



Parent & Student Handbook

Revised July 2020

Home of the Cougars since 1989

"JESUS HIMSELF BEING THE CHIEF CORNERSTONE" EPH. 2:20

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I. INTRODUCTION

Statement of Policy

The administration of Cornerstone Christian School reserves the right to make changes in rules, objectives, policies, fees, and course offerings as circumstances may require. This handbook is neither a contract nor an offer to contract.

School History & Purpose

In June of 1989 the Lord laid on the hearts of a small group of people the need to start a new church and Christian school. After many weeks of prayer and planning, Cornerstone Baptist Church and Christian School were born. CCS is a ministry of Cornerstone Baptist Church and provides young people with a sound Christian education while maintaining high academic standards.

According to Deuteronomy 6, the responsibility for providing a Christian education ultimately lies with parents. CCS simply assists the home and church in teaching and training young people. The intricate bond of the home, church, and school provides an excellent basis for Christian education. CCS is a Christian school by conviction, not by name alone.

The administration's desire is to give each student the maximum knowledge of academic subjects and the essentials of culture in the light of God's Word. Any parent with different educational or spiritual expectations for his children other than those stated above is likely to be dissatisfied with the program at Cornerstone. Rules, standards, and regulations are in effect to help see that things are done decently and in order and in accordance with the administration's understanding of the Word of God. CCS will not retain any student whose attitude, academic performance, or actions are not in harmony with school policies, and expects full cooperation from both parents and students in its educational and disciplinary policies.

Statement of Faith

In keeping with our position that the scriptures are without error, we believe the Word of God is the final source for our instruction and guidance. All rules, decisions, and doctrines are based on what Cornerstone Baptist Church feels the scriptures teach in these areas. The pastor along with the deacons of Cornerstone Baptist Church is our final interpretive authority on Biblical meaning and application at Cornerstone Christian School in all matters. CCS has a twofold Biblical emphasis: To show each student his need of Christ as his personal Savior and to present the Bible as God's absolute standard for moral conduct. For the sake of uniformity and ease of memorization, the standard King James Version of the Bible is used in the classroom.

Bible teaching is done within the framework of the following statement of faith:

Scripture The absolute accuracy of the Word of God; verbally inspired and all-sufficient as the Christian's rule of life and practice. (II Tim. 3:16-17)

God The one true God manifested in three persons: Father, Son, and Holy Spirit, equal in all things and eternal, omnipotent, omnipresent, and omniscient. (Matt. 28:19; II Cor. 13:14)

Christ The virgin birth of Christ (Luke 1:26-35), His absolute sinlessness (II Cor. 5:21), the complete justification of the believer in Christ. (Acts 13:38-39; Rom. 5:1)

Baptism/Lord's Supper The ordinances of the Lord's Supper and baptism by immersion to be observed by the Church in the Lord's absence. (Matt. 28:19; Acts 8:36-38; Rom. 6:1-5; I Cor. 11:23-36)

Holy Spirit The necessity for the new birth through the Word and the Spirit of God (John 3:3-7; I Pet. 1:23-25), the indwelling of every true believer by the Holy Spirit (I Cor. 6:19; John 14:16-17). The eternal security of the genuine believer because of the work of Christ and by the Holy Spirit. (John 1:12-13)

Church The body of Christ, composed of all believers who by faith have accepted Christ as their personal Savior. The local church is the physical representation of that spiritual truth here on earth. (Eph. 5)

Salvation The effectual work of the blood of Christ, apart from which there can be no salvation (Heb. 9:22; Eph. 1:7; Col. 1:20; I John 1:7). His vicarious death (Rom. 5:6-8), His bodily resurrection from the dead (Rom. 4:25; Luke 24:50-51), His present enthronement (Heb. 1:3), His high priestly ministry and advocacy (Heb. 7:25-26; I John 2:1), and salvation is by grace alone through faith in what Christ has done (Eph. 2:8-9).

Man Man's absolute helplessness to save himself or please God in his unregenerate condition (Rom. 3:9-19; 5:12-17; 8:8) due to the fall of man through Adam.

Hell The immediate entry into a literal hell by every person who dies without Christ (Luke 16:19-31), the resurrection of all such persons to stand before the Great White Throne for Judgment (John 5:28-29; Rev. 20:11-13), the consignment of all such persons into a lake of fire forever (Matt. 25:46).

