

Secondary Teacher Handbook of Policies and Procedures

2018-2019



Cornerstone Christian Schools
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CornerstoneChristianSchools.org

Table of Contents

Theme for the Year	4
Foundational Information	4
Policies and Procedures Manual	5
Mission Statement	5
Cornerstone Christian Schools' purpose is to develop and train the whole person spiritually, intellectually, physically and socially with unprecedented excellence in a Christ-centered culture.	5
Vision Statement – Key Verse	5
Four P's	5
Secondary Administration	5
Secondary registrar and Counselors	5
Support Staff	6
Pledges	6
Communication Policies	7
External Communications Policy	7
Parent Contact Policy	7
Student Contact Policy	7
Media Policy	8
Schedules and Calendars	Error! Bookmark not defined.12
Bell Schedules	9
Parent and Teacher Conferences	10
Half-day schedule	10
Testing Calendar	100
Announcements	100
Master Academic Calendar with Blackout Dates	11
SCHOOL EVENTS CALENDAR	13
Early Dismissals	17
Teacher Duties	18
MORNING DUTY: 7:30 am – 7:50 am	18
Afternoon Duty: 3:30 pm – 4:00 pm	19

General	19
Technology	20
Bring Your Own Device	20
Social Media policy	20
Lesson Plans	21
Biblical Integration	21
Student Dress Code	22
Discipline	26
STUDENT CODE OF CONDUCT	26
CONDUCT AT ATHLETIC EVENTS	27
Discipline Policy	27
Discipline Consequences	27
PROHIBITIONS	28
ALCOHOL, TOBACCO, DRUG USE, WEAPONS & VIOLENT INTENT	29
ZERO-TOLERANCE DEFINED	29
EXPULSION	30
Discipline Referrals	30
Student Attendance Procedures	30
Hall Passes	31
Food and Beverages	31
Grading Procedures	31
Renweb	32
Process for Inputting Grades	32
Semester 1 Grades:	33
Semester 2/ Year End Grades:	33
Testing	33
Semester Finals	33
Late Work Acceptance and Grading Policy	33
Test Make-Up Policy	34
Grading Scale and Comment Codes	34
Explanation of Grades	34

Comment Codes: A comment code is required for all grades 73 and below.	38
Advanced Level Courses: Pre-AP/AP/Honors/Dual Credit Courses	36
*All AP/ Honors Classes will be weighted only at the end of each semester.	36
Student Grade Changes and Incompletes	38
Student Grade Change	39
Promotion and Retention	39
Professionalism	41
TEACHER ATTENDANCE	41
Absences	41
Substitute folder	41
Course OVerviews (this is the terminology we have used vs syllabus)	42
Weekly Checks	42
Administration/Faculty/Staff Dress Code (Revised 5/28/14)	43
Mentoring Program	45
ACSI Certification	45
Miscellaneous	47
Emergency Procedures	47
Work Order	451
Purchase Orders	451
Field Trips	47
Library Policies and Procedures	48
BOOKS	48
PERIODICALS AND REFERENCE MATERIALS	48
ACQUISITIONS	48
FACULTY CIRCULATION	49
HOURS	49
Student Injuries	49

Theme for the Year

Full Armor

Joshua 1:3

“Therefore, put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground...” (Eph 6:13)

Foundational Information

POLICIES AND PROCEDURES MANUAL

Teachers must maintain their manual such that it may be referred to as needed. All updates or changes must be made to keep the manual current.

MISSION STATEMENT

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

VISION STATEMENT

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

THEME FOR THE YEAR

"Therefore, put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground..." (Eph 6:13)

FOUR P'S

POSITIVE Attitude – Philippians 2:5

PROPER Respect – 1 Peter 2:17

PERSONAL Acceptance – Psalm 139:14

PURE Heart – Matthew 5:8

SECONDARY ADMINISTRATION

Superintendent	Dr. Jerry Eshleman
Dean of Curriculum and Instruction	Dr. Luci Higgins
Secondary Principal	Robin Davenport
Assistant Secondary Principal	Chris Belyeu
Director of Fine Arts	Dr. David Dehner

SECONDARY REGISTRAR AND COUNSELORS

Counselor	Alma Miller
Director of College and Career	Andrew Riley

Registrar and Schedule Changes

Meredith Rauschuber

SUPPORT STAFF

Administrative Assistant to the Secondary Principal

Brittany Martinez

Registrar

Meredith Rauschuber

Clerical Assistant Registrar

Tammy Jimenez

Secondary Receptionist

Rita Saenz

Nurse

Brandy Crowson

PLEDGES

Pledge to the 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.*

Pledge to the 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.*

Pledge to the 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, and
will hide its words in my heart, that I may not sin against God.*

Communication Policies

EXTERNAL COMMUNICATIONS POLICY

1. All mailings sent to outside parties must be submitted and approved by the Principal and the Superintendent before the communication is released to any intended recipient. This means any mailings to be sent to parents must receive approval from administration and a copy must be given to the secondary office to keep archives.
2. For all communication originating from any school source that references the Board in any manner must be submitted to Dr. Jerry Eshleman, to be passed on to the board members for approval, before the communication is released to any intended recipient.
3. MEDIA POLICY: If members of the media are on campus covering an emergency of any kind, the Superintendent or his/her designee will answer questions from the media. Please direct all questions from the media to the Superintendent's office.

This policy is intended to clarify, unify and improve the quality of the external communications of Cornerstone Christian Schools. Strict adherence to this policy is very important and essential to providing excellent service to our parents, students, vendors, and general community. Full compliance to this policy is expected and appreciated.

PARENT CONTACT POLICY

Contact with parents should be made on a regular basis throughout the school year. At least one positive parental contact should be made each semester and on a regular basis via email.

Teachers should only communicate to parents through the following channels:

- Parent email on file in RenWeb/ParentsWeb
- Google Suite
- School phone

It is not recommended that a teacher share a personal phone number with parents. Teachers should never use their personal email to communicate with any CCS stakeholder.

Parents should be contacted as soon as possible when a student fails to turn in assignments or is in danger of failing.

Please make an initial contact with all parents by the end of the 7th week of school.

If contacted by a parent, please make contact with them by email or phone within 24 hours.

STUDENT CONTACT POLICY

Teachers should only communicate to students outside of the classroom through the student's Gmail address as assigned by CCS Admin management of Google Suite (i.e. FirstLast@ccwarriors.org).

Teachers are to only accept work through the student's CCWarriors email or through Google Classroom. Do not allow students to send information from a personal email address. Teachers should never use their personal email to communicate with any CCS stakeholder. Teachers should never share their personal phone

number with students. All other methods of communication such as Remind 101 or similar texting services are not approved.

MEDIA POLICY

If members of the media are on campus covering an emergency of any kind, the Superintendent or his/her designee will answer questions from the media. Please direct all questions from the media to the Superintendent's Office.

Schedules and Calendars

2018-2019 Bell Schedule

		7 Period - Regular		Chapel-Wed	
Period	Start/Finish	MS/HS	Period	Start/Finish	MS/HS
MS Athletics	7:00-8:30	90	MS Athletics	7:00-8:30	90
Zero	7:40-8:30	50	Zero	7:40-8:30	50
Warrior Group (M/F ONLY) Study Hall (TWT)	8:30-8:49	19	Study Hall (W)	8:30-8:49	19
1	8:53-9:43	50	1	8:53-9:33	40
2	9:47-10:37	50	2	9:37-10:27	40
3	10:41-11:31	50	3	10:31-11:21	40
4 (HS)	11:35-12:25	50	4 (HS)	11:25-12:05	40
MS Lunch	11:31-12:02	31	MS Chapel	11:26-12:11	45
4 (MS)	12:06-12:56	50	MS Lunch	12:11-12:41	30
HS Lunch	12:25-12:56	31	HS Chapel	12:10-12:55	45
5	1:00-1:50	50	HS Lunch	12:55-1:25	30
6	1:54-2:44	50	4 (MS)	12:45-1:25	40
7	2:48-3:38	50	5	1:29-2:09	40
			6	2:13-2:54	40
			7	2:58-3:38	40

- Warrior Groups will be held ONLY on Mondays and Fridays
- Study Hall/Tutor will be held on Tuesdays, Wednesdays and Thursdays.
- ALL students must report to either a Warrior Group/Study Hall everyday.
- Attendance will be taken every morning at 8:30 am.

HALF-DAY SCHEDULE

On certain days, school will only meet for half-days. The following is the class schedule.

Period	Time
1	8:50 – 9:13
2	9:17 – 9:40
3	9:44 – 10:07
4	10:11 – 10:34
5	10:38 – 11:06
6	11:10 – 11:33
7	11:37 – 12:00

TESTING CALENDAR

A testing calendar, available on Google Calendar, will be available for teachers to use to manage testing dates. This calendar is required to be updated on Friday by end of business. Language, History, and Bible exams should be conducted on Tuesdays and Thursdays. Math, Science and Elective exams should be conducted on Wednesdays and Fridays.

Please keep in mind that CCS policy is that no more than three tests or major projects may be required of a student per day, per grade level. Although this is the policy, we do understand that due to the fact that schedules vary, it may be difficult. Please keep this in mind as you are planning your tests.

