## **SOCIAL MEDIA POLICY**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the CCS network and beyond.

Students who participate in online interactions must remember that their posts reflect not only themselves, but their families, the school, and John Hagee Ministries in its entirety. As such, actions in the social media realm are subject to the same behavioral standards set forth in the Student Code of Conduct.

Students should not use any social media platform to harass, threaten, insult, defame or bully another person or entity or to violate any CCS policy.

Students who elect to utilize social media must do so in accordance with CCS code of conduct as all behavior, on or off campus, is a reflection of our student body and most importantly Christ. Students who engage in posting or condoning content which is sexual in nature, immodest, vulgar, obscene, or unlawful will be subject to full disciplinary action as deemed necessary by Administration.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of CCS students and faculty, students may not, under any circumstances, create digital video recordings of CCS family members either on campus or at off-campus CCS events for online publication or distribution, or sexually inappropriate images of the same.
- Students may not use social media sites to publish disparaging or harassing remarks about CCS family members, including employees, students, and students' family members, employees of John Hagee Ministries, CCS or any other entity of John Hagee Ministries, or athletic or academic contest rivals.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school, including but not limited to:
  - Making disparaging remarks about the above stated
  - Using profanity or inappropriate language



-Divulging confidential information about CCS or members of the CCS family.

- Students should not create a social media account on behalf of CCS or other entity of John Hagee Ministries without explicit written consent of CCS Administration.

Failure to abide by this Policy, as with other policies at CCS, may result in disciplinary action as described in the Student Handbook, or as determined by Secondary Administration.

## **RESPONSIBLE USE POLICY**

Technology plays an important role in the academic process, and it is the goal of Cornerstone Christian Schools to effectively integrate its use into daily educational activities. In order to maximize the benefit provided by technology and minimize any potential risks, CCS has developed a comprehensive Responsible Use Policy (RUP). This document applies to all students of the School and defines what both acceptable and unacceptable behaviors are related to the use of computers, electronic devices, information systems, electronic wearables, and the Internet.

Before being allowed to use any technology at school, all parents (K4 - 12th) and all students (4th - 12th) must carefully read, sign, and agree to abide by all parts of the RUP. All CCS students and parents agree to the RUP during the admissions/re-enrollment process each year. For more information, please request a copy of the RUP from the office or visit the following website to view. [http://cst-tx.client.renweb.com/oa/client\\_files/cst-tx/uploads/ResponsibleUse\\_CCS\\_Student.pdf](http://cst-tx.client.renweb.com/oa/client_files/cst-tx/uploads/ResponsibleUse_CCS_Student.pdf).

## **STUDENT USE OF BRING YOUR OWN DEVICE (BYOD)**

- Students are allowed to bring student devices for educational purposes as determined by the classroom teacher. This includes cell phones, tablets, and laptops. Use in the classroom is exclusively at the discretion of the teacher.
- These devices will not be able to access the school's wireless internet.
- Teachers should be open to allowing students to take notes electronically as long as the device is not a nuisance or distraction to others. High School students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner. Middle School students should not use devices between classes or in the cafeteria.
- Students using their own devices must follow this policy on school property, while attending any school-sponsored activity, or any time they are using the CCS system.
- Student devices are the sole responsibility of the student owner. CCS assumes no responsibility for devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Technological devices do have educational and monetary value. Students are prohibited from trading or selling these items to other students on CCS property, including school busses.
- Each student is responsible for his/her own device: setup, maintenance, charging, and security. Staff members will not be responsible for student devices at any time, nor will CCS staff diagnose, repair, or work on a student's device.
- BYOD will not be used as a factor in grading or assessing student work.
- An appropriately trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.
- Students are welcome to wear electronic wearables (Apple Watches, Fitbits, Samsung Gear, etc.) as long as they abide by the RUP and at the discretion of the teacher. During testing and/or quizzing, wearables must be taken off or powered down. Any student caught with a powered on wearable during a test will be considered cheating.

## **FUNDRAISING**

Cornerstone Christian Schools participate in a number of fundraisers throughout the school year. We more than appreciate your support of these events. However, parents are not obligated in any way to support every fundraiser.

## **BULLYING**

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

### **Immature Behavior:**

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.

