



ELEMENTARY SCHOOL STUDENT-PARENT HANDBOOK 2017-2018

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CornerstoneChristianSchools.org

Cornerstone Christian Schools

Elementary School

Student-Parent Handbook

2017-2018



Founded By
Cornerstone Church

Accredited by:
Southern Association of Colleges and Schools / 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

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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

Cornerstone Christian Schools will create and sustain
a Christ-centered teaching-learning environment
of unprecedented excellence designed to develop every student
spiritually, intellectually, physically and socially
to their maximum potential.

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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**Cornerstone Christian Schools
Elementary School Leadership**

Pastor John Hagee	Chancellor
Dr. Jerry Eshleman	Superintendent
Steve Woods	Assistant Superintendent
Dr. Luci Higgins	Dean of Curriculum and Instruction
Peter Barnes	Principal
Beth Marmion	Assistant Principal NWM Campus
Chrissie Belyeu	Early Childhood Education Administrator Kinder Campus
Yvonne Alvarez	Administrative Assistant NWM Campus
Debbie Cessna	Administrative Assistant Kinder Campus
Yolanda Ussery	Coordinator of Academic Services
Dr. Tony Dehner	Director of Fine Arts
Bryan Marmion	Director of Athletics
Laura Lopez	Elementary Technology Specialist
Brandy Crowson	School Nurse
Kristina McGahan	School Nurse, Kinder Campus



CORNERSTONE CHRISTIAN SCHOOLS

Dear Parents,

Welcome to the elementary program at Cornerstone Christian Schools! It is a privilege to have you join our school family. We are pleased that you have selected us to assist you in training your child to grow and live with a Biblical worldview. A person's worldview plays a fundamental role in his or her destiny. It shapes children's thoughts, and alters their dreams.

Depending upon what you believe about the world around you, it affects how you see and understand God. One man standing on the edge of the Grand Canyon looking through a Biblical lens says, "Look at this awesome display of God's power and handiwork!" A man standing next to him looking through a humanistic lens says, "Look at this beautiful display of evolutionary work, framed over millions of years!" We live in the same earth, breathe the same air, but what we have on the inside determines what we see on the outside.

Psalm 112:2 says, "The seed of the righteous is destined to be mighty upon the earth." Your seed, your children, have a destiny to do great and mighty things in this land. This is God's plan, but our children are in danger of missing the mark if they are not grounded in his Word. Imagine how the world might be had many of God's people before us not lost their way in sin and instead did great exploits for God? How much more important is it for us who believe to prepare ourselves and our seed to live out His calling? Our responsibility is to give our children the Biblical foundation they will need in order to fulfill God's plans for their lives.

I believe Christian education is the best way to help parents train up their children to be followers of God. God's children will greatly benefit from direct instruction by God's people. A Christian education will provide a:

- Christ-centered atmosphere – your child will be surrounded by people who love God and are living for Him
- Biblical foundation – your child will be taught the Word of God on a daily basis
- Safe environment to learn – students are expected to act kindly to one another and are corrected appropriately, when necessary
- Strong academic content – your child will be challenged academically and prepared to pursue goals through higher education

These are a small sample of the many benefits of sending your child to Cornerstone Christian Schools. Your child deserves the very best God has for them. We at CCS pledge to give your children our best, and I believe that you and your child will find great value in your time here with us. Let's work together in a cooperative partnership and witness God do great things this year! This handbook has been written to help guide us in one accord through this process. Please familiarize yourself with all of our routines and do not hesitate to call should you have any questions concerning them.

Sincerely,

Peter S. Barnes
Elementary Principal

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 will create and sustain a Christ-centered teaching-learning environment of unprecedented excellence designed to develop every student spiritually, intellectually, physically, and socially to their maximum potential.

VISION STATEMENT

“You are the light of the world. A city on a hill cannot be hidden.” To facilitate the whole-hearted 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.

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/re-enrollment, 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.

General 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 4th 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.

Spiritual Expectations

- At least one parent or legal guardian must be a professing, practicing Christian.
- Beginning in 3rd 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.

Academic Expectations

- 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;
 - 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.

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 school office. There is a \$25 charge for returned checks. Failure to appropriately manage financial obligations will result in the holding of all school records.

Probationary Period

All new students and returning students with questionable behavioral and/or academic needs will be on probation the first nine weeks. During this time, the student must complete assignments, learn to follow classroom procedures, participate in class and cooperate with teachers and classmates so as to maintain an appropriate learning environment. If a student fails to make the academic, social, or emotional and behavioral adjustment necessary, parents may be asked to locate another school for their child.

Withdrawals

If it becomes necessary for a student to withdraw from school, please contact the admissions coordinator and the teacher at least one week in advance. This will provide ample time for the completion of necessary paperwork and the scheduling of an exit appointment. Before records can be released, all financial obligations must be resolved and all textbooks must be returned.

SPIRITUAL LIFE

Students are encouraged to read God's Word and to pray daily in their homes as well as at school. Biblical principles are taught to the students through daily Bible and character lessons. Families are asked to acknowledge church attendance and are encouraged to attend Sunday School and church weekly. The Christian school does not take the place of the church or the home in the training of the child. All three - home, school and church - are needed to produce a young person who knows and loves the Lord, desires to please and serve Him, and make a difference for Christ in our world.

Bible

God's Word is taught daily to all students. Every subject is taught from a Biblically integrated point of view. Scripture memorization, verse meaning, and character qualities are a part of Bible class. Knowing and following Biblical principles is modeled and emphasized by our teachers and staff. The official version for classroom memory verses is the New International Version.

Prayer

Our school is a testimony to the power of prayer. Our teachers pray daily for their students and our school. We depend on the prayer support of our school families and friends. Please call the office or write a note to let the principal know of prayer needs in your family. You can count on your needs being prayed over during our daily devotions and prayer time. Special prayer needs may occur during the summer/holidays. Please do not assume that we know about your need for prayer. Each need in your family is very important to us. We desire to minister to and support our CCS families in prayer throughout the year. *"When we depend upon education, we get what education can do. When we depend upon man, we get what man can do. But when we depend upon prayer, we get what God can do."*

Mission Emphasis

Emphasis is placed on our Lord's Great Commission to "Go into all the world and preach the Gospel to every creature" (Matthew 28:18-20). Besides the regular teaching in Bible class, there are Chapels devoted to missions with the sharing of inspiring stories of missionaries. We look forward to visits from missionaries while on furlough in our area. We want to do everything possible to relate each student's life to the needs of the world and the urgency of world missions. If you have a missionary friend visiting San Antonio who is available to share at Chapel, in the classroom, or at an assembly, please let your classroom teacher or principal know.

EARLY CHILDHOOD PROGRAM

It is the goal of our Early Childhood Program to make school a valuable and rewarding experience for your child as it considers the whole person - body, mind, and spirit. Our educational program is centered on a developmental point of view. This suggests we look at the child's present maturity level, not where we think he should be, when we consider placement. Physical, social, emotional, and intellectual aspects of development support each other. It is important that one not be pushed ahead of the other.

Developmental Age Characteristics:

K4 (Pre-Kindergarten): Pre-Kindergarten students are typically active and ready for anything. They are self-expressive and love "anything new". A Pre-K child is sure of himself/herself and loves adventure and excitement. He/She also has extreme emotions. High drive combined with vivid imagination is characteristic. This developmental age group has no interest in perfection. They like to have rules, limits, and boundaries. They exaggerate verbally and laugh often. Older K4 students will demonstrate stronger fine motor skills plus a longer attention span.

K5 (Kindergarten): Kindergarten students are generally calm and collected. They are self-contained, adaptable, conforming, and well adjusted. Characteristically, this child is easy to get along with. He/She is happy and likes close-to-home activities. He/She often needs reassurance from his teacher. Wanting to do things right is a common trait. Group activities are a favorite, as well as dramatic play. They may demonstrate fine motor skills like that of children in first grade; however, attention spans are still shorter than that of first graders.

Early Childhood Placement

Each child develops according to his/her individual pattern. Developmental placement for children of early age means that school readiness is determined by testing and an individual interview. A child is considered in regard to how well he/she is projected to cope physically, socially, and emotionally as well as academically within a regular school environment.

The major difference between K4 and K5 is the approach used by the teachers. Certain activities are given more time in the K4 classes. K4 is also more movement-oriented which is necessary for development of larger muscles through manipulation and also helps hand-eye coordination. A child in K4 will focus on structured lessons for shorter periods of time and will be allowed more time in the various learning centers in the classroom. Children in K5 will work for a longer time on a particular task.

“Hands-on” activities are an integral part of all of the Early Childhood Education classes. These activities are a major part of our developmental process and are used to assist young children in mastering skills that will later prepare them for elementary school. Language development is a high priority for all of the programs. Readiness in math and reading will also be emphasized at the K5 level.

The child who is placed properly, according to his state of development, will experience more academic success at every grade level. That, in turn, will make him more interested in school.

Specific Requirements for Grade Level Placement

K4

- Age 4 by September 30th;
- Mastery of appropriate age and grade level academic skills;
- Age appropriate interaction during the interview;
- Independent use of restroom as prescribed in the CCS Toilet policy below.

K5

- Successfully passed K4 program as applicable;
- Age 5 by September 30th;
- Mastery of appropriate age and grade level academic skills;
- Age appropriate interaction during the interview;
- Independent use of restroom as prescribed in the CCS Toilet policy below;
- Evidence of positive character, respect for authority and self-discipline;
- Recommendation from previous school as applicable.

Toilet Policy

CCS considers that there are two stages in the potty training/toilet learning process: **Toilet Trained (stage one)** and **Toilet Learned (stage two)**. At the time of enrollment, all children attending CCS are required to be **Toilet Learned*** from Grade K4 and higher.

Toilet Trained (Stage One): Child is capable of using the toilet, but requires supervision by an adult during all aspects of toilet use (*accidents may occur frequently at this stage*).

- An adult sets the child's restroom schedule or takes action when the child needs to go;
- An adult oversees all aspects of the process.

Toilet Learned (Stage Two): Child regularly uses the toilet independently (*accidents very rarely occur at this stage*).