ANNOUNCEMENTS

If you wish to have an announcement made, submit an email to Brittany Martinez for approval by noon on Friday. Announcements will only be made on Monday mornings during Warrior Group time. No announcements will be made if submitted after noon on Fridays. Announcement may sometimes be necessary in the afternoons. **Do not send students to the front office until after morning announcements.**

MASTER ACADEMIC CALENDAR WITH BLACKOUT DATES

CORNERSTONE CHRISTIAN SCHOOLS



2018-2019 School Master Calendar

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August	
1-3	New Hire Orientation
1-3	Open Campus/Load In
6-8	Teacher In-Service
8	Warriors on Campus
9	FIRST DAY OF SCHOOL/Begin 1st Quarter
9-10	Warrior Days

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	X	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September	
3	Labor Day
21	Student Holiday/Parent Teacher Conferences

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October	
17	End of 1st Quarter
18-19	Fall Break/Teacher In-Service
22	Begin 2nd Quarter
26-28	Feast of Tabernacles

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	X	X	X	X	24
25	26	27	28	29	30	

November	
19-23	Thanksgiving Break

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	X					

December	
21	End of 2nd Quarter/Early Dismissal
24-31	Christmas Break

January 2019						
Su	M	Tu	W	Th	F	Sa
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	22	23	24	25	26
27	28	29	30	31		

January	
1-7	Christmas Break Cont.
7	Teacher Work Day
8	Classes Resume/Begin 3rd Quarter
21	Martin Luther King Day

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28		

February

18 Presidents' Day

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	X	X	X	X	X	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March

7 End 3rd Quarter
 8 Teacher In-Service/Parent Teacher Conferences Elementary
 8-15 Spring Break
 18 Begin 4th Quarter

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	X	20
21	22	23	24	25	X	27
28	29	30				

April

19 Good Friday
 26 Battle of Flowers

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	X	28	29	30	31	

May

24 High School Graduation
 Last Day of School
 End of 4th Quarter/Early Dismissal
 27 Memorial Day
 28-29 Teacher In-Service

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June

2019 Summer Academic Programs

X Student/Teacher Holiday
 □ In-Service/Student Holiday
 ■ Faculty/Staff Blackout Day

1st Quarter 47
 2nd Quarter 40
 3rd Quarter 42
 4th Quarter 48
 Total 177

SCHOOL EVENTS CALENDAR

(REVISED) 5/14/2018

2018-2019 SCHOOL EVENTS CALENDAR DRAFT

SCHOOL WIDE, **ELEMENTARY SCHOOL**, **SECONDARY SCHOOL**, **FINE ARTS**

AUGUST

JULY 30-AUG 3	SUMMER BAND PRACTICE (SECONDARY BAND HALL)
1	HS BEGIN FALL SPORTS PRACTICE
1-3	NEW TEACHER ORIENTATION (DINING HALLS)
4	FYE PICNIC (DINING HALL/COURTYARD/WARRIOR BLVD)
6-8	TEACHER IN-SERVICE (DINING HALLS)
6	MIDDLE SCHOOL FALL SPORTS PRACTICE
6	AMBASSADOR TRAINING (ELEMENTARY 1 ST FLOOR COMMONS)
8	WARRIOR ON CAMPUS (SECONDARY GYM/ELEMENTARY GYM)
8	ELEMENTARY MEET AND GREET - (CLASSROOMS)
8	NAVIANCE OVERVIEW FOR PARENTS
8	HS/MS FALL SPORTS KICK-OFF PARENTS MEETING
9	FIRST DAY OF SCHOOL K4-12
9-10	WARRIORS DAYS
10	NAVIANCE OVERVIEW FOR STUDENTS
12	BLESSING FACILITY & STAFF CC 6:30PM SVC (CORNERSTONE CHURCH)
14-16	STAR TESTING
24	SENIOR PARENT MEETING (AM)
25	SAT
31	VARSITY FOOTBALL (AWAY)

SEPTEMBER

3	LABOR DAY - HOLIDAY
5-7	SECONDARY SPIRITUAL EMPHASIS WEEK
5	SECONDARY FALL PICTURES
7	PIZZA FRIDAY
7	VARSITY FOOTBALL (HOME)
11	PATRIOT DAY
11	JR/SR RING/GRAD PRESENTATION
12	ELEMENTARY INDIVIDUAL PICTURES
13	NEW PARENT RECEPTION (SECONDARY DINING HALL)
13	COLLEGE & CAREER FINANCIAL AID NIGHT
14	VARSITY FOOTBALL (HOME)
17-19	ELEMENTARY CHOIR AUDITIONS
20	DUKE TIP EVENING
21-22	MS WARRIOR CLASSIC VOLLEYBALL TOURNAMENT
21	STUDENT HOLIDAY/PARENT TEACHER CONFERENCES
21	VARSITY FOOTBALL (HOME)
24	ELEMENTARY CHOIR BEGINS 5 TH
26	ELEMENTARY CHOIR BEGINS 4 TH
26	SEE YOU AT THE POLE
27	JUNIOR RING/GRADUATION ORDERS
28	GRANDPARENTS DAY

28	Varsity Football (Away)
TBD	ATSSB Jazz Auditions HS
<u>OCTOBER</u>	
5	Junior Parent Meeting (AM)
5	Homecoming – Varsity Football (Home)
5	Admissions Coffee (Elementary Library)
6	SAT Test
10	PSAT/NMSQT/ASVAB
11	Secondary Picture Retakes
12	Pizza Friday
12	Varsity Football (Home)
15	High School Winter Sports Practices Begin
17	Elementary Picture Re-takes
17	End 1 st Quarter
18-19	Fall Break – Student Holiday/Teacher In-Service
22	Begin 2 nd Quarter
22-26	Warriors United for Israel Week
24	College Fair (Secondary Competition Gym)
25	Senior Pictures
26	Varsity Football (Away)
26-28 Weekend)	Feast of Tabernacles (Cornerstone Church/No Homework)
<u>NOVEMBER</u>	
2	Sophomore Parent's Meeting AM
2	Varsity Football (Home)
3	SAT
5	MS Winter Sports Practices Begin
7	MS & HS Winter Sports Parents Meeting (FB Live)
8	Open House (Elementary & Secondary Great Halls)
9	Varsity Football (Away)
9	Pizza Friday
11-12	TAPPS One Act Play
12 Practice)	Veterans Day Celebration (Secondary Gym/Competition &
13	Elementary Vision Board Night (College & Career, PM Dining Hall)
13	HS Community Service Day
14	MS Community Service Day
14-17	State Thespian Festival (Dallas)
15	Beginner Band Concert (Church Praise Center)
16-17	MS Warrior Classic Basketball Tournament
16	Elementary Thanksgiving Feast (Dining Hall)
19-23	Student/Faculty Holidays – Thanksgiving Break
29	Senior Picture Re-takes
TBD	ATSSB HE Region Audition
30	HS Warrior Classic Basketball Tournament

DECEMBER

1	HIGH SCHOOL WARRIOR CLASSIC BASKETBALL TOURNAMENT
1	SAT TEST
7	FRESHMAN PARENTS MEETING AM
7	PIZZA FRIDAY
7	ADMISSIONS COFFEE (ELEMENTARY LIBRARY)
6-8	HS THEATRE PRODUCTION (SECONDARY BLACK BOX STUDIO)
11	PIANO/GUITAR RECITAL (ELEMENTARY GREAT HALL)
13	SECONDARY BAND CHRISTMAS CONCERT (CHURCH PRAISE CENTER)
14	ELEMENTARY/MS CHRISTMAS CHOIR CONCERT (CHURCH SANCTUARY)
14	DEADLINE FOR JR RING/GRADUATION ORDERS
17-21	SECONDARY MID-TERMS
21	END 2 ND QUARTER – EARLY DISMISSAL
21	ELEMENTARY CHRISTMAS PARTIES
21	CHRISTMAS STAFF LUNCHEON (DINING HALL)
24 – 1/7	STUDENT HOLIDAY – CHRISTMAS BREAK
12/31-1/4	MISSION TRIP

JANUARY - 2019

7	TEACHER'S IN-SERVICE (DINING HALLS)
8	CLASSES RESUME – BEGIN 3 RD QUARTER
11	8 TH GRADE PARENTS MEETING AM
12	TCEA ROBOTICS CONTEST
13	TUITION ASSISTANCE MEETING (SONTERRA RM 242)
14	HIGH SCHOOL SPRING SPORTS PRACTICES BEGIN
17	OPEN HOUSE (ELEMENTARY & SECONDARY GREAT HALLS)
18	PIZZA FRIDAY
18	ADMISSIONS LUNCH (ELEMENTARY LIBRARY)
23	WARRIOR FOR A DAY
23-26	TEXAS EDUCATIONAL THEATRE ASSOC. CONVENTION (GALVESTON)
25	DONUTS & DEVOTIONS FOR DADS

FEBRUARY

1	7 TH GRADE PARENTS MEETING AM
4	MS SPRING SPORTS PRACTICE BEGIN
6	HS & MS SPRING SPORTS - PARENTS MEETING (FB LIVE)
7	5 TH GRADE SHADOW DAY & PARENT MEETING
13-16	TEXAS MUSIC EDUCATORS ASSOCIATION (SAN ANTONIO)
15	PIZZA FRIDAY
TBD	SECONDARY COURSE RALLY
TBD	SOPHOMORE PARENT'S MEETING
18	PRESIDENT'S DAY – HOLIDAY
22	MUFFINS FOR MOM'S
22	ADMISSIONS LUNCH (ELEMENTARY LIBRARY)
28	MS THEATRE PRODUCTION