### **Unkind Behavior:**

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

Such behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior will require restitution and some type of discipline. In addition, a Saturday School may be given. A parent conference will take place.

### **Bullying Behavior:**

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (physically or emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

**Bullying:** Such behavior will be determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require and parent conference, minimum of one-day suspension and possible expulsion.

## **CYBERBULLYING**

Cyberbullying is defined as mistreating peers through the use of technology or any electronic device. Typically, these devices are, but not limited to, computers, cellular phones, and text messaging devices and displayed as,

but not limited to, writing, images, sounds that are defamatory, violent, abusive, profane, and/or sexually oriented. Cyberbullying is to be reported to Administration immediately.

## **EXTRACURRICULAR ACTIVITIES**

### **NATIONAL HONOR SOCIETY**

Cornerstone Christian Schools sponsor a chapter of the National Honor Society. Tenth through twelfth grade students who have attended CCS for the equivalent of one semester and demonstrated outstanding scholarship, character, leadership, and service will be considered for membership. To be considered for NHS, the student's grade point average must be 3.25 or above and will include the grades for a full year, beginning in 9<sup>th</sup> grade. Service Hours must match the yearly school requirements. The student must have zero suspensions, no major infractions and no more than six minor infractions to apply. A faculty council is appointed each year by the Principal. The council determines the final selection for membership after reviewing an assessment of each scholastically eligible student according to the qualities of character, citizenship, leadership, and service.

If an eleventh grade student meets all NHS qualifications and is invited to apply but refuses, the student will not be permitted to reapply their senior year. A student transferring from another school who is already a member of the National Honor Society will be accepted automatically as a member in the CCS chapter. Acceptance will be based on a letter from the former principal or chapter advisor from the former school. Transfers must meet the CCS chapter standards within one semester in order to retain membership. All NHS members must abide by the Leadership Qualifications listed above in the Student Leadership section of this handbook.

### **NATIONAL JUNIOR HONOR SOCIETY**

Cornerstone Christian Schools sponsor a chapter of the National Junior Honor Society. Seventh and eighth graders who have attended CCS for the equivalent of one semester and demonstrated outstanding scholarship, character, leadership, and service will be considered for membership. To be considered for NJHS, the student's grade point average must be 3.25 or above and will include grades for the year beginning with the sixth grade year. The student must have zero suspensions, no major infractions and no more than six minor infractions to apply. Service Hours must match the yearly school requirements.

A faculty council is appointed each year by the Principal. The council determines the final selection for membership after reviewing an assessment of each scholastically eligible student according to the qualities of character, citizenship, leadership, and service.

A student transferring from another school who is already a member of the National Junior Honor Society will be accepted automatically as a member in the CCS chapter. Acceptance will be based on a letter from the former principal or chapter advisor from the former school. Transfers must meet the CCS chapter standards within one semester in order to retain membership.

### **STUDENT COUNCIL**

#### **HIGH SCHOOL STUDENT COUNCIL**

High School Student Council will consist of fifteen members – eight class representatives and seven officers. All candidates are selected by the student body.

To be a candidate for Student Council, the student must have a 2.5 Grade Point Average, passing all classes from the previous semester, and have demonstrated excellent leadership skills at Cornerstone Christian Schools.

## MIDDLE SCHOOL STUDENT COUNCIL

Middle School Student Council will consist of fourteen members – seven from the eighth grade, four from seventh grade (these will carry over to the next year) and three from the sixth grade. The President and Vice-President will be selected from the membership by the student body.

To be a candidate for Student Council, the student must have a 2.5 Grade Point Average, passing all classes from the previous semester and have demonstrated excellent leadership skills at Cornerstone Christian Schools.

## INTERNATIONAL THESPIAN SOCIETY

Cornerstone Christian Schools sponsor a chapter of the International Thespian Society. Eligible High School students are encouraged to join the International Thespian Society which is an honor society that encourages theatre education and lifelong learning through academics, productions, community service, competition, and hard work.

## JUNIOR AND SENIOR COLLEGE DAYS

1. Seniors will be allowed a maximum of 3 days to be used for visiting prospective colleges and universities. Juniors will be allowed 2 days during their 11<sup>th</sup> grade year. These days will be handled as school activity days and will not be counted against the students.
2. Juniors and seniors **must get College Visits approved** by CCS Administration at least 5 days prior to a planned visit.
3. Juniors and seniors **must provide CCS Administration a note or acknowledgement** from the College or University verifying the visit.
4. Group trips, and travel time, will also count as part of the 3 and 2 days, respectively.
5. All **missed work must be made up**, per policy in effect.