- Child can clearly/verbally express the need to use the restroom well before an accident might occur and can go to the restroom on their own;
- Child can properly dress and undress themselves;
- Child can exercise proper hygiene.

While a child who is **Toilet Learned** might still have a restroom accident from time to time, any incident(s) that might arise should be very rare, occurring perhaps only once or twice per semester.

Should a child who is enrolled at the CCS Kinder Campus develop a pattern of repeated restroom accidents that exceeds twice per semester, the administration will request that the child's parent or caretaker meet with them to review the situation in order help determine the cause of the child not being able to manage and maintain their restroom routine at the **Toilet Learned** stage.

Should no medical reason that can be readily accommodated in the classroom setting be determined as the cause of restroom accidents, the administration will consider requesting that the child's parent or caretaker withdraw the child from CCS until such a time as it can be demonstrated that he/she has mastered the **Toilet Learned** stage of restroom use.

ELEMENTARY SCHOOL CURRICULUM

Cornerstone Christian Elementary School integrates the instruction of Biblical principles, moral values and patriotism with an excellent academic program. In grades K4 – 5th we use a variety of publishers including Bob Jones University Press, ABeka Publications, Houghton-Mifflin/Harcourt, Shurley Publishing, and Association of Christian Schools International. The use of materials from these publishers in particular grade levels is designated in our curriculum map.

Our goal at CCS is to develop the total child – spiritually, socially, and academically. To support this goal, beginning in K4 we teach Christian character qualities, memorize Bible verses and develop thinking, communication and social skills. This is integrated into an academic program that focuses on reading skills (taught by using a phonetic approach), language, social studies, handwriting, math and science skills. Each year, the foundation is built upon and strengthened as students are challenged to stretch their minds with higher order thinking and reasoning skills applied to each subject area.

Bible

The Bible is studied as the foundation of truth (John 17:17) in establishing a Christian worldview that will influence, impact, and be integrated into all academic areas as well as the student's personal life (Hebrews 4:12). The explanation and memorization of Scripture helps a student grow in building a faith and trust in the Lord. Biblical accounts challenge students to live a godly life through the examples of Biblical characters. Prayer is an important part of Bible study. Through daily prayer a student is encouraged to develop and strengthen his/her own relationship with the Lord. Although formal assessment is not administered for previous instruction from one grade level to another, the scope and sequence within the curriculum itself is designed to prepare students to know and apply the Word of God. Assessments are gathered through oral discussions, question and answer, written practice, and tests as well as through student presentations, journaling, storytelling, drama, drills, and games. Higher order thinking skills are developed in Bible through discussion, drama, and role-play. Students are challenged to judge between good and evil and right and wrong. Discussions include comparing and contrasting of ideas and thoughts, determining cause and effect and making evaluations. Journaling provides a means of reflection, expression, and application of each student's understanding of the character traits as well as a venue to share what is learned in weekly chapel services.

Chapel

Chapel is held once a week to give students and teachers an opportunity to experience group worship together. Parents are always welcome. Chapel service is not designed to take the place of regular Sunday worship at one's local church. It is the parent's responsibility to maintain consistent attendance and involvement in the church of their choice. Chapel is held in lieu of the regular Bible period.

Reading/Language Arts

The reading curriculum is phonetically-based and skillfully designed, integrating Biblical truths through stories, poetry, plays, parables, and fables. As students improve their fluency in reading and comprehension, they are better prepared to read and understand the written word including the Bible. To improve the reading curriculum, benchmark assessment tools are utilized several times during the school year. This aids the teacher in determining reading levels and provides a basis for planning instruction. The addition of informal reading and writing inventories also provides continued evaluation throughout the year. The language arts program, as a whole, includes authentic learning activities such as journals, various genres of creative writing, literacy centers, reader's theater, games, character studies, book reviews, peer conferencing and teacher/student conferencing. The steps for writing are emphasized through various writing experiences.

Math

In our math curriculum, students are reminded that God is the Creator of order and absolutes. Christian principles and Biblical truths are part of the design of each lesson. Our math curriculum is manipulatively-based and vertically integrates skills and state standard concepts throughout the grade levels. Higher level thinking skills are developed through a process of instruction which presents concepts at a concrete level progressing to a pictorial level which enables students to grasp and understand abstract concepts. Resources for math enrichment are available and implemented at every grade level. Authentic assessments include observation, participation, ability of the student to use strategies he/she has learned in order to solve a problem as well as communication through explanations and journaling. Students are asked to write original word problems and written explanations as well as to demonstrate specific skill proficiency on quizzes and tests.

History

Christian principles are taught as the foundation for the communication of ideas and concepts in history. Classroom instruction emphasizes patriotism and develops an appreciation of the Christ-like qualities in the people who played an important part in our rich American history. Students are encouraged to become responsible citizens who participate in the community. Higher level thinking skills are developed mainly through role playing, discussions, journaling, and essay questions. In addition, students are asked to compare and contrast ideas, make evaluations, and discuss the cause and effect of historical events.

Science

Science is taught from a Christian worldview. In science, students consistently examine scientific knowledge through the lens of God's Word. As students identify the orderliness and precision of God's creation, they develop an orderly approach to problem solving as well as experience spiritual growth. Students develop higher order thinking skills in science through observation, gathering data, comparing, classifying, and making inferences based on observation. Students learn the scientific process and experience it through projects and experiments in the Science Lab. There is an open and interactive atmosphere in the classroom allowing each student the freedom to express their thoughts. Students learn to evaluate and question their observations. Students are encouraged to apply the analytic problem-solving skills they learn in science to the other academic disciplines as well. Student learning is assessed through projects, experiments, rubrics, written testing, and teacher observation.

ENRICHMENT / SPECIALS

Art

In art class, students learn the creative process from the birth of an idea to the completion of the final product. Students experience a variety of media and techniques. The curriculum builds on previous instruction by adding new skills during each elementary year. Each skill level has a more complex set of objectives, and prepares the students for future art opportunities. This class is another place for our students to experience Biblical integration during the school day as the art teacher can freely refer to Scripture as he or she discusses the project of the day. For example, Jeremiah 28:6 states, "Behold like clay in the potter's hand, so you are in mine."

Music

Emphasis is placed on music as a God-given expression of praise and worship. Students learn to appreciate all types of music. Songs and dramatic readings are chosen on the basis of their content and quality. Scripture songs are woven throughout the fabric of school life. Various methods of instruction, such as vocal, instrumental, and rhythm are used. Examples of the type of music included are patriotic, character and appropriate fun songs. As the fundamentals of music are taught, students learn the importance of individual and group praise, artistic performance, and excellence in accuracy and quality. Students in all grades experience Orff instruments and bells. Recorders are a part of the experience of 3rd, 4th and 5th grade students.

Library

The love for books and reading is instilled in all our students through weekly library classes. Students are taught library skills and are given the opportunity to check out books. It is the responsibility of the student and parent to care for the books and to replace any lost or damaged book.

The library is open daily for student and teacher use. Students have a scheduled library period weekly. Books are checked out for one week at a time. No library materials are to be taken from the library without following the proper check-out procedure. Students may do research in the library and are able to return to check out additional books during scheduled “open times.” Teachers assist students in the use of the library when our librarian is unavailable as well as encourage participation in the Accelerated Reader Program. Report cards or transcripts will not be issued to those who owe fines for lost or damaged books.

Technology

Students in first through fifth grades experience an introduction and exposure to keyboarding and vocabulary as it relates to the components of the computer. They enhance computer technology skills along with instruction in Microsoft Office Suite. Students are encouraged to develop critical and creative thinking skills. Emphasis is placed on digital citizenship, internet safety and research in regard to digital information fluency. When students graduate from elementary school, they will have the needed speed and accuracy to move on to more complex tech integration and application. Hardware, software and apps are regularly researched and reviewed for educational value and utilized in the classrooms as a part of the actual curriculum. All classrooms are outfitted with researched technologies that are proven to enhance the educational experience of students.

Science Lab

Reading about science and observing teacher demonstrations have value, but these experiences are no substitute for hands-on, experiential learning in a science lab. In our science lab, students will engage in scientific reasoning, manipulate equipment, record data, analyze results, and discuss their findings. Not only is it a better way to experience and learn science, students also find it a lot of fun.

Spanish

God has blessed His creation with the ability to speak and understand other languages. As students learn to appreciate God’s gift of the Spanish language, and learn to hear it and speak it consistently, they should also develop a desire to use this skill and experience in God’s service. Students learn to communicate in Spanish using the skills of listening, speaking, reading and writing. They benefit greatly by gaining knowledge and understanding of Hispanic cultures, and by making connections with other subject areas. Instruction is differentiated with attention to various learning styles including, but not limited to, reading, writing, singing, art, and conversation. The scope and sequence is adequately implemented according to the child’s age and level of study.

Physical Education

Christian values are modeled and practiced daily in our elementary physical education classes. God’s word is taught and emphasized by incorporating a new character trait each week that teaches Christ-like behavior with an accompanying Bible verse. A strength of the program is its emphasis on varied instruction in small and large groups as well as individual and whole group activities. In addition, a variety of activities are offered such as individual sports, team sports, and recreational events that provide all students the opportunity to be successful in their area of interest. There is a knowledgeable and experienced staff with sufficient resources and equipment readily available.

CURRICULUM ENHANCEMENT

Homework/Reinforcement of Skills

CCS desires that students enjoy well-rounded lives with time for sports, church, family, performing arts, etc., beyond their academic work. We also recognize that because CCS has a high percentage of commuters, student time outside school is at a premium. Even so, homework provides valuable training of students helping them to deeply explore and understand the subject as well as preparing them for the self-discipline and work ethic required in college and beyond. Homework provides meaningful opportunities for students to: preview, practice, self-assess, explore and create.

Routine elementary homework will include the following: scripture memorization, spelling words, math facts, reading and/or studying for assessments. From time to time, a long-range project will be assigned that will require a percentage of the work to be completed at home. On occasion, an additional assignment will be recommended for practice or reinforcement of skills taught. When assigned, homework time requirements will follow the 10 minute per grade level guideline for the average student in grades 1st – 5th (i.e. 2nd grade = 20 minutes, 3rd grade = 30 minutes, etc.).