Heaven The immediate entry into a literal heaven (presence of God) by every person who dies after having accepted Christ as his personal Savior. The consignment of all such persons is forever. (II Cor. 5:8; John 14:1-2)

Sanctification Separation from sin and the world by the Christian and a godly life to the glory of God. A progressive work of the Holy Spirit in the believer which culminates at death or the second coming. (II Cor. 6:14; 7:1; Titus 2:11-14)

Second Coming The rapture of the church, at the coming of Christ (I Cor. 15:51-57). The review and reward of believers according to their life and works. (I Cor. 3:11-15). The revelation of Christ at His coming to the earth prior to the setting up of His millennial kingdom (II Thes. 1:6-10), the personal, literal reign of Christ over this earth for one thousand years (I Cor. 15:24-28).

Affiliations / Achievement Testing

CCS is a member of the Alabama Christian Education Association and the American Association of Christian Schools. Achievement tests administered annually show our student body to be performing above the national average. Students who have done well at CCS move easily into other private and public schools locally and across the nation.

Accreditation

Accreditation by a state government agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determined as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may, or may not, be Christians.

Cornerstone has not sought accreditation by any governmental agency for several reasons: CCS would be required to use textbooks adopted by the state. Such texts are developed by secular writers who in many ways reject our Lord Jesus Christ, and extol concepts contrary to teachings of the Bible. Furthermore, accreditation dictates that a school employ a curriculum and teacher certification standards often inferior or in opposition to those of Christian institutions. It seems unreasonable for CCS to expect parents to withdraw their child from a government school with academic and moral ills and place him/her in a private institution with the same curriculum, methods, and objectives.

Accreditation of a private Christian School is not necessary for a graduate who wishes to enroll in a standard college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests, such as the ACT. Most colleges require a minimum score on the ACT for enrollment. The instructional program of CCS is designed and implemented to properly train students who wish to continue their education beyond high school.

Notice of Nondiscriminatory Policy

Cornerstone admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admissions policies or athletic and other school administered programs.

General Policy

It is the clear intent of CCS to win your child to Jesus Christ, as his personal Savior, and then to train him for Christian service. Doctrinal teaching is consistent with the historic Baptist position. However, all preaching, teaching, and philosophy will be presented in accordance with the positions held by the membership of Cornerstone Baptist Church.

Students who purposefully and actively promote philosophies or religious viewpoints among fellow students which are clearly contrary to the biblical position held by the Church, will be warned about the practice, disciplined, and may in extreme cases be asked to withdraw. This applies to all school activities, whether on or off campus.

The main function of the school is to educate the children God has loaned you according to the absolute and timeless truths of God's Word. It is essential that parents and school pledge themselves to working together for the benefit of God's children.

Parents are asked to support the school:

- In discipline, dress code, and educational policies.
- In recognizing the authority of the teacher in the classroom. If a question arises concerning this authority, the parents should direct any question to the teacher first, then to the administration.
- In regular attendance at Parent/Teacher Fellowships and Programs to interact and converse with teachers concerning student progress.
- In prayer for your student/s and the administration.
- In church attendance. Unless the parents attend church regularly, it is extremely difficult for us to teach the importance of the student's proper relationship to God.
- In behavior at sporting events. Please remember that students look to adults for an example. It is not Christ-like to "boo" a player or to yell at the referee. It hurts the testimony of the parent, student, and CCS.

No visitor or outsider may speak or perform in any program unless permission is secured from the administration in advance. This includes guest speakers and lecturers in the classroom.

CCS will not be held responsible for any party or social function that is not officially approved or sponsored by the school.

Teachers are available for conferences by appointment until 30 minutes after school officially ends. Appointments should be made through the school office. Only parents should call school personnel at home. Please do not allow students the freedom to disturb staff at home for assignment purposes due to negligence.

Cornerstone High School operates on the “closed campus” principle. This simply means that attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Any early departure must be approved through the administration.

Students may not have on the cover of their lunch boxes or on their lockers anything dealing with rock music stars or TV stars that are not the type of character we want our students to emulate. The administration reserves the right to make judgments as to the allowance in any of these areas.

II. ADMISSIONS

Philosophy of Admissions

On the elementary level, our philosophy is one of *evangelism*; therefore, we willingly accept a limited number of unsaved children with the specific purpose of leading them to a saving knowledge of the Lord Jesus Christ. Young children are pliable and still able to be molded into the character of Christ.

On the high school level, our philosophy is one of *edification*; therefore, we prefer to accept only students who profess a personal knowledge of Jesus Christ as their Savior. We are concerned that each student not only desires to be at this school, but also desires to become spiritually mature in Christ-likeness which can only be done if the student is first a Christian.