## DRESS CODE

A Christian decorum must be maintained at all times in both dress and manner. Our grooming standards for both boys and girls are designed to minimize the unattractive spirit of clothes' competition which seeks to draw attention to self or sex.

Parents should see the office for a separate sheet regarding the school uniform cost and where they can be purchased. In addition to these guidelines, we ask students to refrain from wearing clothing with slogans or pictures which advertise group organizations.

Students are to wear the school uniform each day unless a particular day is designated a non-uniform day. All required authorized Cornerstone Christian Schools uniform items are registered at, and are to be purchased from, Parker Uniforms, the contracted supplier. They are located at 2108 N.W. Military Highway. Uniforms may be purchased at authorized Cornerstone Christian Schools used uniform sales. Please label your items of clothing.

## UNIFORM DRESS CODE VIOLATIONS

Students arriving at school in non-uniform clothing are not in compliance with the uniform requirements and, therefore, are indicating their unwillingness to be prepared for school. These students will be referred to the Secondary Office. Parents will be contacted to bring a change of clothing to the school. Repeated citations for inappropriate dress will result in disciplinary action.

## CHAPEL DRESS

A full-dress chapel uniform check will be done on chapel days by the secondary teachers.

## NON-UNIFORM DRESS DAYS

There will be special school-wide dress days where students will be permitted to wear CCS spirit apparel. If students are in violation, they will receive appropriate disciplinary action.

## GIRLS DRESS CODE

### GIRLS JEWELRY

Jewelry is limited to a watch and one ring per hand. Earrings are limited to one per ear and worn only on the earlobe. Gauges are not permitted at CCS. Earrings will be no larger than the size of a quarter. No other jewelry is allowed inside or outside the blouse. Unauthorized jewelry will be confiscated and returned to a parent when claimed. Cornerstone Christian Schools are not responsible for lost or broken jewelry.

### GIRLS MAKE-UP AND HAIR

6<sup>th</sup>-8<sup>th</sup> graders may use clear lip gloss or light-colored lipstick. 6<sup>th</sup>-8<sup>th</sup> graders may wear appropriate amounts of mascara (brown or black only). Nails may be polished with clear, light pink/earth tones or a French manicure. Grades 9-12 may use moderate make-up. Make-up will never be applied in the classroom. Black, brown, nude, navy, red, or white rubber bands may be worn as well as uniform plaid. Uniform plaid, CCS red, white, and blue (not excessively large or distracting) ribbons or headbands may be worn. Hair will be out of the eyes. Disruptive hairstyles are prohibited. Administration will determine what is “appropriate”, “moderate” or “disruptive”.

### GIRLS UNIFORMS

Blouse: Embroidered with school logo  $\frac{3}{4}$  sleeve blouse. A solid white shirt that is not visible at the neck or waist is allowed to be worn under the uniform blouse.

Tie: Red plaid uniform tie for Middle school girls.

Tie: Navy blue uniform tie for High School girls.

Skirt: Red plaid uniform skirt. The length of the skirt is at mid-knee to top of the knee. (Skirts must be worn on chapel days).

Walking Shorts: Uniform, red plaid, knee-length shorts (optional). Shorts can be worn year-round, except on chapel days. The shorts' length will be no higher than 3 inches above the top of the knee.

Skorts: Uniform, red plaid, knee-length shorts (optional). Skorts can be worn year-round, except on chapel days. The shorts' length will be no higher than 3 inches above the top of the knee.

Sweater: Only navy uniform pullover V-neck sweater with the embroidered school logo. Sweaters must be worn for chapel from Thanksgiving through Spring Break on chapel days, unless otherwise indicated in writing by the administration. Cardigan sweaters are not acceptable. Sweaters and hoodies may be personalized by a monogram on the left hand cuff with the student's initials. Initials must be in capital, block letters  $\frac{3}{4}$  inch tall by 1 inch wide.