Incomplete classwork during the school day due to student unproductivity will be expected to be completed in addition to any assigned homework.

Late Assignment Policy

1. Grades 1 – 3:

Late assignments will be accepted at any time throughout the grading period; however, assignments submitted after the published due date will be graded as follows:

The first day late will incur a 5% deduction, for a maximum grade of 95%.

The second day late will incur a 10% deduction, for a maximum grade of 90%.

The third day late and beyond, the assignment will incur a 25% deduction, for a maximum grade of 75%.

An assignment that is not turned in by the end of the grading period will incur a grade of 0%.

2. Grades 4 – 5:

Late assignments will be accepted at any time throughout the grading period; however, assignments submitted after the published due date will be graded as follows:

The first day late will incur a 5% deduction, for a maximum grade of 95%.

The second day late will incur a 10% deduction, for a maximum grade of 90%.

The third day late and beyond, the assignment will incur a 50% deduction, for a maximum grade of 50%.

An assignment that is not turned in by the end of the grading period will incur a grade of 0%.

Periodically, teachers will remind students of missing assignments. Parents should visit RenWeb to remain abreast of missing assignments.

Make-up Work for Absences

When an absence occurs, the teacher determines exactly which assignments need to be made up. When a student misses school, he/she will get make-up work on the day of return. Parents are encouraged to keep the child home until well. When the student returns to school, they will be given the same number of days to make-up their work that they missed. For a lengthy home bound illness, exceptions will be made. A zero will be recorded for work that is not made up in the appropriate number of days following the return to school.

When a student will be out of school for several days due to a non-emergency family trip, parents are asked to notify the teacher in writing 3-5 days in advance so that “select” school work can be collected by the teacher to send with the child. This allows the child to keep up with the rest of the class while away from school and be prepared to take tests over material missed upon return.

Standardized Testing

A week is set aside each spring for achievement testing. The standardized achievement test is administered to each student in grades K5 -5th. This test helps to identify student strengths and weaknesses, as well as provide grade level aptitude, proficiency, and performance information. Please do not schedule appointments for your child during this designated week (see school calendar). Make-up tests will only be given to students who are ill and miss one or two days because of that illness. A copy of the test results becomes a part of the student’s permanent record, and a copy is given to the parents.

To provide the best testing environment possible, classrooms will not be interrupted during testing times. Please help make testing week a success for your child and the teacher in the following ways:

1. Have your child at school each morning unless he/she is ill.
2. Promptness is very important. If a child arrives after 8:00 during testing week, it will be necessary to hold him/her in the office until after the first test segment is completed. Allowing late entrance into class is disruptive for others taking the test.
3. Be sure that your child is well rested and has eaten a good breakfast.
4. Pray with and encourage your child to do his/her best.
5. There will be a daily snack/recess break for students who are taking the achievement test. Parents are encouraged to send one small healthy snack (fruit, cheese, granola bar, etc.) and a water bottle. Please do not send snacks with sugar.

STEAM Emphasis

Cornerstone Christian Schools is committed to a STEAM emphasis in our curriculum. This unique approach focuses on curricular and extra-curricular activities in the areas of SCIENCE, TECHNOLOGY, ENGINEERING, ARTS and MATHEMATICS. In the elementary school, we strive to offer our students challenging STEAM opportunities through our classes and enrichment programs. Such opportunities include: weekly hands-on laboratory experiments, smart classroom technologies, computer labs, classroom iPad integration, ChromeBooks, Math Boot Camps, performing arts activities and summer camps.

Textbooks

Textbooks and workbooks are issued without a charge to each student for use during the school year. These textbooks remain the property of CCS and should be treated as such. The condition of the textbook will be recorded at the time it is issued. Students who damage, mutilate, or lose a book will be charged a replacement or repair fee. Report cards or transcripts will not be issued until the student’s textbook record is clear. Book covers can be made from brown grocery bags or wrapping paper. Please do not write in books or cover them with contact paper. Writing in or on books that are to be reused will result in the purchase of that book.

School Supplies

School supply lists are compiled and distributed each spring. It is the parent’s responsibility to purchase the designated list of supplies and to replace supplies as needed during the school year. CCS offers the opportunity to purchase “school supply packs” each year. Ordering information for “school supply

packs” is distributed in the spring semester. Purchasing a school supply pack is a great way to save time as they contain pre-packaged supplies for individual students in each grade level. In most cases, the school supply packs contain every item that is advertised on the school supply list. The school supply pack program is supervised by the elementary administrative assistant.

Backpacks

Backpack designs should be pleasant and wholesome. Cartoon and movie characters are unacceptable; however, solid colors, floral prints or geometric designs are approved. Rolling backpacks are not allowed for reasons of safety. If you have a question concerning appropriateness for school use, please check with the office prior to purchasing.

Tutoring

When a student needs long term academic assistance due to a significant educational gap, tutoring is appropriate. Teachers are available to provide individual assistance on a limited basis. Parents may seek outside options for tutoring; however, the school does not recommend a specific tutor, accept the responsibility for the accomplishments of the tutor, or become involved financially in setting or collecting fees.

CLASS PLACEMENT

Each student will be evaluated by the teacher at the end of the school year. Students will be placed in classes by the administration considering the previous classroom teacher’s recommendation. We attempt to balance our classes by academic and social maturity, as well as the ratio of males to females. Parental requests for a particular teacher are not entertained as placement criteria.

GRADING AND HONORS

Grading Scales

Grading Scale		Qualitative Scale	
A 90-100	Excellent	E	Excellent
B 80-89	Very Good	S +	Above Average
C 74-79	Satisfactory	S	Satisfactory
D 70-73	Needs Improvement	S -	Below Satisfactory
F 69 - below	Failing	N	Needs Improvement
		U	Unacceptable

Reporting Grades

Official grade reports will be communicated to parents four (4) times per year. Parents will be provided with an official report card at the conclusion of each quarter. All report cards are provided electronically. A schedule of distribution dates is made available at orientation, in the elementary office and on the school website.

Report cards are issued four times a year at nine-week intervals. The purpose of the report card is to help parents identify the student’s strengths and weaknesses and to help the teacher evaluate and plan instruction accordingly. Report cards will be issued after the end of the nine-week grading period. The report cards are accessed through **RenWeb**. The 4th quarter report cards are released only after all financial records are clear at the business office.

Unofficial grades are reported on a regular basis via **RenWeb**. This information is available to parents through the internet. Instructions and log-in details for using **RenWeb** is provided to parents at the beginning of the school year. Secure **RenWeb** details will not be provided to students or other third parties without parental consent.

Academic Honors

Students in grades 1-5 may earn the following awards for academic progress **each quarter**:

- **Superintendent's List**
A student who earns all A's in a grading period while maintaining honorable conduct will be designated for the Superintendent's List.
- **Principal's List**
A student who earns A's and B's in a grading period while maintaining honorable conduct will be designated for the Principal's List.

Students in grades K4 – 5 may earn the following awards **each quarter**:

- **Excellence in Attitude and Work Habits**
Grades K5 – 3: For earning grades of **S, S+ and E** in Character and Specials;
Grades 4-5: For earning grades of **S+ and E** in Character and Specials.
- **Bible Verse Memory Award**
For maintaining an average of 95% or higher for weekly Bible verse memorization.

Students in grades K4 – 5 may earn the following awards at the **end of the school year**:

- **Character Award**
Determined by the teacher for each student based on a standard list of Character traits.
- **Perfect Attendance**
To earn the perfect attendance award, the student must be enrolled during the first week of school and have no more than two occurrences of tardiness throughout the school year. The perfect attendance award will be earned for the full year of perfect daily attendance.

Promotion/Retention

The decision to promote or retain a child at the end of the school year will be based on the child's academic performance. Other aspects to be considered will include the presence of any learning differences and social maturity.

To be promoted a student must have a passing average for the year in Reading, Math, and two other major subjects (Language, Science or History). If a student fails Reading or Math, that student will be retained. The teacher will inform the parents of a possible retention as early as spring conferences, although a final decision will not be made until the end of the school year. On a case by case basis, summer remediation and re-assessment may be offered in lieu of retention.

Student Records

All student records maintained in the office are open for review by a child's parent or guardian. These records may not be released to anyone without written permission from the parent. If you wish to review your child's records, please contact the school and make an appointment with the principal.

ARRIVAL/DISMISSAL

Schedules

Regular Schedule Kinder Campus

<u>Morning Arrival</u>	<u>Classroom Arrival Routines</u>	<u>Tardy</u>	<u>Dismissal</u>	<u>Late/Pickup Charges Begin</u>
7:55 - 8:20	8:20 - 8:30	8:30	3:05	4:00

Regular Schedule NWM Campus

<u>Morning Arrival</u>	<u>Classroom Arrival Routines</u>	<u>Tardy</u>	<u>Dismissal</u>	<u>Late/Pickup Charges Begin</u>
7:30 - 7:50	7:50 - 8:00	8:00	3:20	4:00

Early Dismissal Schedule Kinder Campus

<u>Morning Arrival</u>	<u>Classroom Arrival Routines</u>	<u>Tardy</u>	<u>Dismissal</u>	<u>Late/Pickup Charges Begin</u>
7:55 - 8:20	8:20 - 8:30	8:30	11:45	12:30

Unless otherwise stated, lunch will be served on early dismissal days.

Early Dismissal Schedule NWM Campus

<u>Morning Arrival</u>	<u>Classroom Arrival Routines</u>	<u>Tardy</u>	<u>Dismissal</u>	<u>Late/Pickup Charges Begin</u>
7:30 - 7:50	7:50 - 8:00	8:00	11:45	12:30

Unless otherwise stated, lunch will be served on early dismissal days.

Kinder Campus Morning Arrival

All students arrive each morning in the Life Center Cafeteria through the Life Center school entrance. When facing the Life Center from the north parking lot, this is the left entrance. All students must be escorted to the cafeteria to their designated tables. We do not operate a curbside drop-off at the Kinder Campus due to the age of the students.

Northwest Military Campus Morning Arrival

All 2nd – 5th grade students arrive each morning in the Dining Hall through the side entrance of the school.