MARCH

1	6 TH GRADE PARENTS MEETING
1-2	MS THEATRE PRODUCTION (SECONDARY BLACK BOX)
4	HS COMMUNITY OUTREACH
TBD	MS COMMUNITY OUTREACH
TBD	ELEMENTARY CLASS PICTURES
7	END OF 3 RD QUARTER
8-15	SPRING BREAK
9	SAT TEST
9-12	8 TH GRADE DC TRIP
TBD	PARENT TEACHER CONFERENCES ELEMENTARY
18	BEGIN 4 TH QUARTER
19	JUNIOR RING CEREMONY (CHURCH CHAPEL)
21	SCIENCE EXPO
21	CELEBRATION OF LEARNING (ELEMENTARY OPEN HOUSE-GREAT HALL)
22	WARRIOR FOR LIFE CAREER EXPO (AFTERNOON)
28	MS BAND SOLO & ENSEMBLE (SECONDARY BAND HALL)

APRIL

5	PIZZA FRIDAY
12	ELEMENTARY CHOIR SPRING FIESTA CONCERT (CHURCH PRAISE CENTER)
12	ADMISSIONS COFFEE (ELEMENTARY LIBRARY)
11-13	HS THEATRE SPRING MAINSTAGE PRODUCTION (SECONDARY BLACK BOX
STUDIO)	
18	K4 – 2 ND GRADE WARRIOR FUN DAY
19	GOOD FRIDAY-STUDENT/FACULTY HOLIDAY
24	SENIOR FAREWELL
25	3 RD -5 TH GRADE WARRIOR GAMES
25	MS CHOIR RECITAL
26	BATTLE OF FLOWERS – STUDENT/FACULTY HOLIDAY
26	ACSI ART FESTIVAL (ELEMENTARY GYM)
27	JR/SR BANQUET (SONTERRA BALLROOM)

MAY

2	NATIONAL DAY OF PRAYER
2	BEGINNER BAND NIGHT (SECONDARY BAND HALL)
4	ACSI ART SHOW (ELEMENTARY GYM)
3	ADMISSIONS COFFEE (ELEMENTARY LIBRARY)
TBD	THESPIAN SOCIETY INDUCTIONS (SECONDARY BLACK BOX STUDIO)
4	SAT TEST
6	ELEMENTARY SPRING CONCERT (CHURCH PRAISE CENTER)

6-17	AP EXAMS
7	PIANO GUITAR RECITAL (GREAT HALL)
7	MS AWARDS CEREMONY (SECONDARY GYM)
8	HS AWARDS CEREMONY (SECONDARY GYM)
8	WARRIOR ART SHOW (GYM AND THROUGHOUT THE SCHOOL)
21	KINDER GRADUATION REHEARSAL (CHURCH SANCTUARY)
21	KINDER GRADUATION (CHURCH SANCTUARY)
22	5 TH GRADE GRADUATION (SECONDARY GYM AM)
23	8 TH GRADE STEPPING UP CEREMONY (SECONDARY GYM)
25	12 TH GRADE GRADUATION REHEARSAL (CHURCH SANCTUARY AM)
25	12 TH GRADE GRADUATION (CHURCH SANCTUARY PM)
29 TH	END OF SCHOOL STAFF LUNCHEON (DINING HALL)

EARLY DISMISSALS

Teachers and coaches who need to have students dismissed early for competitions and field trips should follow the following procedure:

1. Submit an Early Dismissal Form (EDF) at least two weeks in advance of the anticipated dismissal (the only exception will be students who advance from one level of competition to another or students replacing others)
2. 1 weekly announcement will be made with student absences for the following week
3. Attendance will be updated automatically in RenWeb **(Do not override attendance)**

EDFs will not be posted on the “The Sword” or announced as they are received. These will need to be turned in 2 weeks prior to the event.

It is the student’s responsibility to obtain any work or take tests prior to the absence. However, teachers should help students in learning to become responsible with reminders and by making use of RenWeb, Atlas and GSuite to ensure instructional resources and assignments are available to students.

Teacher Duties

GENERAL GUIDELINES:

- Students should always be directed to the Dining Hall or Courtyard before 8:00 a.m. unless they are going to one of the following designated places: Dining Hall, Courtyard, Student Services, Library, Cornerstone Columned Corridors, and Field house if they are not meeting a teacher for ECHO hour.
- No food or drink is allowed inside the building outside of the dining hall. Please note that our dining hall food service closes at 7:45 a.m.

- At the conclusion of afternoon duty, teachers should sweep their area and escort any students lingering in the hallways to extended care.
- Teachers are responsible for their assigned duty. If a teacher cannot make their duty, they must find someone to cover their time. Confirm the change with the Secondary Office. While on duty, teachers must be in a position where they can be seen by everyone, students, parents, etc. **During Exam Weeks or on minimum day schedules, afternoon duty begins at 12:05 p.m. and ends at 12:35 p.m.**

MORNING DUTY: 7:30 AM – 8:00 AM

- Location: 2nd and 3rd Floor Wings/A and B Stairwells
 - Monitor students' behavior.
 - Walk through your designated hallway and stairwell, keeping eyes and ears open for any behavior or conversations that need to be redirected or noted.
 - Direct students to the appropriate gathering places as necessary.
- Location: Corridor Outside Dining Hall
 - Greet parents and students as they arrive, assisting families with direction.
 - Patrol corridor from elementary gym to the nurse's station.
 - No food, drink is allowed outside of the dining hall.
 - Monitor students' behavior.
 - Direct students to the appropriate gathering places as necessary.
- Location: Dining Hall
 - Greet students as they arrive, assisting them in finding their appropriate tables.
 - No food or drink is allowed outside of the dining hall. NOTE that the Dining Hall food service begins at 6:30am and closes at 7:45am.
 - Walk through designated secondary tables, keeping eyes and ears open for any behavior or conversations that need to be redirected or noted.
 - Dismiss students as appropriate. Extended care staff will help supervise students after 8:00. Please make sure you have communicated with this staff to let them know when you leave.
- Location: Grand Hall
 - Greet parents and students as they arrive, assisting families with direction.
 - Patrol the great hall, main stairwell, and hallways in the B wing..
 - No food, drink is allowed in the Great Hall.
 - Monitor students' behavior, redirecting them as necessary.
 - Direct students to appropriate gathering places.
- Location: Courtyard
 - Walk through the courtyard wherever students are and visit.
 - Monitor behavior and direct students to approved gathering places.
 - Keep eyes and ears open for any behavior or conversations that need to be redirected or noted.

LUNCH DUTY:

- Lines

AFTERNOON DUTY: 3:32 PM – 4:00 PM

- Location: 2nd and 3rd Floor Wings/A and B Stairwells
 - Monitor students' behavior.
 - Walk through your designated hallway and stairwell, keeping eyes and ears open for any behavior or conversations that need to be redirected or noted.
 - Direct students to car line, extended care, athletics, or their cars.
- Location: Corridor Outside Dining Hall
 - Greet parents and students as they arrive, assisting families with direction.
 - Patrol corridor from elementary gym to the nurse's station.
 - No food, drink is allowed outside of the dining hall.
 - Monitor students' behavior.
 - Direct students to car line, extended care, athletics, or their cars.
- Location: Dining Hall
 - Assisting them in finding their appropriate tables for extended care..
 - No food or drink is allowed outside of the dining hall.
 - Walk through designated secondary tables, keeping eyes and ears open for any behavior or conversations that need to be redirected or noted.
 - Dismiss students as appropriate. Extended care staff will help supervise students after 4:00.
 - Direct students to car line, athletics, or their cars, as needed.
- Location: Grand Hall
 - Say goodbye to parents and students as they arrive, assisting families with direction.
 - Patrol the great hall, main stairwell, and hallways in the B wing..
 - Monitor students' behavior, redirecting them as necessary.
 - Direct students to car line, extended care, athletics, or their cars.
- Location: Courtyard
 - Walk through the courtyard wherever students are and visit.
 - Monitor behavior and direct students to car line, extended care, athletics, or their cars..
 - Keep eyes and ears open for any behavior or conversations that need to be redirected or noted.
- Location: Student parking area
 - Monitor student behavior.
 - Report problems or violations to the Secondary Office or Security.

Technology

STATEMENT ON BYOD

Cornerstone Christian Schools requires all secondary students to bring an internet connected device to school every day. Use of technology at CCS is an expectation and not a privilege. We expect our students to use technology responsibly and practice good digital citizenship. The following details the guidelines, policies, and procedures to be followed for the Bring Your Own Device (BYOD) program.

DEVICE MINIMUM SPECIFICATIONS

Starting in 2018-2019 we are updating our school supply list to include an internet connected device. All Secondary students are required to bring a device every day. An approved device must:

- Connect to wireless internet
- Have a camera
- Have a microphone
- Have a keyboard for typing
- Be able to hold charge all school day

DEVICE NOT CONSIDERED ACCEPTABLE FOR BYOD

- Wearables (Apple Watch, etc.)
- Kindle or other E-Readers
- Video Games Systems (Nintendo Switch, X-Box, PS4, etc.)
- Flip Phones

Additional information on finding an appropriate device can be found [HERE](#)

GENERAL GUIDELINES & POLICIES FOR BYOD

RESPONSIBLE USE:

- I will only use websites that are appropriate for children at my age level.
- I will not copy material and say that I wrote it myself.
- I know that inappropriate use of our school computers will break school rules and sometimes even break the law.
- Student devices are the sole responsibility of the student owner. CCS assumes no responsibility for devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on CCS property, including school buses.

- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will CCS staff diagnose, repair, or work on a student's device. The user should consult the manufacturer/vendor/carrier for support of their device
- Students work will depend greatly on having a device. Students who do not bring a device or are without one for an extended period of time will be affected academically.

MANNERS:

- I will not send mean or hurtful messages.
- I will use appropriate language at all times.
- I will never use another's thoughts or ideas and call them my own.