Pants (Optional): Available only from Parker Uniforms. No other pants will be permitted for uniform dress. Pants for girls are allowed year-round but may not be worn on chapel days, unless otherwise indicated in writing by the Administration.

In cold weather, a solid white turtleneck or long-sleeved shirt may be worn under the blouse.

Outerwear: The authorized uniform jacket, CCS fleece, CCS varsity letterman's jacket, and official Cornerstone Christian Schools' hoodie may be worn throughout campus. These items may be purchased at Parker Uniforms.

After Thanksgiving and until Spring Break, the official uniform sweaters must be worn on chapel days.

Athletic sweatshirt and zip navy fleece that may be worn anytime during the day, except on Chapel days.

Unauthorized jackets and sweatshirts may not be worn during school hours. Sweaters with holes are not acceptable. Please patch up holes by the elbows, if possible. Or purchase a new sweater.

Socks: Girls' uniform socks consist of navy Orlon cable stitch knee socks, and navy or white non-textured or cable-stitched tights. All navy Orlon cable stitch knee socks must be purchased from Parker Uniforms.

Chapel – Parker navy Orlon cable stitch knee socks only.

Shoes: Brown or black, leather school shoes with good support and a heel no higher than one inch (the shoe's heel is measured from the bottom of the heel to the top of the heel). (Solid or two-tone with the above color combinations only). Patent-leather shoes, sandals, high-top shoes, tennis shoes, boots, platform shoes, or steel-toed shoes are not approved school shoes.

## **BOYS DRESS CODE**

### **BOY'S JEWELRY**

Jewelry is limited to a watch and one ring per hand. No other jewelry is allowed inside or outside the shirt. Unauthorized jewelry will be confiscated and returned to a parent when claimed. Cornerstone Christian Schools is not responsible for lost or broken jewelry.

### **BOYS' HAIR**

Hair is to be out of the eyes and above the top of the ear on the sides and off the collar in the back. No hair cut length shall exceed two inches. Disruptive hairstyles such as shaved heads or shaved sides with long tops are prohibited. (Administration will determine what is "prohibited").

Facial Hair: No facial hair, such as beards or mustaches is allowed. Side burns are to be trimmed to the middle of the ear.

### **BOY'S UNIFORMS**

Shirt: White, button-down collar, long-sleeved dress shirt. (Must be worn on chapel day). A plain white t-shirt that is not visible at the neck or waist is allowed to be worn under shirt.

High school boys will wear a white short-sleeved polo with button-tab front and the embroidered school logo.

Middle school boys will wear a navy blue short-sleeved polo with button-tab front and school logo.

Tie: Navy blue, Parker uniform tie with school monogram. (Must be worn on chapel day).

Pants: Khaki, Parker uniform pants; no cuff. (Must be worn on chapel days).

Walking Shorts: Uniform khaki, pleated, knee-length shorts may be worn year-round, except on chapel day. Shorts' length should be no higher than the top of the knee.

Belt: Brown or black leather or leather like uniform belt. No ornamental buckles or fabric belts are acceptable.

Sweater: Only red uniform pullover V-neck sweater with the school logo on the left side over the heart. Sweaters must be worn for chapel from Thanksgiving through Spring Break on chapel days, unless otherwise indicated in writing by the administration. Cardigan sweaters are not acceptable. Sweaters and hoodies may be personalized by a monogram on the left hand cuff with the student's initials. Initials must be in capital, block letters ¾ inch tall by 1 inch wide.

In cold weather a solid white turtleneck or long-sleeved shirt may be worn under the uniform.

Outerwear: The authorized uniform jacket, CCS fleece, official Cornerstone Christian Schools' hoodie, or varsity letterman's jacket may be worn in the classroom. These items may be purchased at Parker Uniforms. Unauthorized jackets and sweatshirts may not be worn during school hours.

Boy's Socks: Tan, Khaki, Black or Navy socks are required to be worn with the long pants on chapel day. All other days white socks are to be worn and must extend two inches above the ankle and be no higher than mid-calf. White socks will be defined as exclusively white socks or white socks with an emblem/label no larger than a quarter.

Shoes: Brown or black leather shoes with good support. (Solid or two-tone combinations only). Patent-leather shoes, sandals, high-top shoes, tennis shoes, boots, platform shoes, or steel-toed shoes are not approved school shoes.