As you enter the CCS property from Northwest Military, please continue down the side of the elementary building making your way around the secondary building to the covered walkway drop off point. Student patrols and duty teachers will assist students with car doors. Car engines will remain running while students are unloaded at the curb. Students should exit cars from the left side, not the side next to the open car lanes. It is important that only one line of cars is formed in the morning.

If you do not wish to drop your child in the carline, you must park and personally escort your child through the main entrance of the school and to their teacher in the Dining Hall.

Northwest Military Campus Safety Patrols

Fifth grade students may serve as safety patrol members. They open car doors during morning arrival. They also assist the younger students into the Dining Hall. Students and parents are asked to cooperate and respect their directions as they are young “servant leaders” in training.

Breakfast

Breakfast is served each morning on both campuses. Breakfast is served until 7:40 a.m. at the NWM campus and until 8:15 a.m. at the Kinder campus. Breakfast will not be served after these times to prevent tardiness to class.

Early Arrival

Early arriving students on both campuses are supervised by the Extended Care teachers. Students who do not eat breakfast should report to their assigned homeroom tables. Table placards will be placed for the first few days of school. Students may play calm games at their tables up until 7:30 a.m. at the NWM campus and until 7:50 a.m. at the Kinder campus. At these times, all games should be put away, backpacks packed, and students should remain seated to await their teacher’s arrival. 2nd – 5th grade teachers will pick up their students at 7:50 a.m. K4, K5 and 1st grade teachers will pick up their students at 8:20 a.m.

Late Arrival

NWM Campus

Students arriving after 8:00 a.m. at the NWM Campus will be received at the drop off point by a duty teacher. They will be signed in, given an admit slip and escorted to class. After 8:30 a.m., parents must park in front of the building and walk their child to the front office to sign-in. Please do not send students in to school without adult supervision after 8:30 a.m.

Kinder Campus

Students arriving after 8:30 a.m. at the Kinder Campus will be received in the courtyard by a duty teacher. They will be signed in, given an admit slip and escorted to class. After 9:00 a.m., parents must park and walk their child to the front office to sign-in. Please do not send students in to school without adult supervision after 9:00 a.m.

Kinder Campus Afternoon Dismissal

All student dismissals from the Kinder Campus occur from the Life Center. Parents are expected to park in the North parking lot and enter the Life Center through the cafeteria entrance when collecting their children from the designated waiting area. Kinder students riding the shuttle to the NWM Campus will be directly escorted to the shuttle by a teacher.

Kinder Campus Afternoon Shuttle

2st through 5th Grade students riding the shuttle from the Northwest Military Campus to the Kinder Campus will be picked up by their parents from the Northside hallway of Life Center. Parents will enter the Life Center through the cafeteria entrance. Students will be off-loaded from the buses at the lobby/gym entrance where they will then travel down the hallway to meet their waiting parent(s) or take a seat to wait for their ride home if a parent has yet to arrive. For reasons of safety, students will not be dismissed to parents directly from shuttle busses at the curb or from the gym entrance of the Life Center.

NWM Campus Afternoon Dismissal

Students who do not attend extended care will be released to their parents at car-line. Students are not released from any other area of the school. As you enter the CCS property from Northwest Military, please continue down the side of the elementary building making your way around the secondary building to the north side of the elementary building. Form two lines as you approach the end of the covered walkway. Continue to pull forward as far as possible before parking in your lane. We recommend that parents stand by their cars for the first few weeks to help the children see you in order to expedite loading. Parents are asked to not leave their car to retrieve their child from the teacher who walks the students through the lines of cars. Carline teachers will assist each child as needed to locate their parent and car. Please never park your car in carline and enter the building, unless designated to do so on special event days.

When your car is loaded, please close your car door to indicate you are ready to leave. If your child has not arrived at your car before the signal is given for parents to pull forward and exit, you will need to move with the carline until you reach the parking area in the front of the school. Security officers and/or duty teachers will assist you in transferring to the parking area and your child will be escorted to you. For safety reasons, students may not load into cars waiting for the next carline behind the last cones. Passing is not allowed in carline. The final carline walk through is at 3:30 p.m. All students who remain will be checked into Extended Care with applicable fees.

Pets are not allowed on school grounds. If you must bring your pet with you in carline, the pet must remain in your vehicle under your supervision. For their safety, students may not handle someone else's pet.

Note: If you have a change in your after school pick up plan, please notify the school in advance in writing the morning of the change. Parents must call or send written notice if someone other than a parent is will be picking up your child. Phone call requests for transportation changes cannot be guaranteed after 1:00 p.m. It can be very difficult to accommodate a transportation change request late in the day. For this reason, after a third change after 1:00 p.m., a \$25 fee will be assessed for each additional change request made after 1:00 p.m.

All parents are expected to utilize the carline for picking up students on campus for dismissal unless a specific appointment is made to meet with the teacher after school. If you would like to meet your child, you may park and meet your child on the covered walkway as they exit the building.

Please escort them to your parked car before the signal is given to release the traffic. Please help us keep the side entrance as clear as possible so that teachers may appropriately supervise their dismissal routines.

Rainy Day Dismissal

If it is raining significantly, students will not walk the carline. Parents should line their cars in carline as directed by security and school staff. As rainy-day carline begins, cars will be directed to the side of the building and students will be loaded in cars from the from the covered walkway. Once your car is loaded, you will dismiss yourself through the main school entrance. Please understand that dismissal on rainy days will take longer than usual. Students at the Kinder Campus will dismiss per their regular routine on rainy days.

Party Day Dismissal

On days when there are special all-school parties at the end of the day, such as Christmas, Valentine's Day, and Easter, we will not operate carline for dismissal. Parents will need to park cars and pick up students directly from their classrooms during the regular dismissal times. On these days only, parents may utilize both sides of the carline as regular parking spots. At the conclusion of the parties, parents will dismiss themselves at their convenience from the carline by driving through the open center lane.

Shuttle Service

Shuttle buses will arrive at the NWM Campus from regional bus stop locations as noted below. Shuttles will then transfer to the Kinder Campus. This procedure will be repeated in reverse in the afternoon. Riding the bus is a privilege. Students are to sit quietly in their seats and visit with friends or just enjoy the ride. Failure to follow the bus rules may result in suspension of all bus privileges.

The a.m./p.m. schedule is noted below and is available on our school website and social media sites. Please note that shuttle arrival times may vary depending on traffic.

Bus #	Bus Stop Location	AM Drop Off	PM Pick Up
Bus 1	Grace Point Church 8531 N Loop 1604 N	6:30 – 7:00	4:30 – 5:00
Bus 2	Oak Hills Church 19595 IH 10 West	6:30 – 7:00	4:10 – 4:40
Bus 3	Castle Hills Christian Church 6209 West Avenue	6:30 – 7:00	4:10 – 4:40
Bus 4	Summit Christian 2572 Marshall Road	6:30 – 7:00	4:30 – 5:00
Bus 5	Living Way Church 13285 IH 35 North	6:30 – 7:00	4:30 – 5:00
Bus 6	Cornerstone Church 18755 Stone Oak Parkway	6:30 – 7:00	4:10 – 4:40

Extended Care

Extended Care services are available before and after each school day. Students may be dropped off at school as early as 6:30 a.m. with no additional fees. Students who are not picked up in the afternoon by 4:00 p.m. will be checked into Extended Care and applicable fees will be billed.

Students who regularly attend Extended Care must register. Registration fee and monthly charges apply. Extended Care closes at 6:00 p.m. Students who are picked up after 6:00 p.m. will be charged an additional fee per minute late. Extended Care is an extension of Cornerstone Christian Schools, and all school rules and guidelines apply.

ATTENDANCE

Students demonstrate responsibility and dependability through regular attendance and promptness to school. Students cannot perform well if they are often absent from school. Likewise, tardiness disrupts the daily teaching/learning routines and must be held to an absolute minimum.

Texas state law sets mandatory school attendance requirements. According to the state standard, students are expected to be in attendance and on time every school day. If a student is absent for 10 or more days in a school year, he/she may fail due to excessive absences. In order that each student may benefit the most, regular attendance and promptness are required.

When a student returns to school from an absence, he/she should bring a written note from the parent listing the dates and reason(s) for the absence. Doctor's notes are required for absences due to extended illness. This note is given to the classroom teacher and serves as the child's official "admit to class" slip. All notes will be forwarded to the office so the absence may be reconciled and accurately recorded. Students arriving at school after a partial day absence must check in at the elementary office where they will receive an "admit to class" slip.

All absences will be verified by the office. When you know your child will be absent, please inform the teacher by email or call the office the morning of the absence. A courtesy call will be made as a follow-up for each absence that has not been verified by a parent in advance. These calls allow us to confirm that a student is absent, to assure that our records are accurate, and to offer prayer or assistance as needed.

Tardiness

Our goal is for all students in all elementary grades from K4 – 5th to arrive to school on time every day. While we do understand tardiness may happen from time to time due to various reasons, it should be kept at an absolute minimum. In order for enrollment status to remain in good standing, parents are expected to make sure their children arrive consistently to school on time. Three tardies in one quarter are equal to one absence and will be reflected on the child's attendance records.

A student is considered tardy when he/she arrives at the NWM Campus after 8:00 a.m. or at the Kinder Campus after 8:30 a.m. When a student is tardy for any reason, he/she will follow the "late arrival" procedures noted above. There are no judgments of excused or un-excused placed on tardiness in elementary school. Tardy means "late to school" for whatever reason. Promptness to school will be reflected each grading period in the character section of the report card.

Elementary school children are completely dependent on the adults in their lives to get them to school on time. Absence and tardiness will be monitored and parents will be notified when excessive absences accumulate.

Determination of Tardiness / Partial Day Absence

The following times are adhered to by the office in determining absence and tardiness:

NWM Campus:

- A student arriving in the classroom after 8:00 a.m. and before 10:00 a.m. is **TARDY**.
- A student arriving at school after 10:00 a.m. is **ABSENT 1/2 DAY**.
- A student that leaves school for the day before 2:00 p.m. is **ABSENT 1/2 DAY**.
- A student that leaves school after 2:00 p.m. is **PRESENT A FULL DAY**.
- When a student leaves during the day and returns prior to dismissal, the actual time at school will be calculated to determine half day/full day status.