ONLINE SAFETY:

- Using electronic devices for educational purposes in approved locations under the supervision of school personnel only
- When I am on the Internet, I will never give out personal information about myself or anyone else (such as my name, address, town I live in, telephone number, parents' work address or work phone number, passwords, or even the name of my school).
- If I am ever upset by something I see on the Internet, I will tell an adult immediately.
- If I ever get an e-mail/ instant message that is mean or frightening, I will tell an adult immediately.

RESPECT

- I will not cause any damage to school computers.
- I will not change or delete files that belong to anyone else.
- I will not give my password to anyone else, nor will I use anyone else's password.
- I will only use e-mail for school-related communication.
- I will not send harassing or offensive e-mail messages or content.
- I will not send spam e-mail messages or content.
- I will not send or read e-mail at inappropriate times, such as during class instruction.
- I will not send e-mail to share test answers or promote cheating in any way. Using technology in any way to cheat is still considered cheating.
- I will not use the account of another person.
- I will not take video, audio, or photographs unless it is for an assignment or have the permission of a teacher/admin

An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

In the event that a user believes a personally owned or personally provided device that is authorized to connect to the organization's resources, systems, or networks might be infected with a virus, spyware infection, or other malware threat or might be somehow compromised, they must immediately notify the IT department in writing of the potential security risk.

If a user loses or misplaces a personally owned or personally provided device that is authorized to connect to the organization's resources, systems, or networks, they must immediately notify the office of the potential security risk.

STUDENT RESPONSIBILITIES

Students are responsible for:

- Implementing virus and malware scanning on their electronic devices
- Reporting any inappropriate electronic device usage to a teacher or administrator immediately
- Ensuring their electronic devices are charged prior to bringing them to school
- Keeping device with you or in a locker at all times
 - Do not loan your device
 - Do not leave in a car
 - Teachers will not store devices
- Bringing the device fully charged every day
- Bringing the device charger every day
- Only printing from school devices. Personal devices will not be permitted to print.
- Only using CCS wireless network - no 3g or 4g
- Keeping devices in silent mode unless directed by a teacher

PARENT RESPONSIBILITIES

Parents are responsible for:

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device;
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes;
- Identifying the electronic device by labelling it, recording details such as make, model, and serial number, and/or installing tracking software;
- Procuring hazard or theft insurance for an electronic device;
- Encouraging their children to follow school policy and practice digital citizenship;
- Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose
- Assuming all responsibility for their child's unauthorized use of non-school Internet connections such as a 3G/4G cellular phone network.

DEVICE FREE ZONES/TIMES

There are certain times and places on campus that will always be "device-free." During these times and places students are not permitted to utilize any electronic devices, including phones. The following are the standing device-free times and places for the 2018-2019 school year:

- **Hallways** (Students needing to work should go to the library or the classroom they need tutoring in)
 - Before school
 - Echo Hour - unless otherwise directed by a teacher or admin
 - After School
- **Lunch (enjoy time visiting w/friends)**
- **Cafeteria - except for designated device area**
- **Bathrooms**
- **Stairwells**
- **Locker Rooms**

TECHNOLOGY RELATED DISCIPLINE

The use of technology at CCS is an expectation, not a privilege. All technology related discipline cases will be handled the same as others. Not all offenses resulting in discipline can be listed. Determination of offenses and their severity is at the discretion of the principal.

When in Doubt, Ask: Contact a school staff member right away and ask if you're unsure about a resource, network, app, or any related device use. We want you to benefit academically from the use of your device without damaging your device, or getting yourself in trouble. When in doubt, ask.

CLASSROOM PROCEDURES

When students enter the classroom teachers will post one of the following signs at the front of the classroom:

- **Devices Open**- Students should get out device and access the Google Classroom for instructions
- **Devices Closed** - Students should get out their device and leave it closed on the desk. Wait for instructions from teacher.
- **No Devices** - Students should leave their devices in their bags or under desk

During class teachers will use the following terminology when giving directions for how devices are to be used:

- **Devices Open** - Students should open devices and follow teachers instructions or actively working
- **Devices Closed** - Students should close device but leave them on their desks
- **No Devices/Devices Away** - Students should close their devices and put them under their desks/in their bags.

LOANER DEVICES

CCS maintains a small inventory of devices that any student may check out for the school day in the situation where their own device is damaged/stolen and is being repaired or replaced. CCS will **not** check out devices to students who have simply failed to bring or charge their device.

BEFORE SCHOOL STARTS FOR THE DAY, A STUDENT SHOULD:

1. Visit the Warrior Genius Center In **SB225**
2. Provide proof that they are unable to bring a device to school
 1. Ex. parent note regarding repair/replacement.
 2. Note from teacher/admin - for a period at a time
 3. Receipt or insurance claim for repairs.
 4. Police report.
2. Students will be issued a loaner device for the school day and must return it before leaving that same day.
3. Devices that are not returned or damaged may result in fines or responsibility for the full value of the device.
4. Repairs and replacements of personal devices must be done in a timely manner (this is generally within 2 weeks).

SOCIAL MEDIA POLICY

Teachers who participate in online interactions must remember that their posts reflect not only themselves, but Cornerstone Christian Schools.

Teachers are expected to abide by the following:

- Teachers may not “friend” or associate with students through any form of social media or online account unless approved by CCS.
- Teachers may not, under any circumstances, post or publish pictures, videos, or recordings of students to any personal social media account. This includes instances where teachers have been given permission by parents. CCS has official social media accounts to which student achievements are to be posted. Please contact Cynthia Hughes for more information.
- Teachers may not use social media sites to publish disparaging remarks about CCS and or other entities associated with John Hagee Ministries.
- Teachers should not create online or social media accounts on behalf of CCS.

LESSON PLANS

Teachers are to utilize Atlas for curriculum map planning and each curriculum map can serve as the designated lesson plan. Unit maps must be completed before instructional lessons commence. Curriculum maps include:

1. Standards Alignment (TEKS/CCS) - Drop down & Check boxes
2. Essential Questions (Content & Biblical) - Prompt with text space _ generate report for either Content or Biblical)
3. Unit Content Text box
4. Lesson Objectives: TSW (The Student Will) statements that identify the Bloom’s Taxonomy verbs.
5. Assessments (drop down - formative, summative, link rubric and proficiency scale, etc..)
6. Instructional Strategies: Drop Down Menu provided that includes Marzano 23
7. Lesson Plan/Activities: Detailed Daily/Weekly Lesson Plan. List the specific activities.

8. Resources/Technology Integration
9. Homework: Ensure naming of each assignment is consistent in RenWeb 1 Gradebook (text box)
10. Notes and Reflections: What We Do (prompt and text)

STUDENT CELL PHONES

Teachers should designate a place in plain view near the front of the classroom where students will deposit their cell phones when they walk in the room. Your system could match the seating chart. Cell phones should be turned to silent and vibration turned off so as not to distract the classroom.

Cell phones are now universally accepted as “necessities”. However, they can present challenges in the academic environment. It is the school leadership’s goal to help guard the integrity of the learning environment and instructional time. Therefore the following policies have been developed. All students are subject to policies with regard to cell phone possession and usage.

MIDDLE SCHOOL STUDENTS: Students in grades 6-8 may not have cell phones in their possession during school hours. Phones must be turned off and secured in the student locker. Phones must be turned off and remain off during the academic hours of the school day. If a student in grades 6-8 is found to be in possession of a cell phone during academic hours, the teacher shall confiscate the phone and submit it to the principal.

HIGH SCHOOL STUDENTS: Students in grades 9-12 may have their phones during the day, but they may only use them before school, between classes and after school. Students are not to have cell phones out at lunch time. All cell phones are to be turned in to the teacher at the beginning of each class. If a student is using his or her phone as their digital device, permission must be given before class starts. Students using their phone without permission during the school day (except between classes) will have their phone confiscated and turned in to the principal.

Administration has the right and responsibility to examine the contents of any device and it should be noted that inappropriate content on the device shall be dealt with in accordance with the school’s behavior policy.

Biblical Integration

Biblical Integration begins with research and lesson planning. It is implemented into the lessons’ activities through the heart filled with the Holy Spirit and the Word of God.

1. Begin each class with prayer and as the Holy Spirit leads.
2. Be aware of how false doctrines are impacting today’s youth socially, theologically, and academically.
3. Design your lessons to train students to glorify God in every aspect of their life and learning.
4. Show how God is the foundation of the lesson.
5. Resources
 - Biblicalworldview.com
 - Biblicalintegration.com
 - Haycock Biblical Integration resource, available at the CCS library

Student Dress Code

It is our desire to help students prepare allow their dress reflect a disciplined, Christian lifestyle as young man and young lady of God. The Scriptures only touch the issue of dress through principles. A Christian school dress code can be dealt with on a “spiritual” basis, only as it relates to biblical principles. The underlying principles are not usually a source of contention. They are more frequently related to institutional preferences, which the school chooses. Two different Christian schools that are equally committed to the Scriptures may have different dress guidelines for their faculty and students.

The principles found in I Timothy 2:9-10, 4:12, and Titus 2:6-8 teach: Appropriateness: “in harmony with the situation”, Modesty: “moral sensibility within the bounds of propriety”, and Humility: “not proud or self-assertive”. In addition, neatness, respect, and gender distinction are basic to the code.

Parents are encouraged to teach their children to live within the code’s guidelines. Nitpicking criticism, to which any set of rules is susceptible, creates a spirit of unrest in children. We want to prevent the dress code from becoming a major issue at CCS. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to comply with the code and parents are expected to monitor compliance before their children leave home. We are not here to be the “clothes police.” We are here to educate children. It is inappropriate that complying students, teachers, or principals be distracted from the educational process, due to someone failing in his or her commitment to follow the dress code. When in question, administration will determine what is appropriate, modest, light, moderate, or disruptive.