## **TATTOOS**

Students are not allowed to have tattoos while attending Cornerstone Christian Schools.

## **PHYSICAL EDUCATION CLOTHES**

PE Shirts and Shorts must be purchased from the CCS Athletics Department and must be worn during PE and Athletics periods. Purchase of sweatpants and sweatshirts are optional. Athletic Shoes: Required for physical education and athletic competition. They must have non-marking soles.

## **SPIRIT DAY DRESS CODE**

Shirt: School theme shirt may be worn on the first Friday of each month. No other shirts of any kind may be worn on these days. Any CCS spirit shirt may be worn on other Fridays of the month

Blue Jeans: No holes, no jeggings or leggings.

Shoes: Tennis shoes, school shoes, or boots. Socks need to be worn.

## **DISCIPLINE**

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Cornerstone Christian Schools provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year.

Discipline is defined as the training of the mind that produces proper conduct and obedience. At Cornerstone Christian Schools, we approach discipline as discipleship based on an overarching school wide philosophy which emphasizes the following principles:

A Positive Attitude – Philippians 2:5  
Proper Respect – 1 Peter 2:17  
Personal Acceptance – Psalm 139:14  
A Pure Heart – Matthew 5:8

These principles form the foundation of a Biblically-based classroom management plan. Our goal in discipline is to help train the student to grow toward a Christ-like image using the Scriptures as the student's foundation. It's God's way to discipline with love. "Train up a child in the way he should go 'means' to mold character, to direct the growth of, and to point in an exact direction. Discipline is "training that corrects, molds, or perfects character."

We believe that our students and their parents must know our expectations and must agree to implement and support Cornerstone Christian School's discipline policies and procedures. Students must see that their parents and the administration agree on the consequences of behavior or the effectiveness of the school will be greatly diminished.

## **STUDENT CODE OF CONDUCT**

Cornerstone Christian Schools focus upon the discipleship of Christian students. We work in conjunction with the student's home to assist parents in the stewardship process of rearing their children to maturity in the fear of the Lord. Hence, we will serve as a partnering advocate of our parents in their child's development. Cornerstone Christian Schools are for students who are sensitive to the many principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines for the conduct of students as detailed in the discipline section of this handbook. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school.

It should be noted that Cornerstone Christian Schools serve a broad spectrum of evangelical churches. Even though there are differences of opinion as to what practices are acceptable to Christians, we strive to maintain the bond of unity in Jesus Christ. Students at Cornerstone Christian Schools are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility, and love toward their brothers and sisters in Christ. In harmony with the principles of Scripture, there are two rules by which we encourage students to live by:

- The first rule is to consistently seek for the Kingdom of God and His righteousness with all of his/her heart.
- The second rule is to love their fellow man enough to share their Christian testimony in this age of darkness, leading as many as will come to salvation.

In the event that disciplinary action is needed, the carefully measured consequences will depend upon a careful assessment of all circumstances that will include the nature of the offense, the severity of the offense, the student's behavioral history, and the response of the student to correction. Parents will be notified when further investigation is being conducted concerning an accused offense of a severe nature. The conduct of students should at all times contribute in a positive and constructive manner to the improvement of the learning outcomes and the overall school environment.

Students are responsible for their behavior both on and off campus 24-hours a day, 7 days a week, every day of the year. If a student engages in a behavior that violates: the disciplinary principles in this handbook; is



detrimental to the school; or the peaceful working order of Cornerstone Christian Schools, the Administration has the right to discipline such behaviors. With that said, it is a privilege, not a right, to attend Cornerstone Christian Schools. Should a parent refuse to allow their child to serve, or, a student refuse to serve a Saturday School or a suspension, that student will not be allowed to attend school until they agree to serve.

## **CONDUCT AT ATHLETIC EVENTS**

At all athletic contests, students and parents are expected to demonstrate good sportsmanship to officials, students, and patrons. Students and parents are reminded that unsportsmanlike conduct creates a bad impression of the students, parents, of the school, and the relationship they have with Jesus Christ. Cornerstone Christian Schools have the authority to enforce good sportsmanship.

## **DISCIPLINE POLICY**

It is understandable that not all offenses resulting in discipline can be listed. The administration has the right to discipline each behavior on its own unique circumstance. Determination of what is considered a level I, II, III, IV behavior is at the discretion of the Principal. All behavior resulting in discipline will be prayerfully considered by the administration of Cornerstone Christian Schools.