Kinder Campus:

- A student arriving in the classroom after 8:30 a.m. and before 10:30 a.m. is **TARDY**.
- A student arriving at school after 10:30 a.m. is **ABSENT 1/2 DAY**.
- A student that leaves school for the day before 2:00 p.m. is **ABSENT 1/2 DAY**.
- A student that leaves school after 2:00 p.m. is **PRESENT A FULL DAY**.
- When a student leaves during the day and returns prior to dismissal, the actual time at school will be calculated to determine half day/full day status.

Release of Students

Definite procedures are followed to assure the safety of students who are released during the school day. Written parental permission should be sent to the teacher stating the requested time of release. If any person other than the parent or guardian is to pick up the child, the school must have a written statement from the parent specifying the necessary information.

If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must come to the office and sign the child out. All children must be signed out in the office. Please do not call ahead and ask for students to be waiting at the office for your arrival. To maximize a student's time in the classroom, children will remain with the teacher until notified by the office that the parent is in the office waiting for them.

Emergency Closure Notification Procedure

Whenever there is a school closure or delayed opening, notifications are sent as soon as possible to Channel 4 (WOAI), Channel 5 (KENS), Channel 12 (KSAT) and WOAI Radio AM1200. These media outlets normally post the information on their websites prior to airing the notifications. In addition, the closure information and any other details such as bus schedules and dress information will be posted on our school website and social media.

CCS uses RenWeb **Parent Alert** as an emergency notification system. **Parent Alert** enables us to send phone, e-mail, and text messages to all parents within a matter of minutes. We use **Parent Alert** for a variety of notifications such as: school cancellations, emergency notification, and possibly important general announcements.

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 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, with the exception of cough drops (see exception below). Students may not carry ANY type of medication (prescription, non-prescription, homeopathic products, vitamins, or over-the-counter health products) 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.

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 Medication: 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 physicians 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.

Elementary students will not be permitted to possess their prescription asthma/anaphylaxis medication. These medications will be kept in the clinic for administration. Students with prescription medication, supplies, and equipment required for independent monitoring and treatment of diabetes will need nurse approval to carry independently and with the completion of required forms submitted to the school nurse. 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.

***Cough drops or lozenges may be administered to Elementary students on an as needed basis. The cough drops are to be placed in a small zip top bag with a parental note, and given to the teacher to be administered. ***

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.

Sending Students Home from School

Students will be sent home when the Administration or the Nurse deems it necessary.

The following are some reasons for a student to be sent home from school:

- fever of 100 degrees or above
- vomiting and/or diarrhea
- conjunctivitis (pink eye)
- head lice
- any symptoms severe enough to prevent him/her from being in the classroom

In-School Illness

Many illnesses begin with a cough, sore throat and/or fever. If a student becomes ill or is hurt during the school day, he/she must report to the clinic. When the clinic personnel are not present in the clinic, the student should report to the Principal's Office. If symptoms indicate the need for the student to leave school, a parent (or emergency contact) must arrive at the school as soon as possible following notification of illness. It is necessary for students exhibiting signs of illness to leave the school grounds as quickly as possible to lessen the chance of spreading a probable illness.

Illness/Communicable Diseases

Parents/Guardians are also required to pick up their students as soon as possible if they exhibit symptoms of communicable conditions, such as, but not limited to, pinkeye or live head lice. Students exhibiting symptoms of a communicable condition are to be excluded from school until proper treatment has been administered and the condition has improved. **Under all circumstances, the judgment of the school nurse prevails.** A physician's statement may be required before students are allowed to return to school.

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.

COMMUNICATION**Electronic Communication**

The primary means of communication is through our electronic systems. Email, RenWeb, and our school website are the major venues for communication. CCS also uses various forms of social media to communicate school information, announcements and student accomplishments. Parents may always call to speak to a teacher or member of the staff and conferences will be scheduled as requested.

Written Communication

All written communication should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

Folder

Students in K4 and K5 take home a daily folder. The purpose of this folder is to give parents a daily look at their child's progress. Students in 1st – 5th grades will take home a folder on a designated day of the week. Folders should be reviewed and signed by the parent and then returned the following school day. This folder will also contain other school memos or letters from the teacher or principal.

Information/Promotional Flyers

Cornerstone Christian Schools requires administration approval prior to the dissemination of information to students. No items can be put in teachers' boxes for distribution to students without the principal's approval. Informational flyers for a particular business or personal service will not be approved for distribution per CCS policy.

Concern/Complaint Procedure

The Matthew 18 Principle gives the plan for solving people to people problems. It requires that parents talk to the teacher about a student problem before talking to the principal. If the problem is unresolved at the two people level, the concern is prayerfully and in an orderly fashion moved upward in the school organizational structure. God will bless our relationships and our school as we are diligent to use this plan, share it and model it to those we love.

If You Have a Concern:

- Pray about it.
- Tell it to the right person. Concerns about a particular problem or situation should be expressed first to the individual in question and should be expressed to the principal if it cannot be worked out between you. Most problems are solved at the two-person level.
- Express it clearly. Make sure the person you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why.
- Keep the matter confidential. Do not broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved.
- Pray about it. Ask God to help you express your concern in such a way that it will result in the betterment of our school.

If You Overhear or Are Told a Concern:

- Direct the person complaining to express it to the person who is a part of the problem or a part of the solution. Do not share a bad report.
- Pray and ask God to take care of the situation. Do not listen to the details of the problem after you discern you are not part of the problem or the solution. If you listen carefully, you can discern this in two or three statements. It helps the person with the concern if you do not listen past three statements. It helps because he/she has not told the whole problem and is more likely to go to the person he/she really needs to work it out with when you Biblically refer him/her. If you listen to the complaint, he/she will feel a sense of relief and you are left with his problem without God's grace to solve it because you are not a part of the problem or the solution.

If a Concern is Expressed To or About You:

- Understand what the concern is and why it is being shared.
- Give it prompt attention. Talk to the person who has the concern about you, and agree on an effective solution.
- Make it a growth experience, and learn from your mistake instead of taking offense.
- Pray about it. Ask for God's wisdom in solving the problem and His help in putting the solution into effect.
- Pray for the person who complained about you, and ask God to help you love him/her more than ever before.

Suggestions

We invite your suggestions! Your comments as well as your solutions to a particular problem are appreciated and will be prayerfully considered. God does not give all ideas and insights in every area to just one person. Share your thoughts by sending a note in a sealed envelope labeled, "Suggestion for Mr. Barnes," or simply send an email to peter.barnes@sa-ccs.org.

PARENT INVOLVEMENT OPPORTUNITIES

August Meet & Greet

Each elementary teacher will schedule classroom visits with each family on designated classroom visitation days in August. This visit will be centered around the child and give the parent(s) and teacher an opportunity to share briefly as they begin the year together. This meeting is also the beginning of a positive working relationship between parent(s) and teacher, which is the key to the most effective training of the child. Any specific school supplies are to be brought and put away during this classroom visitation appointment.

Open House

Our fall open house is held in conjunction with the back to school classroom visitation. Our spring open house is an event that is planned especially for prospective families. It is an opportunity for families to visit the classrooms and other special areas of the school to learn all about us. It is a great time to meet and visit with our teachers. Our school families are encouraged to invite and/or bring their friends and introduce them to our faculty, facility and academic programs.

Conferences

There are two scheduled parent-teacher conferences yearly. These are scheduled following the end of the first and third grading periods for each elementary student. Each conference is scheduled for 15 minutes. Character development, attitudes, study habits and academics will be discussed. The conference day is another valuable opportunity for parents and teacher to set team strategies in the cooperative training of the child. Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. Parents or teachers may request a conference at any time they think necessary. For the child to grow in all areas, it is necessary for the home and school to work closely together.

On conference days, child care arrangements need to be made for your children. Suggestions include the following: (1) Leaving your children home with a sitter, (2) trading off conference day child care with another school family, or (3) one parent staying home with children while the other one comes for the conference. To assist parents who need help with child care on conference days, a service is available for the care of children ages 4-11. Parents needing this service should bring their children to the designated child care area for check-in and return to check them out as soon as the conferences for your child are complete.

Classroom Visits

On occasion, parents may visit classrooms in order to observe the responses and interactions of their child. Classroom visits should be approved by the administration and scheduled with the teacher at a time that would not disrupt any normal routines. When appropriate, the child should be informed that the parent will be visiting. Unless given specific tasks by the teacher, please take on the role of a passive observer, allowing the teacher to teach uninterrupted. While we are happy to allow parents to visit our classrooms, we also are dedicated to ensuring the classrooms maintain a professional, instructional environment. Classroom visits will be limited in frequency and duration.

Younger siblings are not allowed in the classroom when a parent is observing or assisting the teacher as a volunteer. Upon arrival, stop by the office to get your CCS visitor badge. At this time you'll be asked to present your driver's license in order to verify your identity. By doing so we can monitor who our guests are on campus and account for them in case of an emergency.

Parent Volunteers

We encourage parents to be involved in our school and help enrich the learning experience we provide for our students. Parents may work as volunteers in the classroom, office, or library, and serve as room mothers, Bible verse listeners, Warrior of the Day, field trip chaperones and chapel speakers. Both moms and dads are a vital asset to our school, while following the example of our Lord Jesus Christ in Mark 10:45 (NIV): “For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.”

Please note that in order to do volunteer work in the classroom and/or with activities that directly involve students, an approved background check must be done through the school and must be on file. In order to get an approved background check, you must complete the appropriate registration form. A valid driver's license and/or ID and a Social Security card must be presented for visual verification for processing of background check. Please plan for at least two weeks for a background check to be reviewed. Background checks must be updated every two years.

Room Parents

Room Parents work with the teacher to organize events for the classroom, help to disseminate information about volunteer needs, and work to rally the parents in your class to help. Room parents must be a member of the CCS community for one school year before serving as a room parent. If you are interested in being a room parent, please let your teacher know. He or she will select a Room Parent at the beginning of the year. A sample of the responsibilities of a room parent are: meet once a month for a room parent meeting, organize any celebration events for the classroom, assist the teacher with various needs, contact new families in the classroom as a part of the First Year Experience (FYE), and recruit volunteers for field trips and other activities. Room Parents are requested not to bring additional children with them into the classroom when fulfilling responsibilities.