UNIFORM DRESS CODE VIOLATIONS

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

Uniform Dress

Parents should see the office for promotional materials that describe uniform requirements, cost and distributor information. Students are to wear the school uniform each day unless a particular day is designated as a non-uniform day. *All required, authorized CCS uniform items are registered at, and are to be purchased from Tommy Hilfiger, the contracted supplier.* Please label your child’s articles of clothing and maintain the quality of the clothing. Holes and tattered clothing are not acceptable.

Guidelines	Ladies	Gentlemen
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<p>Shirt/Blouse</p>	<p><i>Polo's and blouses must be tucked into the skirt, skort or pants.</i></p> <ul style="list-style-type: none"> ● White Oxford L/S Pinpoint Button Down Blouse (w/shield logo) ● White Polo S/S Fem Fit (Interlock or Pique) (w/shield logo) ● Navy Polo S/S Fem Fit (w/shield logo) ● Navy or White L/S Polo (interlock or Pique) (w/shield logo) ● Navy or White Polo S/S Co-ed Performance (w/shield logo) ● White ¾ Sleeve Pinpoint Blouse (w/shield logo) 	<p><i>Polo's and dress shirts must be tucked into pants or shorts.</i></p> <p>Middle School:</p> <ul style="list-style-type: none"> ● White Oxford L/S Shirt (w/shield logo) ● Navy Polo S/S (interlock, pique or performance) (w/shield logo) ● Navy Polo L/S (interlock, or pique) (w/shield logo) <p>High School:</p> <ul style="list-style-type: none"> ● White Oxford L/S Shirt (w/shield logo) ● White Polo S/S (interlock, pique or performance)(w/shield logo) ● White Polo L/S (interlock or pique) (w/shield logo) ● Red Polo S/S (interlock, pique or performance) (w/shield logo) ● Red Polo L/S (interlock or pique) (w/shield logo)
<p>Pants</p>	<p>Straight Leg Twill Khaki Pant</p>	<p>Pants Flat Front Khaki (twill blend)</p> <p>Black or brown leather (or leather-like) belt must be worn each day</p>
<p>Skirts</p>	<ul style="list-style-type: none"> ● Plaid Box Pleated Skort ● Plaid A Line 3 Button Skort <p>*You may wear this year's plaid skirts 2017-2018, however, if you do, due to the fact that we have open, multi-story atrium spaces in our Great Hall, you will be required to also wear some kind of shorts underneath.</p> <p>Skirts or Skorts must be below fingertip length.</p> <p>Students may not cut out the shorts from the skort. Doing so will result in the parent's purchasing of a new skort.</p> <p>Administration reserves the right to determine if the student has lost the privilege of the skirt or skort.</p>	<p>None</p>
<p>Walking</p>	<p>None</p>	<p>Shorts Flat Front Khaki (twill or</p>

Shorts		performance). Shorts should be about knee length, no more than 3” above the knee. Shorts may not be rolled at the knee or waist
Socks	Plain White Crew or Ankle Socks (no “no show” socks), Navy Knee Hi Cable Knit	Plain White Crew or Ankle Socks (no “no show” socks)
Shoes	Shoes must be leather, closed toe in solid black, brown or white.	Shoes must be leather, closed toe in solid black, brown or white.
Jewelry	Jewelry should reflect Christian values. Earrings may be worn, up to two per ear. Gauges, cartilage piercings and nose piercings are not permitted at CCS	Jewelry should reflect Christian values. Earrings may not be worn. Gauges, cartilage piercings and nose piercings are not permitted at CCS. A necklace may be worn inside the shirt.
Makeup/ Facial Hair	Middle School: Light makeup use should not draw attention to oneself and be age appropriate. High School: Moderate makeup use should not draw attention to oneself. Makeup should never be applied in the classroom.	No facial hair, such as beards or mustaches are allowed. Sideburns are to be trimmed to the middle of the ear.
Hair	Upper School Standards for Hair and Accessories Standards (Boys & Girls) <ul style="list-style-type: none"> • Boys and girls may not have bizarre haircuts, hairstyles, or hair colors. • Disruptive hairstyles are prohibited. • Boys and girls may not have visible tattoos, nose rings or body piercings • Caps or hats are not permitted inside buildings or classrooms • Boys may not have long hair or wear headbands • Boys may not have top knots, ponytails or man-buns • Girls may wear Black, brown, nude, navy, red, or white bands, ribbons or headbands may be worn, as well as uniform plaid. • Hairstyles will be determined by the administrations discretion. 	
Outerwear	Navy V Neck Sweater (w/shield logo) Navy Full Zip Fem Fit Fleece (w/shield logo)	

	During colder seasons hoodies and jackets that are CCS branded or monogrammed with the school logo. Appropriate dress code should be worn under outerwear.
Spirit Dress (Fridays)	The first Friday of the month is our day to focus on wearing our theme shirts. Any CCS spirit shirt may be worn on Fridays. Blue jeans with no holes may be worn. No jeggings or leggings. Tennis shoes, school shoes or boots.

*Tattoos must be covered while attending CCS and CCS events.

Physical Education: PE attire will need to be purchased through School Uniforms by Tommy Hilfiger. Athletic shoes are required for PE and athletic competition. They must have non-marking soles.

NON-UNIFORM DRESS DAYS

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

Discipline

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

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

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

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

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

STUDENT CODE OF CONDUCT

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

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

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

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

Students are responsible for their behavior both on and off campus 24-hours a day, 7 days a week, every day of the year. If a student engages in a behavior that violates: the disciplinary principles in this handbook; is detrimental to the school; or the peaceful working order of Cornerstone Christian Schools, the Administration has the right to discipline such behaviors. With that said, it is a privilege, not a right, to attend Cornerstone Christian Schools. Should a parent refuse to allow their child to serve, or, a student refuse to serve a Saturday School or a suspension, that student will not be allowed to attend school until they agree to serve.

CONDUCT AT ATHLETIC EVENTS

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

DISCIPLINE POLICY

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

Level I Infractions

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

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

- Using cosmetics in class

Level II Infractions

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

- Repetition of Level I offenses
- Being in unauthorized places on campus
- Vulgar or profane language, written or spoken
- Out of class without a hall pass or written permission
- Insubordination
- Disrespect towards faculty-staff (rolling of eyes, talking back, etc.)
- Verbal altercation with another student
- Improper use of telephone
- Lying
- Excessive in-between class tardies, or morning tardies.

Level III Infractions

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

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

Level IV Infractions

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

- Committing extortion, coercion, or blackmail; that is obtaining money or other object of value from an unwilling person or forcing an individual to act through the use of force or threat of force
- Engaging in inappropriate physical or sexual contact disruptive to other students of the school environment

- Engaging in offensive conduct of a sexual nature; whether verbal or physical, which may include requests for sending, posting, or sharing inappropriate pictures of a sexual nature, sexual favors or other intimidating sexual conduct directed toward another individual
- Engaging in inappropriate social media use by posting, or condoning, content that is sexual nature, immodest, vulgar, obscene, unlawful or any behaviors contrary to the CCS code of conduct.
- Any verbal or physical assault on faculty/administration/or student, or the destruction of their personal property

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

Discipline Consequences

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

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

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

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

PROHIBITIONS

ALCOHOL, TOBACCO, VAPING, DRUG USE

Based on 1 Thessalonians 5:22, we are commanded to avoid the very appearance of evil. Also, 1 Corinthians 6:19 refers to our bodies as the temple of the Holy Spirit. We must protect our bodies and care for them. The prohibition of tobacco, vaping, alcohol, and drugs is based further on the premise provided by ethical and legal considerations. Students who participate in these activities will be subject, as a minimum, to suspension and may incur more serious action such as expulsion. With these Scriptures and rationale as our foundation, CCS desires its students to make the very best choices. Cornerstone Christian Schools students will not engage in the use of tobacco, alcohol, illegal drugs, vaping, misuse of prescription/over-the-counter drugs (in any amount/volume) while either on or off campus.

DISCIPLINARY RESPONSE

If students do engage in the above listed activities, administration will review and apply the appropriate

discipline. Determination of consequences (suspension or expulsion) will be at the discretion of Principal and Superintendent.

EXPULSION[\[JE1\]](#)

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

Administration will recommend to the CCS School Board that the violator be expelled immediately, regardless of prior history or behavioral record, regarding the following issues/activities:

1. Use of alcohol, drugs and misuse of prescription drugs on school grounds or on/during a school event.
2. Threats made against individuals or school property.
3. Willfully bringing a weapon onto school property or on a school event.
4. Sexual misconduct on campus.

DISCIPLINE REFERRALS

If it is necessary for a student to be removed from the classroom immediately, they should be referred to the secondary office for discipline and must have a Discipline Report form. Teacher must complete the form and send it with the student. The office must be notified via intercom that the student is being sent.

The Discipline Report should be filled out completely, and the statement of the problem should be clear and specific. That is, describe exactly what the student did, avoiding opinion, pejorative language, or vague statements.

- CORRECT – “Johnny was throwing pencils at other students.”
- INCORRECT – “Johnny was being a jerk.”

- CORRECT – “Susie refused to stop talking after 3 warnings.”
- INCORRECT – “Susie should learn better manners.”

STUDENT ATTENDANCE PROCEDURES

It is critical that accurate attendance records are kept. Any questions regarding attendance should be directed to Rita Saenz.

Students who are absent should be marked on the attendance portion of RenWeb. This will be the responsibility of each teacher to take attendance for each class period and record it into RenWeb within the first 10 minutes of class.