### Level I Infractions

The following behaviors will be handled by the classroom teacher and will result in that teacher calling and/or emailing a parent. Principal reserves the right to assess greater discipline for repeat offenders. After School Detention, and Saturday School may be assigned.

- Minor classroom disruption.
- Dress code violation
- Failure to obey classroom rules
- Loud or disorderly conduct while in hallways and restroom
- Failure to participate in class
- Eating in the classroom
- Failure to bring book and materials to class
- Chewing gum
- Misconduct in chapel
- Cell phone/electronic device usage during school hours
- Public displays of affection (hugging, kissing, holding hands)
- Tardiness to class
- Using cosmetics in class

### Level II Infractions

Will result in one or more of the following: After School Detention, In School Suspension, and Saturday School. Principal reserves the right to use other disciplinary measures if needed.

- Repetition of Level I offenses
- Being in unauthorized places on campus
- Vulgar or profane language, written or spoken
- Out of class without a hall pass or written permission
- Insubordination
- Disrespect towards faculty-staff (rolling of eyes, talking back, etc.)

- Verbal altercation with another student
- Improper use of telephone
- Lying
- Excessive in-between class tardies, or morning tardies.

### Level III Infractions

Will result in multi-day in school suspensions/Saturday School and immediate referral to the Secondary Principal. Principal reserves the right to use other disciplinary measures if needed. *At the discretion of the administration, any Level III infraction may be elevated and considered as a Level IV offense based on severity.*

- Vandalism
- Fighting
- Traffic violation on campus
- Sexual harassment
- Bullying
- Cheating
- Plagiarism
- Alteration of grade/report card
- Skipping a class or school
- Forgery
- Gambling
- Leaving campus without proper permission or improper check-out
- Visiting inappropriate websites
- Assault – in anger, a student places his/her hands/body on another student
- Indecent behavior
- Disrespectful through the use of profanity, vulgar language, or obscene gestures toward students, parents, teachers or other school employees on or off campus, to include social media platforms
- Damaging school property or property of other students and teachers

### Level IV Infractions

Will result in extended suspension, referral to Superintendent. Possible expulsion. Determination of consequences will be at the discretion of Principal and Superintendent.

#### Cell Phone/Electronic Devices

- 1<sup>st</sup> Offense – Confiscation, Warning, and Student picks up item at Office
- 2<sup>nd</sup> Offense – Confiscation, Warning, and Student picks up item at Office
- 3<sup>rd</sup> Offense – Confiscation, One Before School detention, Student picks up item at Office
- 4<sup>th</sup> Offense – Confiscation, One Saturday School (\$25.00), and Parent picks up item at Office
- 5<sup>th</sup> Offense – Confiscation, One day of In-School Suspension (\$50.00), parent picks up item at office, and is referred to Administration for review

All cell phone/electronic devices, chewing gum, dress code violations and tardies reset each semester.

Cell phones will be collected at the beginning of each class by the classroom teacher. Phones will be returned at the end of each period. If a student has a phone out during class it will be taken up by the teacher and the Cell Phone/Electronic Devices code will be enforced.

- Committing extortion, coercion, or blackmail; that is obtaining money or other object of value from an unwilling person or forcing an individual to act through the use of force or threat of force
- Engaging in inappropriate physical or sexual contact disruptive to other students of the school environment
- Engaging in offensive conduct of a sexual nature; whether verbal or physical, which may include requests for sending, posting, or sharing inappropriate pictures of a sexual nature, sexual favors or other intimidating sexual conduct directed toward another individual
- Engaging in inappropriate social media use by posting, or condoning, content that is sexual nature, immodest, vulgar, obscene, unlawful or any behaviors contrary to the CCS code of conduct.
- Any verbal or physical assault on faculty/administration/or student, or the destruction of their personal property

## **Discipline Consequences**

**Before School Detention:** Detention will be held at times established by the administration. The student must participate in the assigned detention on the date assigned unless he or she is excused by administration. Before School detention will be from 7:30-8:15 a.m. on Wednesdays and Fridays. If the student is late for or misses detention without administrative approval, he/she will be disciplined accordingly.