Visitors

Parents and visitors are always welcome at Cornerstone Christian Schools! For security reasons, all visitors must present a valid driver's license or ID in order to receive a visitor's badge from either the security station or the front office upon arrival. The visitors badge will be issued and must be worn while in the school buildings.

During the morning student arrival time, it is not necessary for a parent who enters the Dining Hall or Life Center to register at the office. If a parent needs to go to a classroom, please ask for assistance in the office first and register in the office per the approved security procedure. Visitors at lunch enter in the front door to register in the elementary office before going to the lunch area. Please remember that for security reasons, doors remain locked throughout the day.

Note: Please inform the teacher and office if anyone other than a parent has been given permission to visit or have lunch with your child.

Warrior of the Day

The male influence in the family and in the child's education is very important. Our **Warrior of the Day** program in K4 – 2nd grade gives dads, grandfathers, uncles or other significant male influences in the family an opportunity to visit and share in their child's class each school year. Also, the men have an opportunity to enjoy being in the classroom. Having men in the classroom to share is a special time for them as they participate in enriching the educational experience we offer at CCS Elementary.

Guests are requested not to bring the children candy, gum or treats of any kind. Having a “father figure” share about his vocation, hobby, family, testimony, a Biblical truth or to read a book to the students is the focus of this visit. In the upper grades, teachers may invite dads to share at a career day event as an alternate to the traditional Warrior of the Day visit.

GENERAL ROUTINES

Birthdays

Each student’s birthday will be celebrated on a designated day during the child’s birthday month and will be recognized by the school office.

Summer birthday students will be celebrated at school per the following schedule:

June birthdays will be celebrated in May.

July birthdays will be celebrated in May.

August birthdays will be celebrated in late August or early September.

A parent has the option of bringing a small fruit item or a sweet treat on the birthday celebration day. Bringing lunch for the entire class is not a birthday option. Be sure to coordinate this with the teacher during a snack time or lunch time. No other times will be used for birthday parties during the instructional day. This applies for all students in K4-5th grade.

Birthday or other party invitations or thank you notes may not be passed at school unless every child in a class is invited or thanked. An exception applies if all the boys or all the girls are invited for a boys only or girls only party. If this is the case, the party invitations or thank you notes may be passed with teacher assistance. Please do not allow your child to pass invitations when the teacher is not present, such extended care or carline. Please check class lists, being careful not to omit any classmate, when planning your birthday parties. Party invitations or thank you notes must be mailed if only specific children are invited.

Gifts, floral arrangements, balloons, candy grams, etc. are not to be brought to students at school. If any of these types of items are brought for students, they will be kept in the school office to be picked up at the end of the day. Please keep in mind balloons will not be allowed on the bus due to safety reasons. To make the day special, parents are encouraged to have lunch with their child and/or send treats for the class. Birthday presents, as well, are not to be brought to school by students or parents to be delivered to other students.

Dining Hall

Our kitchen staff works hard to provide our students with a high quality dining experience and have received special recognition during accreditation site visits. Students have the opportunity to purchase breakfast and lunch in the cafeteria through a lunch account. The lunch account operates on a debit system. You will need to instruct your child when you wish them to purchase or not purchase meals. Teachers will try to assist in this process, but may not be able to completely monitor every purchase, especially breakfast as they do not report to cafeteria duty until after the breakfast line closes. If you do not wish for your child to make any cafeteria purchases, please contact the business office and they will flag your account and prevent unwanted cafeteria charges.

Each student has a lunch account that tracks his/her purchases in the cafeteria. It is the parent’s responsibility to keep funds in their child’s account by adding money to the account through RenWeb.

Lunch is a special time for students to eat and visit with classmates. Students are expected to practice good manners and appropriate lunch table behavior. Unless otherwise stated, lunch will be served on early dismissal days. Notice will be communicated on these days on RenWeb. A monthly menu is also posted on RenWeb. Milk and juice are available for purchase by students who bring their lunch. Elementary students are not allowed to purchase sodas, smoothies or energy drinks for lunch or at any other time during the school day. Parents are asked not to send these items in a lunch brought from home or bring them for the student when food is brought by the parent for lunch.

Parents are welcome to have lunch with their children. For security reasons, parents are not permitted to sit at the class table among all the students when having lunch with your child. We have reserved a special parents' table for you and your child to enjoy lunch together on these occasions. Students may not invite classmates to join them at the parents' table. This is a privilege reserved for the student and parent only.

Lunch box designs should be pleasant and wholesome. Cartoon/movie characters are not acceptable. If you have a question concerning appropriateness for school use, please check with the school prior to purchasing.

Emergency Drill Procedures

As a school, we conduct a variety of disaster drills throughout the school year, beyond what is required by state law: fire, tornado, and lockdown drills. We have procedures in place for a number of different potential emergencies. In this way the children are trained to follow well-designed safety procedures without panic or undue interruption in the learning environment.

In the event of an intruder or other threatening event, our lockdown procedures are designed specifically to avoid fear and concern while at the same time ensuring the safety of our children. If an actual emergency has occurred, the necessary details of the situation will be communicated to the parents in a timely manner from the elementary office. If you hear from your child that a lock down took place and you receive no written communication from our office, you can be confident that the lock down was one of our routine drills.

Field Trips

Cornerstone Christian Elementary School provides several field trip experiences for our students each year. Trips are planned by the teacher to coordinate with a particular area of study. The official field trip t-shirt with blue jeans is the appropriate dress for field trips unless a note from the teacher indicates an alternate dress for a particular trip. Field trip t-shirts are sold at the beginning of the year at our yearly orientation event, Warriors On Campus.

Parents attending field trips are asked to provide their own transportation. At times, room may be available on the bus for parents. Please check with the teacher for availability.

Parents attending or chaperoning field trips should not share personal cell phones or electronics with students. Digital content, such as games, songs, movies & videos on devices may not be acceptable to all parents. Students are not permitted to bring electronics on field trips.

Field Trip Chaperones

Parents who wish to be involved as a designated chaperone may volunteer with the teacher. Parent chaperones may not bring other children on the trip because a parent's full attention is needed for supervision of the students assigned to his/her group. If chaperone duties require supervision of someone else's child without the direct presence of the teacher, the chaperone must first pass a background check done by our HR department. The required forms are located in the front office. Any other parents, not chaperoning, who attends the trip may bring other children, if necessary or if field trip permits, but will be unable to provide help as volunteers and will not be given direct supervision for any students not their own. Approved chaperones may ride the bus. There should be a minimum of 1 chaperone for every 5 or 6 students for all field trips.

Flag Salute

As a part of opening exercises each day, we salute and pledge allegiance to our flags and the Holy Bible. On occasion, the students and teachers gather at the flag pole to pledge and have prayer together. Students are expected to stand at attention and to be respectful during pledges. Please assist your child in learning the words to the pledges printed below.

- **American Flag**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

- **Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty for all who believe.

- **Texas Flag**

Honor the Texas flag. I pledge allegiance to thee, Texas, one state under God, one and indivisible.

- **Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Holidays

Christmas - At Christmas we celebrate Jesus, and the giving of gifts represents the ultimate gift of God's Son. We reserve all the precious time we have at school to teach about and celebrate the birth of our Lord Jesus during December and to focus on the real meaning of Christmas. We do not emphasize any teaching time to Santa Claus. Any questions about Santa will be forwarded to the parent.

Easter - Easter is the most important event in Christianity. During one or two weeks prior to Easter, students study old and new testament scriptures to help with understanding of who Christ is and the details of His death and resurrection. His plan of salvation is shared during this study.

Thanksgiving - Unlike other holidays, the idea for Thanksgiving celebration began with God when He told Moses that the Israelites were to observe the Feast of Booths. It was to be a time of thanksgiving for a good harvest and a reminder of the way they had lived in the wilderness. Thanksgiving Day is an American Holiday which began with the Pilgrims. We teach a Thanksgiving unit in grades K4 – 5th that is historically accurate and Biblically integrated. Parents are invited to attend our school-wide Thanksgiving Feast to have lunch with your child.

Library Fines

Lost Book Policy

- If a library book has not been returned within 2 weeks of its original due date, the librarian will contact parents by email to inform them concerning the missing book. Once a book is considered lost, a “Charge Form” will be sent home with the student that includes the information and cost of the lost book. Parents will sign the form and return it to school. The cost of any lost library book will then be charged to the student’s account. Please note, there is NO refund if the book is later found after your account has been charged.
- Library fines must be paid before final report card and 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 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 the cost of the book.
- After the parents pay the cost of the damaged/defaced book they may keep it.
- All fines must be paid before final report card and achievement test scores will be released at the end of the school year.

Lost and Found

Lost and found articles are kept in the Skyline Room under the management of Extended Care. Small lost and found items such as rings or watches, etc. are located in the elementary office. Students are encouraged to label all items and check for lost items before school. Parents are welcome to check for lost items at their convenience. Every effort will be made to get any labeled lost item to the owner. Only articles that are unlabeled will be donated to charity at the end of the year.

School Pictures

Individual student pictures are taken each fall. Class group pictures are taken in the spring. All school pictures are taken in the full chapel dress uniform. Pictures may be purchased as desired. Teachers will assist in the touch-up of hair; however, each child must bring his/her own comb or brush. Under no circumstances are students allowed to share combs and brushes.

Recess

Students will go outside most days for recess when the temperature is above 32 degrees. Please keep this in mind when dressing children for school as shorts will not be appropriate and heavier coats will be necessary. On hot weather days, students will stay inside if the play area is too hot or the heat index is too high.

Our motto for recess is “Share, Care, and Play Fair.” Students will be taught and encouraged to follow this theme while interacting together on the playground. There are many important benefits of allowing students time to interact in a less structured environment such as recess times. While affording students this time to relax and have fun, teachers will continue to monitor and intervene where necessary.

Sports

The elementary athletic program is well-rounded; it includes cheerleading, football, soccer, basketball, volleyball, baseball and softball. The elementary athletic programs are offered throughout the year. Registration is made through the elementary athletic director and requires a fee. Teams are coached by volunteer parents.