If a student arrives late, they should come with a pass to excuse tardiness or should be marked *Unexcused Tardy*. Anytime a student arrives significantly late to class – meaning over 10 minutes, with or without a pass, please alert the secondary office.

When students are participating in an event that excuses the absence it will generally be previously marked SA (School Activity). Any discrepancy should be brought to the attention of Rita Saenz, i.e. if a student is marked SA but is in attendance, or if the SA is not marked but you believe it should be. **Do not change any students marked SA or Excused simply notify Rita Saenz.**

HALL PASSES

No more than one student should be allowed out of class unless absolutely necessary. Students in the hallway during class must have a hall pass. No exceptions.

- **SCHOOL CLINIC:** The clinic is under the supervision of a qualified nurse. No student will be accepted in the clinic without a nurse's referral form – except in extreme emergencies. Should a student come tardy to your class with a nurse's referral, within 6 minutes of the time sent from the clinic, do not count them tardy.
- **LIBRARY:** Students are not allowed to go to the Library without a hall pass. Students must return to class before the end of the period.
- **COUNSELOR REFERRALS:** Students will be called by the Secondary Office when needed in the Counselor's Office. They should not be dismissed for this purpose without being called, unless they have a pass from the Counselor. The student should not be readmitted to class without a Counselor Referral Form or blue pass which has been completed and signed by the counselor or counselor's staff. In the event of a crisis, the teacher should advise the office that a student is in crisis and may need to see the counselor. Do not send a student in crisis to the Counselor unattended.
- **DO NOT SEND** students to the office during morning announcements.
- **STUDENT SIGN IN/SIGN OUT:** Students should not leave during class-time unless they are called from the office, going to the bathroom, or going to the nurse.

FOOD AND BEVERAGES

Students are not to leave the Dining Hall with food at any time. There is to be no eating in the classroom or hallways. Students may have water to drink in the classroom in a clear container.

TUTORING AND STUDY HALL

Students leaving a study hall in the morning must have a pass to go from one class to another.

Grading Procedures

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

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

No grades are to be recorded in the grade book unless the teacher has reviewed all work of the students.

No grades should be posted as over 100%.

Grading should reflect all work completed, with the ratio of values assigned to each element as 40% Tests, 25% Homework and 35% Quizzes/Projects/Etc. The Vertical Team Leader, with the Principal's approval, may set percentages for each category within each curriculum area.

Teachers must indicate their grading policy on their course outlines at the beginning of the year. If there is an administratively approved change in grading policy during the year, notice must be provided in writing to inform students and parents.

Earned grades may not be diminished for disciplinary reasons. A grade that is earned may not be reduced because of behavior. However, teachers may make behavior a small part of their grading policy, 5% or less.

RENWEB

Teachers must maintain a hard copy grade book.

All grades will be recorded in RenWeb and will be viewable through the Parent's Web. Teachers must keep grades current so parents may have the most up-to-date status of the child's progress.

- Enter grades as soon as possible. Homework and quiz grades should be entered within 1-2 days and test grades should be entered less than a week after the test has been given.
- **A minimum of 3 grades should be entered each week.**
- Indicate students' missing assignments.

Parents and students must be able to view all assignments for the upcoming week on RenWeb by Friday at 5:00 p.m. for the upcoming week. Each Friday, all assignment, quiz, and test grades need to be entered for the previous week before a teacher leaves for the week.

All teachers are required to keep their RenWeb information current. We must make every effort to help our students be successful and help parents hold their children accountable by using the tools we have laid before them.

PROCESS FOR INPUTTING GRADES

Teacher Process for completing quarter grades in RenWeb for Report Cards.

1. Bring gradebook current for the quarter.
2. Load grades from gradebook:
From the Main RenWeb Page select – Report Card – Class >Select the Class >Load Grades from Gradebook >Choose a Term >Choose Number or Letter >Click OK.
3. Ensure that all grades are listed for each student. Enter comments by selecting the *Comments* tab. Comments must be entered for grades below a 74. Don't forget to click *save*.
4. Double check all grades for accuracy before confirming.
5. You do not have to print a hardcopy of your Report Cards.
6. Grades must be complete by the deadline given from the Secondary Principal. When grades are complete, complete the required form and interview with the Principal's designated administrator.

Semester 1 Grades:

Quarter 2 grades must be calculated, then select >What grade to calculate >Semester 1 > Calculate.

Semester 2/ Year End Grades:

MS students will have a final grade. HS students only have Semester 1 and Semester 2 grades.

For Middle School Grades:

1. Calculate Semester 2 radial
2. Calculate final grades radial

TESTING

Testing is an essential tool for the measurement of student progress. Students should have a minimum of 3 tests/projects per quarter.

SEMESTER FINALS

All courses are required to meet during the scheduled test times and administer either an academic test or final project for the semester exam.

LATE WORK ACCEPTANCE AND GRADING POLICY

As educators, we should work to motivate and assist the students to develop excellent work and study habits which include learning the importance of meeting deadlines. It is equally important that the students master course content, preparing them for assessment testing and more importantly for their future life experience.

DEFINITION OF LATE WORK: Work is to be considered late for the class in which the work is due, on the day it is due, no earlier than the tardy bell for that class, and no later than the end of that same class. The specific time an assignment is due within the period of time is at the discretion of the teacher. However, due times within the class period are to be reasonable, consistent and in no event a surprise to the student. The student should be able to rely on a pattern set by the teacher; this will allow the planning skills of the student to develop. Exceptions to this policy are those covered by an excused absence or excused tardy. There is no late work accepted for credit after the semester ends.

GRADING LATE WORK: Finally, all homework should be turned in during the period that it is due as required by the teacher on the due date in order to receive full credit. If a student turns in an assignment one day late, 5 points will be taken off. If a student turns in an assignment two days late, 10 points will be taken off. Any assignments turned in three or more days late must be turned in and will have 50 points taken off. (Effective 10/23/2017)

All incomplete grades must be made up within the first two weeks of the following quarter. Students receiving incomplete grades for the fourth quarter must complete all work within two weeks after school closes.

TEST MAKE-UP POLICY

If a student has an excused absence from school, including any school sponsored event or in-school discipline, and they have a test(s) scheduled for the day of the absence, the test must be made up according to the following guidelines:

- The student must arrange a time to make-up the test with their teacher.
- Tests may be made up the day before, the day of, or the first day following the event, at the student's convenience.
- If the student has a study hall period, they may use that time to make up the test. The study hall monitor can proctor the test.
- In the event that no other time can be arranged, the student may, by agreement with the teacher, arrange to test before or after school.
- The student must make up the missed test according to the school policy.

GRADING SCALE AND COMMENT CODES

Explanation of Grades

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69

Comment Codes

I	Incomplete
S	SATISFACTORY
U	UNSATISFACTORY
W	WITHDREW

Comment Codes: A comment code is required for all grades 73 and below.

- | | |
|--|-------------------------------|
| 1. Teacher / Parent Conference Needed | 6. Poor Test Scores |
| 2. Tardiness / Absences Affected Work | 7. Poor Study Habits |
| 3. Materials Not Brought to Class | 8. A Delight to Have in Class |
| 4. Incomplete Assignments | 9. Improvement |
| 5. Behavior Interfered with Class Work | 10. Excellent Work |

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

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

- In the event that student has difficulty in the advanced level course, the parent will be responsible for providing assistance and/or private tutoring as necessary to meet the requirements of the course curriculum.
- Should the student not maintain the required standard of 80 percent, he/she will be moved to the regular level of this course of the semester. Advanced level classes are offered for Secondary students. Consideration is given to standardized test scores for participation in these courses.

Advanced level classes are offered in all core areas in the 8th – 12th grades. Students taking advanced level classes will be required to complete additional class work, research and projects in addition to the basic material required for the subject area. As with all other courses, students in advanced level courses will be tested for comprehension and achievement.

Teachers will be required to develop lesson plans for Advanced Courses that they teach which should include the following elements:

Advanced Coursework should be closely related to the subject, and include work and research outside of regular class, which is additional to the expectations of the non-honors version of the same class.

There should be means of measurement other than graded assignments to evaluate what the student has acquired from Honors work.

Students in advanced level classes must maintain at least an 80 average. Advanced level course grades below 80 will not be weighted, and will result in the student's removal from the class. Grades in advanced level classes will be weighted at the end of the semester as follows:

Numeric Grade	GPA	Honors +.5	AP +1.0
97-100	4.0	4.50	5.00
93-96	3.75	4.25	4.75
90-92	3.50	4.00	4.50
87-89	3.25	3.75	4.25
83-86	3.00	3.50	4.00
80-82	2.75	3.25	3.75
77-79	2.50	3.00	3.50
73-76	2.25	2.75	3.25
70-72	2.00	2.50	3.00
65-69	1.00	1.50	2.50

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

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

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

All incomplete grades must be made up within the first two weeks from when the report card was issued of the following quarter. Students receiving incomplete grades for the fourth quarter must complete all work within two weeks after school ends.

DUAL CREDIT PROGRAMS

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

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

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

DUAL ENROLLMENT PROGRAM

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

Juniors and Seniors are eligible and should contact the College and Career office for more information.

***ALL AP/ HONORS CLASSES WILL BE WEIGHTED ONLY AT THE END OF EACH SEMESTER.**

STUDENT GRADE CHANGES AND INCOMPLETES

Teachers who wish to change a student’s grade must submit a Grade Change Form (form follows).

Teachers have two weeks from the end of the quarter to complete a grade change form.

No student’s grade will be changed without the proper form being submitted to the Registrar. Teachers who wish to change a student’s grade must submit justification along with proper form.