**Saturday School:** Saturday School will be conducted on Saturday's from 8 a.m. to 12 noon, in the Secondary Office, at a \$25.00 fee. Students are to report dressed in their school uniform prepared with study materials. The student must participate in the assigned Saturday School on the date assigned unless he or she is excused by administration. If the student is late for or misses Saturday School without administrative approval, he/she will be disciplined accordingly.

**ISS (In-School Suspension):** ISS is a full day suspension from classes served in an isolated area with a \$50.00 fee. Students in ISS are to report to the Secondary Main Office before 8 a.m. They will return to the Secondary Office at 3:30 p.m. It is the student's responsibility to turn in work or acquire work missed either before or after school. They may receive full credit for school work, but he/she must turn work in on time. No extracurricular participation the day the ISS is assigned.

**OSS (Out of School Suspension):** Suspension from classes may vary from 1-5 days depending on the severity of the offense. A student will not be allowed to earn any credit nor make up assignments or tests missed during the course of his/her suspension. All work missed due to suspension will be assigned a grade of zero. Out of School suspension is a severe measure of discipline reserved for extreme acts of misbehavior.

**Behavioral Probation:** A student who exhibits significant disruptive behavior and continues to do so despite measures to correct his/her behavior will be placed on probation. The student will then have reasonable time, as determined by the administration, to correct the behavior. Violation of the probation will result in recommendation for expulsion.

## **PROHIBITIONS**

ALCOHOL, TOBACCO, DRUG USE, WEAPONS & VIOLENT INTENT

Based on 1 Thessalonians 5:22, we are commanded to avoid the very appearance of evil. Also, 1 Corinthians 6:19 refers to our bodies as the temple of the Holy Spirit. We must protect our bodies and care for them. The prohibition of tobacco, alcohol, drugs and threats of extreme violence is based on the premise provided by ethical and legal considerations. Students using tobacco products will be subject, as a minimum, to suspension and may incur more serious action. With these Scriptures and rationale as our foundation, CCS desires its students to make the very best choices. Cornerstone Christian Schools students will not engage in the use of tobacco, alcohol, illegal drugs or misuse of prescription/over-the-counter drugs (in any amount/volume) on or off campus. So, for example, if any student is attending a party or gathering where such drugs or alcohol are present, that student would be expected to immediately leave the environment. A student who has a continued presence in that environment, regardless of the consumption of prohibited substances, will be considered a participant. Such participation will result in the discipline stated in the zero tolerance policy.

## ZERO-TOLERANCE DEFINED

In schools, Zero Tolerance is a tool or label used to classify specific forms of behavior. Actions or behaviors referred to in this category are the types of disciplinary offenses that will not be tolerated at CCS. If one of these areas is violated, the Administration will recommend to the CCS School Board that the violator be expelled immediately, regardless of prior history or behavioral record.

Cornerstone Christian Schools have a ZERO-TOLERANCE policy regarding the use of the aforementioned substances above or the carrying of weapons in any venue. **Students will be subject to immediate expulsion when alcohol, illegal drugs, and/or any misuse of prescription drugs (when the prescription drugs have not been previously approved by or used according to the CCS's Health Services policies) are involved in the incident. Further, evidence and all individuals present and/or involved will be turned over to and handled by the police department having jurisdiction.**

## EXPULSION

The Superintendent will recommend to the School Board a disciplinary response up to and including possible expulsion of any student who, in the judgment of the Superintendent, does not conform either to the stated regulations, principles, policies, or programs, both expressed and implied, which govern student conduct. The School Board reserves the privilege to address discipline matters at any point in the disciplinary process based on all contextual elements relevant and present in the situation.

Expulsion will be recommended for, but not limited to the following behaviors:

- Possessing, using, transmitting or being under the influence of any narcotic, drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or over-the-counter drugs.
- Possessing an object that can be considered a weapon on or off school grounds at any school-related activity, function or event.
- Assaulting another person on school property, in transit to and from school, or at school-sponsored events.
- Statements, either verbal or written, in which there is intent to do bodily harm to an individual or property
- Engaging in sexual intercourse

**School administration reserves the right to amend and/or add policies to this document throughout the school year. In the event that a policy is adopted or changed, families will be appropriately notified before said policy takes effect.**