- Soccer – 4 years old and up
- Basketball – 4 years old and up
- Baseball/Softball – 4 years old and up
- Cheerleading – 4 years old and up
- Volleyball – 8 years old and up
- Flag Football – 4 years old and up
- Tackle Football – 6 years old and up

PART II – DRESS CODE and DISCIPLINE

UNIFORM REQUIREMENTS

Christians are admonished by Scripture to dress modestly to the glorification of God and avoid showiness in their appearance (I Corinthians 10:31, I Peter 3:3-4). In accordance with these principles, all students at Cornerstone Christian Schools are expected to be neatly attired and modest in appearance, not bringing undue attention to themselves through their appearance. The students dress and overall appearance should positively reflect on their school as ambassadors of Cornerstone Christian Schools.

All students at Cornerstone Christian Schools wear the school uniform. There are several important reasons for this policy. It is required in order that proper emphasis be placed upon the character traits of modesty, personal neatness, and cleanliness. The uniform dispenses with competition due to outward appearance and affluence, thus further emphasizing the development of the inner person.

The uniform also gives the student a distinctive appearance which helps develop and reflect a worthy self-image, enhance school spirit, and encourage good behavior. Further, the uniform is symbolic of a student's acceptance of the authority of his parents, CCS, and ultimately, God.

All students must be dressed in the approved school uniform each day. Uniform pieces should be clean, free of wrinkles and holes. Chapel dress uniform is required every chapel day. Sweaters are worn in chapel after Thanksgiving Break through Spring Break.

The uniform sweater, official CCS hoodie or fleece, or the uniform monogrammed jackets are the only approved outerwear for the classroom. The uniform shirts for boys are to be worn tucked in at all times. Please label all uniform items. They all look alike, especially when lost!

In keeping with our dress standards, girls are not allowed to wear make-up, colored fingernail polish (except for light pink), or artificial nails. Also, no face or hair glitter is appropriate. Jewelry must be limited to a watch, no more than two rings, and small earrings - one per ear, no larger than a nickel. No necklaces or fad jewelry are allowed. One simple bracelet is allowed - smaller than a standard-sized watch. No jewelry is appropriate for boys except for a watch and/or a single ring. Haircuts for boys need to be no longer than the top of the ear/off the collar. Hair should be out of the eyes for both boys and girls. Faddish hairstyles such as shaved or partially shaved heads are prohibited for both boys and girls. Tattoos, including temporary or painted ones, are also not appropriate.

If an elementary student comes to school without the proper uniform, the student will be issued a written warning. On the third warning, the parent will be called to come to the school and bring the child's proper dress. See specific guidelines that follow for boys and girls.

Uniform Provider

CCS uniform items are to be purchased from Parker Uniforms located at 2108 N.W. Military Hwy. While other brands may look similar to ours, CCS uniforms are distinctive in color and design. Parker gives a discount off uniform items purchased during the month of June. This discount applies to layaways, phone, and online orders as well.

Appearance & Apparel Items	Must purchase at Parker School Uniforms	Elementary Boys Uniform Guidelines & Restrictions
Shirt	*	White, knit, monogrammed short or long-sleeved shirt with button- tab front for chapel. Red knit, short-sleeved with button-tab front on non-chapel days. In cold weather, a solid red or white turtleneck or long sleeve shirt (no writing or logos) may be worn under the uniform shirt.
Pants	*	Uniform navy pants. Pants must be worn on chapel days.
Walking Shorts	*	Uniform navy knee-length shorts (optional) may be worn year-round. Shorts must be mid-thigh and pass the “fingertip” test (shorts extend clearly past the fingertips when hands are stretched down at the sides).
Sweater	*	Red, monogrammed uniform cardigan sweater. Sweaters are to be worn for chapel from Thanksgiving to spring break. The sweater may be worn in the classroom, as needed, throughout the year. It may not be worn tied around the waist or shoulders. Any coat may be worn over the sweater for outside play or crossing between buildings. Spirit sweatshirts or tee shirts are not a part of the approved uniform on regular dress days. They may not be worn in the classroom except on designated spirit dress days.
Jacket	*	Navy, monogrammed poplin jacket (optional) may be worn in the classroom.
Hoodie	*	Navy, monogrammed CCS hoodie (optional) may be worn in the classroom.
Belt		Black or brown, plain or braided leather/leather-like belt. Ornamental buckles or fabric belts are not approved. Belts are not required in K4 – K5. They are recommended in 1 st grade and are required in grades 2-5.
Socks		Navy blue or white socks. Socks must pass the “can I see you?” test. If they can be clearly seen above the rim of the shoe, they are acceptable.
Shoes		Solid white tennis shoes must be worn every day. Tennis shoes can be lace-up or Velcro, low or mid-cut but must have non-marking soles. Tennis shoes may have small-colored logos, but must still be predominantly white.
Jewelry		Jewelry is limited to a watch and/or ring. No necklaces are approved. One simple bracelet is allowed. No other jewelry is allowed inside or outside the shirt. Unauthorized jewelry will be confiscated and returned to a parent when claimed at the office. Cornerstone Christian Schools is not responsible for lost or broken jewelry.
Hair		Boys’ hair is to be out of the eyes, no longer than the top of the ears and off the collar in back. Faddish hairstyles such as shaved sides/long sides or tops/unnatural hair coloring, etc. are prohibited. Students found to not pass the hair code standard will be given a one week notice to have it cut to standard. Failure to have it cut to standard will result in the child being suspended from class until the hair meets the standard and is approved.

Appearance & Apparel Items	Must purchase at Parker School Uniforms	Elementary Girls Uniform Guidelines & Restrictions
Blouse	*	White, monogrammed short-sleeved blouse with Peter Pan collar is worn daily. In cold weather, a solid white turtleneck shirt or long sleeve white shirt (no writing or logos) may be worn under the uniform blouse.
Jumper	*	Red plaid, monogrammed jumper. The length of the jumper is from mid-knee to the top of the knee. The jumper is required dress for chapel and may be worn on non-chapel days as desired.
Walking Shorts	*	Uniform red plaid, knee-length shorts (optional) may be worn year-round, except for chapel. Shorts must be mid-thigh and pass the “fingertip” test (shorts extend clearly past the fingertips when hands are stretched down at the sides).
Slacks	*	Navy slacks (optional). Slacks may be worn on cold chapel days from Thanksgiving to Spring Break.
Sweater	*	Navy blue, monogrammed uniform cardigan sweater. Sweaters are to be worn for chapel from Thanksgiving to spring break. The sweater may be worn in the classroom as needed throughout the year. It may not be worn tied around the waist or shoulders. A coat may be worn over the sweater for outside play or crossing between buildings. Spirit sweatshirts or tee shirts are not a part of the approved uniform on regular dress days. They may not be worn in the classroom except on designated spirit dress days.
Jacket	*	Navy, monogrammed poplin jacket (optional) may be worn in the classroom.
Hoodie	*	Navy, monogrammed CCS hoodie (optional) may be worn in the classroom.
Socks		Navy or white knee socks, bobby socks or ankle socks may be worn every day but must pass the “can I see you?” test. If they can be clearly seen above the rim of the shoe, they are acceptable. Non-textured navy blue or white tights may be worn under jumpers. Navy Orlon cable stitch knee socks must be worn with the jumper for chapel in 3 rd – 5 th grades only. Knee socks are not required when wearing tights.
Shoes		Solid white tennis shoes must be worn every day. Tennis shoes can be lace-up or Velcro, low or mid-cut but must have non-marking soles. Tennis shoes may have small-colored logos, but must still be predominantly white.
Belt		Black or brown, plain or braided leather/leather-like belt. Ornamental buckles or fabric belts are not approved. Belts are not required in K4 – K5. They are recommended in 1 st grade and are required in grades 2-5.
Jewelry		Jewelry is limited to a watch and one or two rings. No necklaces are approved. One simple bracelet is allowed. Earrings are limited to one per earlobe and no larger than the size of a nickel. No other jewelry is allowed inside or outside the blouse. Unauthorized jewelry will be confiscated and returned to a parent when claimed at the office. Cornerstone Christian Schools is not responsible for lost or broken

		jewelry.
Make-up		No make-up is allowed. Clear or light pink nail polish is acceptable. No artificial nails are approved for elementary girls.
Hair		Hair is to be out of the eyes. Only red, white, blue or uniform plaid ribbons, bows or headbands may be worn. Rubber hair bands may be black, brown, or neutral. Faddish/disruptive hairstyles and unnatural hair coloring are prohibited. Any approved adornments (such as beads) must be red, white, or blue.

Uniform Violations

All students in violation will be given a dress code violation slip by the teacher for each offense. The slip will be sent home with the student and will require parent signature. If the student reaches his/her 3rd occurrence of the same offense, they will be sent to the office and will have to contact parent in order to bring appropriate clothing or items in order to bring students dress code into compliance.

Spirit Dress Days

From time to time, students may be invited to wear blue jeans to school with CCS spirit shirts. These days promote school spirit through spirit clothing and school colors. On these days jeans must be “blue” jeans. Jeans must be in good condition with no holes or frayed hems. Jeans must be jeans, not shorts. Students may wear regular uniform shirts with jeans or a red/white/gray or navy CCS t-shirt purchased or obtained from the school. Shirts do not need to be tucked in on spirit dress days. Ribbons, bows, or headbands on spirit dress days need to be school colors. Hats/caps are never appropriate on spirit dress days. Students will wear tennis shoes on spirit dress days. Boots are not a part of spirit dress code, except if desired in cold weather. If boots are worn, tennis shoes must be brought for PE participation as boots are not permitted on the gym floor.

Special Dress Days

A variety of special dress days are scheduled each year. Participation is always optional; however, if a student chooses not to participate in the designated dress, he/she must wear the regular school uniform and shoes or the parents will be called for the proper clothes to be brought to school. In most cases, the student will remain in the office until the proper clothes arrive. A student who participates should wear the designated attire with tennis shoes or other rubber/soft sole shoes; caps/hats may be worn only if it is a part of the dress. The special dress types vary from year to year.