Incomplete - Students, who do not have a grade due to incomplete or pending work, must receive an “I” for the purposes of reporting. **The student will then have 2 weeks to complete work, unless otherwise approved with administration.** When the work is completed, the student will receive the corresponding grade. If the work is not completed, the parent should be advised, and the student will receive a failing grade.

Student Grade Change

Name: _____

Date: _____

Grade: _____

Reason for change:

Subject	Old Grade	New Grade	Teacher	Initial	Effective Date

Please use this area to comment as to why the grade has been changed. Submit verification for the grade change as necessary.

PROMOTION AND RETENTION

The decision to promote or retain a child at the end of the school year is based on the child's ability to function adequately at the current grade level. Aspects to be considered include academic progress (especially in core academic disciplines), presence of any learning disabilities, and on occasion, social maturity.

Additional retention policies are detailed in the Parent/Student Handbook.

HOMEWORK GUIDING PRINCIPLES AND POLICY

GUIDING PHILOSOPHY

Teachers desire for students to enjoy well-rounded lives (with time for family, church, sports, performing arts, etc.) beyond their academic work. Teachers also recognize that because CCS has a high percentage of commuters, student time outside school is at a premium. Even so, homework is necessary as students extend their learning beyond the classroom in order to:

- a. provide adequate time to deeply explore and understand the subject.
- b. prepare themselves for the self-discipline and work ethic required in college and beyond.

GUIDING PRINCIPLES

Teachers use class time wisely and try to give students classwork instead of homework.

- Math and Foreign Language require practice beyond the classroom.
- Reading, research and writing assignments require time beyond the classroom period.

GUIDING PURPOSES

Homework should provide meaningful opportunities for students to:

- preview
- practice
- self-assess
- explore
- create

GUIDING QUESTIONS

As teachers assign homework, they ask: Is the homework:

- Necessary? For all students? If yes, why?
 - Does this homework prepare students for tomorrow's learning activities?
 - Are students practicing a skill that cannot be amply practiced during class time?
- In line with the stated time parameters set in my syllabus?
- Offering students choice and/or self-pacing (for differentiation)?
- Appropriate for any home/family environment?
- Are students equipped with the necessary skills/resources to complete the homework?
- Are good communication strategies being used with parents?

POLICIES

Holidays

We do not give homework during Thanksgiving, Christmas, Spring Break. Exceptions can be made for AP courses.

End of Quarter

* Classwide field trips during the last two weeks of each quarter will not be approved.

* The last two weeks of each quarter, these are appointed days for summative assessments:

GRADE AND DEPARTMENT POLICIES

For levels courses in all grades - General rule will be no HW policy.

HW is defined as work that must be completed outside the classroom for a grade that will be entered into the gradebook. Long range projects that are graded would be an exception.

WHEN HOMEWORK IS ASSIGNED

Grades 1-8 (maximums)

- 10 minutes of HW per grade. E.G. 2nd grader no more than 20 minutes of HW

Grades 9-12 Departments - (General Rule Daily Maximums)

- Elective and PE Courses - No HW
- Bible - No HW
- LOTE - 15 min
- Social Sciences - 15 min
- Math - 30 min
- ELA - 30 min
- Science - 30 min
- Fine Arts - 15 min

Honors and AP courses may give double the time.

	Homework	Exam	Tutoring
Monday	Language/History	None	None
Tuesday	Math/Science	Language/History/Bible	Language/History/Bible
Wednesday	Language/History	Math/Science/Electives	Math/Science/Electives
Thursday	Math/Science	Language/History/Bible	Language/History/Bible

Friday	None	Math/Science/Electives	Math/Science/Electives
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Professionalism

TEACHER ATTENDANCE

Teachers are required to arrive on campus in order to be at their station (devotions, tutoring or duty) by 7:30 a.m.

Devotions are held two days a week at 7:30 a.m. on Tuesdays and Thursdays. Attendance is required.

ABSENCES

All planned absences should be scheduled two weeks in advance and submitted to Brittany Martinez, in the secondary office, for approval. i.e: personal day, school event (conference, field trips, games) these need to be submitted as soon as possible at least 2 weeks ahead of time. Failure to comply may result in the refusal of request.

Teachers who must be absent due to illness or emergency must report their absence as soon as they know they will be out. In order for a substitute teacher to be assigned in a timely manner, please report your absence to Brittany Martinez at 210-323-8545 leaving your name and length of absence, no later than 11:00 p.m. or no earlier than 6:15 a.m. Substitute arrangements are handled by the secondary office; please do not make arrangements with a substitute without approval from the secondary office.

Coaches are responsible for submitting absence request with their Signature to cover their classes ASAP to Brittany Martinez Day-of is unacceptable. In cases of tournaments, possible absences should be discussed with Mrs. Martinez.

Refer to Substitute Teacher Folder policy that follows.

Teachers who leave campus for any reason other than scheduled absences or allotted lunch period must complete an absence form. Should you leave campus for lunch, please notify the office by e-mail or school phone.

NOTE: No planned absences will be approved for teacher work/development days or in the last two weeks of a Semester. See the "Master Schedule with Blackout Dates" on page 10.

SUBSTITUTE FOLDER

The Substitute or Guest Teacher Folder is to be kept in your teacher mailbox at all times Mailboxes located in 1st floor workroom. Lesson plans for the following week should be printed from the Atlas Curriculum Map and placed in the designated area (substitute folder) prior to the teacher's departure on Friday afternoon. **The following information is to be updated or replaced regularly as necessary:**

- A list of student names, identifying two or three student leaders who can assist the guest teacher
- Seating Chart
- Important notes regarding student health issues, allergies, and special needs, accommodations.
- Class schedule
- Supplemental learning activities
- Bell schedule

- Emergency crisis management procedures: fire drill, lock-down, tornado drill, building evacuation, etc.
- Classroom management policy and procedures for daily routines
- Forms: attendance, discipline referrals, nurse referrals, and passes
- Guest Teacher Feedback Form- [Click Here](#)

COURSE OVERVIEWS (THIS IS THE TERMINOLOGY WE HAVE USED VS SYLLABUS)

Starting this year, course overviews will be loaded into the Atlas Curriculum Map and into RenWeb Resources. Teachers should print very few course overviews for students who may have trouble accessing them at home. Please refrain from printing out course overviews for every student.

FRIDAY FORECASTS

Each week teachers are responsible to complete the following by Friday at 4:00 PM:

1. Report 3 grades to the *RenWeb gradebook*.
2. Lesson plans and materials are complete for the following week in *ATLAS*, printed and turned in to the designated location in the office.
3. Acknowledge you have completed your weekly checks via the weekly assignment in the *Secondary Principal's Course*.
4. Administration will conduct checks of lesson plans and grades.

ADMINISTRATION/FACULTY/STAFF DRESS CODE (REVISED 08/08/2016)

The goal of CCS is unprecedented excellence in every area, including personal appearance. As representatives of CCS, Administration/Faculty/Staff are expected to maintain an overall professional business appearance. At all times, employee dress is expected to be modest, professional and in compliance with the dress code whether on campus, school sponsored events, attending seminars, conventions, or staff development functions. Dress and appearance should not be offensive to parents, students, co-workers or others you may interact with while on campus or at any school related function.

Remember the general rule of thumb: *Dress the way you want to be treated.*

LADIES

Dresses: Dresses and skirts should be modest in length; no shorter than slightly above the knee. Dresses should fit properly, not tight or clingy. No spandex.

Dress slacks should not be tight fitting. Dress slacks should be appropriate in length; capri-style (mid-calf) or above the ankle is permitted. Cargo pants, denim fabric of any color and jean style pants are not acceptable except on spirit dress days. Tight-fitting skinny jeans are not acceptable. Leggings and jeggings are not acceptable unless covered by an acceptable dress length tunic (see Dresses above). Sweatpants and jogging suits are not acceptable.

Shoes: Shoes must be appropriate dress style. Flip flops, regardless of how embellished, are not acceptable at any time for any reason. In between the toe sandals are permitted provided that they have a strap around the heel. Athletic/tennis style shoes are permitted on dress down days only.

Additionally:

- Visible **cleavage is never acceptable or appropriate** on campus or at any school sponsored event on or off campus.
- Spaghetti straps, tank tops and clothing that reveals bare back, midriff or shoulders are not acceptable.
- See through clothing that exposes the body or is **provocative is not acceptable** on campus or at any school sponsored event on or off campus.
- Proper undergarments should be worn at all times.

GENTLEMEN

Slacks: Men must wear professional style, traditional fitting dress slacks with a belt at the natural waist. Cargo pants and jean style pants are not acceptable except on spirit dress days.

Shirts: Men must wear dress shirts and ties or professional style collared shirts. Shirts must be tucked in. Secondary teachers must wear a tie on chapel day.

Shoes: Leather style dress shoes are appropriate to maintaining a professional appearance. Athletic/tennis style shoes are permitted on dress down days only. Flip flops, including sandals with thongs between the toes, are not acceptable at any time for any reason.

Belt: Men must wear a professional leather style belt.

Hair: Hair should be above the collar and no longer than mid-ear on the sides, neatly trimmed, clean and well-groomed.

Facial Hair: Facial hair, beard, sideburns should be neatly trimmed, clean, well-groomed and the other exposed facial areas clean shaven.

Additionally:

- Tank tops or muscle shirts are not acceptable.
- Earrings are not acceptable.
- Excessive jewelry is not acceptable.