On special dress days only the uniform dress changes. The jewelry and accessory standard remains the same. The exception would be as follows: jewelry, a crown, or hat as an element of a particular character’s dress. Hats, tank tops, skimpy tops, immodest shorts, leggings or yoga pants are a violation of the special dress day code. Special clothes must always be modest. No short skirts or shorts, and no clothes that exposes one’s midsection. Shorts, on special dress days, are appropriate only when designated as such. When worn, shorts must be comfortably fitted and modest in length (must pass the fingertip test). No biker shorts are to be worn as shorts on special dress days.

DISCIPLINE / DISCIPLESHIP

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."

Each student will be taught what is expected and should feel a sense of security in knowing and following the basic school procedures and rules. When it becomes necessary for a student to receive correction, it will be done prayerfully, lovingly, fairly, firmly and swiftly.

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. Children must see that their parents and the administration agree on the consequences of behavior or the effectiveness of the school will be greatly diminished.

Under no circumstance is a parent ever to approach a child not their own to question them about an incident or correct them concerning a disciplinary situation. Even though a parent may feel it necessary, we do not allow this interaction. The teachers and school administration are the only ones with permission to investigate and administer correction. The only exception to this would be when approved chaperones are directly supervising a small group of students for a school function. Even in these cases, chaperones are to use discretion in discipline and bring significant challenges to the teacher for the teacher to handle.

Steps in the Disciplinary Process

The majority of disciplinary action will happen in the classroom. When a student's actions are disruptive to the class, the teacher will address the situation as her or she deems appropriate. Consequences will be developmentally appropriate and it is our expectation that calling attention to student actions in a timely and constructive manner will change the behavior. If, however, disruptive behaviors continue, teachers will use the steps below. Repeated offenses will accelerate this process.

Early Childhood Level

1. The student will be redirected by the teacher and/or moved to another place in the classroom.
2. Time out will be given. Time out is a loss of privilege.
3. Teacher and student will have a private discussion. Teacher will communicate with the parents to explain the child's poor choice in behavior. A copy of the communication will be sent to the assistant principal.

4. Student will be sent to the assistant principal for additional consequences.

Elementary Level

1. The student will be redirected. This could be moving the student to another seat in the classroom, calling attention to the student, standing near the disruptive student, or making eye contact with the student.
2. Teacher and student will have a one on one conversation about the inappropriate behavior.
3. Teachers will communicate with the parents to inform them about what is going on in the classroom and to solicit the parent's assistance. A copy of the communication will be sent to the assistant principal.
4. Teacher will have the student personally communicate with the parent to explain what happened in class and his/her own behavioral choices.

Progression of Discipline

It is important that we offer clear, firm and supportive guidelines for those students who occasionally fall short of our standard. Inappropriate student behavior is divided into three categories: Level I, Level II & Level III. Types of infractions and possible consequences are listed below. This list is intended as an example and is not considered to be exhaustive. The administration will serve as the final authority on matters of discipline.

Level I Infractions

The following behaviors will be handled by the classroom teacher and will result in communication with the parent.

- Leaving the classroom without permission;
- Consistent failure to obey classroom rules;
- Continual disruption of class;
- Consistent dress code violations.

Level II Infractions

The following behaviors will result in the student being sent to the Assistant Principal for intervention. Typically, the parent will be contacted, an apology from the student will be required and additional consequences employed such as silent lunch, recess detention or in-school suspension. Depending on the severity of the infraction, at-home suspension is a possible consequence.

- Inappropriate language;
- Insubordination;
- Disrespect of faculty, staff or classmates;
- Cheating;
- Theft;
- Fighting;
- Verbal altercations with another student.

Level III Infractions

The following behaviors will result in the student being sent to the Assistant Principal for intervention. One or more of the following steps will be taken: communication with the parent, after-school detention, in-school suspension, at-home suspension.

- Bullying (as defined below);
- Cyber bullying;
- Swearing/foul language;

- Threatening remarks toward faculty, staff or classmates;
- Accessing inappropriate material on the computer / bringing inappropriate material to school;
- Possession of matches, fireworks, or weapon.

Silent Lunch

Student will sit quietly at a separate table for lunch. Teachers may employ this consequence and will supervise the student during the assigned lunch period.

Recess Detention

Student will be required to sit out for a period of time during recess and will not be allowed to engage in play activities. Alternatively, the student may be required to walk the perimeter of the playground during the assigned detention time. Recess detention will be supervised by the recess monitor and/or the teacher.

After School Detention

Student will be assigned to serve a detention period after school not to exceed 45 minutes. Parents will be notified in advance if after school detention is assigned. After school detention may be supervised by a classroom teacher or a member of the administration. After school detention will be conducted as a study/homework period with an enforced quiet environment.

Suspension

At times, students may be suspended from school for significant disciplinary infractions. For example, students in upper elementary (grades 3 – 5) will be sent to the office immediately on a first offense and suspended for any acts of intentional, physical aggression or foul language. Depending on the situation however, students in all grade levels are subject to suspension. Suspension is a warning that a student's privilege to remain enrolled at school is in danger if future behavior does not show significant improvement.

Any time a student is suspended, he or she is also placed on probation for nine weeks or longer depending upon the administrative decision. While on probation, a child's behavior and academic performance will be watched closely. Disciplinary infractions incurred while on probation will result in escalated consequences. Probation will extend for nine weeks any time a disciplinary action occurs during the probationary period.

Typically, but not in all cases, suspensions are issued on an incremental basis. The first suspension is usually for one day. If a suspendable offense occurs during the student's probationary period, the student will be suspended for three days and then for five days, subsequently. If after a student returns from a 5-day suspension and commits another suspendable infraction, he or she will be referred to a disciplinary committee consisting of school administrators to be reviewed. Upon review, the child may be removed from school. Throughout each step of the process, parents and students should show that actions are being taken to help the child find success at school.

Honor System

Each teacher is to teach the meaning and proper use of the CCS Honor System. Each student is on his honor to tell the teacher, privately, when he hears or sees:

*Bullying *Swearing *Lying *Stealing *Cheating

Each child is also on their honor not to tell other students. The parent will be informed by the teacher if his child has been dealt with regarding any of the five areas listed above.

Bullying

CCS considers bullying to be a grievous violation of God's command for man to "love one's neighbor as we love ourselves." (Matt. 22:39) It is an overt or omitted act intended to harm others that counters the nature of Christian character. In simple terms, bullying is a sin that hurts our deeply relational God. Further, it violates our Warrior Family principle of showing "Proper Respect." In this regard, it is important that we consider student behaviors carefully to determine whether bullying has occurred.

The definition of bullying we use as a guideline is as follows: *"a person is being bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more other persons. Such negative action is typically characterized by a real or perceived imbalance of power between the individuals."*

We do not characterize a one-time incident as bullying. We call this being unkind and will deal with each situation appropriately. Bullying is not tolerated at Cornerstone Christian Schools. If you believe your child is being targeted by a certain individual, please notify the school principal. All other concerns you may have pertaining to disciplinary situations should be addressed with your child's teacher first.

Peace Keepers Program

Peace Keepers is a faith based bully prevention and intervention program that CCS has implemented to increase peer accountability, safety, unity and provide early intervention among our Warrior family. The foundation of the Peace Keepers program is a spirit of serving others to glorify God. The program consists of the following components:

- 1) Bi-annual computerized student survey:
2nd – 5th grade students complete a survey twice a year to ensure each student feels safe by providing guidance and administrative intervention and prevention. The student survey provides a baseline measure of the incident rate of peer mistreatment or bullying behavior, identifies high-risk locations, and communicates to our school family that we care.
- 2) Friendship and Disciple Leadership Groups:
Ongoing gender-specific groups focus on Christian kindness, courage, serving others, and leadership. Students are given opportunities serve peers in the school family and in the community.

Student Survey Intervention and Disciplinary Outcomes

Students who are identified in the student survey three or more times as displaying bullying-type behaviors are subject to the measures noted below. Based on the severity and nature of the offense, the following sequence of outcomes is subject to change at the discretion of the administration.

First Survey: Those identified three or more times on a first survey, will participate in a parent conference with the administration and school counselor. Group counseling for six 30-minute sessions will be required with the school counselor. These group sessions will focus on anger management, conflict resolution, and Christian leadership.

Second Survey: Those identified three or more times on a second survey will be referred for individual counseling by a licensed counselor for 2-6 sessions. A behavior contract will be implemented that will address the counseling referral as well as expectations for specific conduct changes relative to the survey results.

Third Survey: Those identified three or more times on a third survey will require parents securing professional outside counseling for at least 4-8 sessions. Upon completion, the counselor will provide a letter to the administration documenting improvement in the areas of peer relationships and anger management. The existing behavior contract will be updated to address any new concerns as noted on the survey.

Fourth Survey: Those identified three or more times on a fourth survey will be subject to involuntary withdrawal from CCS.

The measures outlined above are designed to identify strong behaviors in individual students that can be channeled into an appropriate direction with guidance and discipline. It is our desire to grow leaders; however, continual peer mistreatment will not be tolerated and will ultimately result in a severance of relationship if the student does not respond to intervention which results in a change of heart and conduct.

School Property

Students will be charged for damage or defacement of any school property. There is a minimum charge of \$10 for defacement of school property. Cost is intended to cover the removal, repair, or replacement of such and could extend to whatever dollar amount appropriate.

Cell Phones

Elementary students are not permitted to carry cell phones. Parents are requested not to allow students to play on cell phones while on campus. Cell phones in backpacks must be turned off and must remain in backpacks until students are off campus. If a cell phone is discovered, either through a student displaying it, talking about it, or the phone going off, it will be collected by the teacher and sent to the office to be picked up by a parent between 7:45 a.m. and 4:00 p.m. Repeated infractions may result in a fine or other consequences. Parents needing to contact students should call the office. The message will be delivered to students in a timely manner.

Toys

No personal toys should be brought to school unless requested for a specific project by a teacher. Radios, CD players, iPods, electronic games, magazines, backpack toys, key chains, computer pets, stuffed animals, and other such items are not needed at school. The school provides a selection of balls, jump ropes, and other items for recess and playground use as well as appropriate games and classroom items. Items brought to school will be collected by the teacher and sent to the office for safekeeping until a parent comes to receive the item.