LADIES AND GENTLEMEN

- **Shorts are not acceptable** except in special circumstances with approval from supervisor. If approved by supervisor and there is an occasion that calls for wearing shorts, the requirements are loose fitting and a minimum of mid-thigh to knee length. Short shorts, jogging shorts, biker shorts and spandex are not acceptable. **Please note: This also applies to physical education teachers/aides and coaches.**
- Visible tattoos, including temporary ones, of any kind are not appropriate on campus or at school sponsored events on or off campus. **Permanent tattoos must be covered up.**
- There should be **no visible body piercings** with the exception of the ear lobe for ladies. Visible body piercings with earrings or other hardware, including spacers, in the ear cartilage, nose, tongue or lips are not acceptable.
- Please wear clothing that is clean, free of rips, tears or stains, and is wrinkle free.
- Faded and/or tattered clothing or clothing displaying inappropriate or disrespectful advertising or writing contrary to Biblical principles and CCS moral standards are never acceptable, including on dress down days.
- Hair coloring is acceptable; however the color and hairstyle should be consistent with the required professional and conservative appearance. Color should be consistent with naturally human genetic colors such as blond, brunette, black and auburn. Colors such as pink, purple, blue, etc. are not acceptable. Hair should be clean, well-groomed, cut and styled in keeping with a conservative, professional appearance.
- There may occasionally be dress code exceptions made for staff whose duties require outdoor or physical movement. Staff members should consult with their supervisor regarding task appropriate dress. The general standard of always maintaining a professional, modest, clean

and well-kept appearance still applies, as do the standards regarding tattoos and piercings, and the guidelines for appropriate shorts and shoes.

- The school principals may have additional dress code requirements for chapel days and formal or dress up school sponsored events.

CCS Administration will make the final determination regarding what is and is not acceptable regarding professional dress and appearance standards. If you have any questions or need clarification, please consult with your administrator.

MENTORING PROGRAM

First year CCS teachers will be paired with a Mentor to help continue the teacher orientation process throughout the year. This person will be assigned to help the new teachers get connected in the CCS community and answer questions that may arise during the year.

ACSI CERTIFICATION

It is the responsibility of each teacher to maintain their ACSI certification. Keep a record of all Bible and Professional CEU's. Although many of these are available through our in-service days, other opportunities are available through Con-Nexus, the ACSI website.



Checklist for The Truth Project: An ACSI Philosophy-Requirement Option

Name: _____ ACSI Certificate _____

Mailing Address: _____
City State Zip/Postal Code

School Name: _____

Mailing Address: _____
City State Zip/Postal Code

Check the following when completed (All requirements must be fulfilled before submission.):

- _____ 1. I have attended or viewed all 14 tours of the Truth Project: An ACSI Philosophy-Requirement Option course.
- _____ 2. I have participated in a minimum of 80% of the group discussions of each tour.
- _____ 3. I have submitted two lesson plans (in disciplines of my choice) that integrate a biblical worldview based on the principles in The Truth Project: An ACSI Philosophy-Requirement Option course and have been observed teaching these lessons by the administrator or site facilitator.
- _____ 4. I have read 2 of 6 required books on the ACSI Truth Project Philosophy Requirement Checklist:
 - a. *Teaching Redemptively: Bringing Grace and Truth into Your Classroom*. Donovan Graham. Colorado Springs, CO: Purposeful Design Publications, 2004.
 - b. *Reclaiming the Future of Christian Education*. Albert E. Greene. Colorado Springs, CO: Purposeful Design Publications, 1998.
 - c. *Truth and Transformation*. Vishal Mangalwadi. Seattle, WA: YWAM Publishing, 2009. (Available through ACSI.)
 - d. *Total Truth: Liberating Christianity from its Cultural Captivity*. Nancy Pearcy. Wheaton, IL: Crossway Books, 2004. (Available through ACSI.)
 - e. *Walking with God in the Classroom: Christian Approaches to Teaching and Learning*, third edition. Harro Van Brummelen. Colorado Springs, CO: Purposeful Design Publications, 2009.
 - f. *Cultivating Christian Character*. Michael A. Zigarelli. Colorado Springs, CO: Purposeful Design Publications, 2005.

All books are available through Purposeful Design Publications, Colorado Springs, Colorado: 800-367-0798.

The site facilitator must sign below, verifying successful completion of the above requirements.

Signature of Site Facilitator

Printed Name Date

Signature of Teacher or Administrator Completing This ACSI Christian Philosophy of Education Requirement

Printed Name Date

Send this completed form along with your application, fee, etc. Do not send it separately. This checklist is not required for your first ACSI Interim or Temporary (Basic) Certificate.

Miscellaneous

EMERGENCY PROCEDURES

A Crisis Management Manual and Emergency Crisis Kit are provided for each classroom. Refer to the manual for detailed emergency procedures. Keep the Emergency Crisis Kit and a cover for your door window readily accessible for yourself or a substitute.

WORK ORDER

In the event you need to request assistance from the maintenance department, please email Brittany Stowers. She will forward the information to Mrs. Davenport. Rita Saenz will generate the final work order and send it to maintenance.

Maintenance is available to help you with requests such as:

- Sanitation problems
- Room setups
- Classroom furniture deletions/additions
- Ground maintenance
- Fire drills
- Phone systems
- Heating and cooling
- Playground safety
- Storage

PURCHASE ORDERS

If you are in need of books or items not in stock, please see Brittany Stowers to provide you with a P. O. (Purchase Order Form). The completed P. O. should be returned to Brittany Stowers for processing. Only the original P. O. will be accepted.

***GRADE LEVEL MUST BE SPECIFIED FOR EACH ITEM ORDERED.**

***REIMBURSEMENTS ARE NOT ACCEPTABLE AT ANY TIME. YOU MUST RECEIVE APPROVAL PRIOR TO PURCHASE.**

Any bulk supply items, such as pens, pencils, glue, etc., will not require a Purchase Order. If you need any of these items, please inform the Secondary Office. If you need any of these items, please inform the Secondary Office. Do not help yourself to supplies or keys so that an accurate inventory is kept.

FIELD TRIPS

All field trip requests should first be submitted to the Secondary Principal copying her Assistant.

Field trip requests should be submitted electronically at least six (6) weeks in advance, so that they may be reviewed, approved, and adequately planned.

Field trips are limited in number, and, as much as possible, they should be multidisciplinary. That is, they should meet the objectives of more than one content area or course. This will allow for maximum benefit with a minimum amount of disruption to normal instruction.

Always budget the cost of chaperones attending into the student costs.

All field trip requests should include the Trip Proposal Form.

Once the trip is approved the following documents which can be found in MS & HS Teacher Folder must be submitted:

- Travel Consent Form
- Transportation Request Form
- Early Dismissal Form indicating which students will be attending (Must be turned in a minimum of 1 week before and updated 48 hours before trip)

All field trips are subject to the approval of the Principal and Superintendent.

NOTE: No Field Trips will be approved during the last two Weeks of a Semester.

LIBRARY POLICIES AND PROCEDURES

BOOKS

Students and teachers may check out books. Due to limited availability, books may be checked out for two weeks only.

Visits to the library may be made any time that a class is not scheduled. Students must have a pass, provided by the teacher. (There is a limit of two students per class, per fifteen minutes.)

Anyone who has an overdue book or overdue charge may not check out materials. This applies to teachers with overdue materials also. Books may be renewed once, if there is no overdue charge on them and if the book has not been placed on a waiting list.

PERIODICALS AND REFERENCE MATERIALS

Teachers may check out only a complete file of periodicals. However, reference books must remain in the library.

ACQUISITIONS

If you would like a specific periodical in the library, please give the information to the Librarian. If you want to see what is available, there is a list that you may preview while visiting the library. If you would like to see a particular book added to our collection, write it down. Include author, title, publisher, copyright and price when you make your request. There are book catalogs available to help you.

FACULTY CIRCULATION

Books reserved for the faculty are kept behind the circulation desk. You are welcome to check out the same books in the stacks that the students use, or you may check out faculty books. Faculty books will not be checked out to students.

HOURS

The library schedule will be posted at the beginning of the school year. Any teacher needing to bring an entire class to the library for research may do so, but the time must be scheduled in advance.

Students may make additional visits to the library. Remember: library passes and a limit of two students per fifteen minutes.

Please be on time for your scheduled library time.

STUDENT INJURIES

When an injury occurs that could result in requiring further medical care outside of the school property, the following steps must be followed.

1. A Teacher / Nurse Referral or a Trainer Injury Report in the case of an injury occurring in athletics must be completed.
2. A Notification of Injury Report must be given to the parent. This must be hand delivered, e-mailed, or picked up by the parent in the clinic or in athletics if the injury occurred during an athletic event.
3. Part 1 of the Notification of Injury Report must be filled out by a representative of the school electronically. The form should then be printed, signed and given to the parent along with the statements and claim instructions.
4. Part 2 of the Notification of Injury Report must be filled by the Parent/Guardian of the injured student (if possible, in front the presence of a staff member) and returned to the clinic or athletics if the injury occurred during an athletic event. The fraud statements should also be completed. **The completed form must be returned within 48 hours or two business days.**
5. The completed form must be sent with either a copy of a Nurse/Referral slip or a Trainer Injury Report, to Mireya Jones in Personnel Services via interoffice mail. Please keep copies for your records.
6. From this point on, all parents must be directed to communicate with Mireya Jones at the Sonterra office. This means that all EOB (explanation of benefits) forms from the family's primary insurance are received directly in Mireya's office. We do not receive any insurance information.
7. Please explain to the parents that our school insurance is a Secondary coverage that will pay after the family's Primary insurance has completed payment.
8. Employee injuries should be reported to Cindy Villarreal in Personnel Services at Sonterra.