Admission Procedures

Parents may call the school office, visit the school website (cornerstonemin.com), or visit the campus to obtain information about CCS. An application must be filled out and left with the administrator for review. An interview is conducted by the administration with the parents or guardians and student in order to ascertain academic and spiritual background. ***The handbook must be read prior to this meeting by the parents/guardians and student.***

Upon acceptance, the applicant must submit the **registration and book fees**, a completed **enrollment card** and other appropriate forms, a copy of their **birth certificate**, **social security card**, and **original immunization record**. Final acceptance is contingent upon the evaluation of transcripts from the previous school. Students with extremely low scores on their transcripts will be tested to determine grade placement.

Five-year kindergarten students must reach the age of five by September 1st in order to be enrolled. Only specific exceptions will be made. These will be reviewed by the administration and must be clearly evidenced by test scores. However, any student who is allowed to enroll in CCS by specific permission is hereby made aware that upon re-enrolling in a public or private school, they may be subject to placement in a lower grade.

CCS will not admit any student who has been expelled or dismissed from another school, public or private, or one who is on probation with juvenile authorities. We also reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school. All new students enrolling at CCS will be on an automatic six weeks trial period. Cornerstone reserves the right at the end of this period to remove the student from enrollment, because of behavior or academics.

We believe that any form of sexual immorality (including, but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, polygamy, bestiality, incest, and use of pornography is sinful and offensive to God. (Matthew 15:18-20, I Corinthians 6:9-10) No child will be allowed to remain a student who claims to be or is found practicing any of these immoral modes of behavior. Our desire is for them to be saved and have a right relationship with God. According to Romans 1 these actions drive one away from God. These passages are not exhaustive on these issues.

Withdrawal Procedures

Official withdrawal from the school must be made by the parent/guardian in person through the school office. All tuition charges will continue until the office has received specific notice. Records will not be released until all bills are paid and all textbooks, materials, and school uniforms have been returned. **Registration and book fees are nonrefundable.**

Special Note: Alabama public school enrollment regulations change regularly. With these changes it may become difficult for CCS students to transfer to the public school system once they enter grade 9. At this time students must take entrance exams for the subjects which they have taken at CCS. All prospective and current students are hereby forewarned that enrollment in CCS is a commitment to Christian education. Any transfer, relocation, or expulsion may mean a forfeiture of the credits earned at CCS.

Probation (see also Extracurricular Activities – Probation)

CCS strives to give every opportunity for students to conform to the rules and requirements. However, probation may occur in two areas:

Behavioral Probation

Any student who ends a year with 20 demerits will automatically be placed on probation the following year. Behavioral approval is in effect the entire year or until removal by School Board approval. Each probationary student will be reviewed by the School Board at the end of each quarter to determine future enrollment. *Behavioral probation does affect extracurricular participation.* This includes activities such as sports, cheerleading, student offices, honor society, and non-academic trips such as Six Flags, etc. It **does not** affect attendance at banquets or special programs or the required senior trip to The Wilds. *The one exception will be Track. Because it is a one day activity, we will allow participation by those on probation.*

Academic Probation

Any student who fails to pass two or more subjects for any semester must be presented to the school board to consider future enrollment. At this time specific requirements will be set based on the student involved. Failure to meet the goals set by the board may result in dismissal from CCS.

According to ACEA rules, any student who fails to pass 4 full unit subjects for the year will be on academic probation, and thus ineligible for future involvement in sports or cheering until the 2nd semester. If the grades have improved, they may participate 2nd semester.

Church Attendance

Students in the 7th-12th grades are required to attend the church of their choice weekly. Negligence in church attendance may affect election to an office, position, court, or society. Those students may be denied re-enrollment for the next school year as determined by the school board. Those participating in any extracurricular activity or holding any office are considered leaders of CCS, and are therefore expected to be in church at least twice per week.

III. TUITION

Financial Policy

CCS operates on a zero profit basis for the purpose of making Christian education available to as many families as possible. Therefore, it is imperative that all accounts be paid on time. Cornerstone receives no Government funds or assistance from the State, and depends solely upon regular income and gifts to meet the salaries of the faculty and staff and operating expenses.

All billing information can be seen on your GRADELINK account under billing. Payments can also be made online (on any non-mobile device) through your GRADELINK account. Tuition will be prorated by the month if a student is only enrolled for a part of the school year. For students who withdraw, payment is due for the full month for which they withdraw.

Payment Options

10 Month Plan: Monthly payments of 10 equal installments (August to May). Late fees will be applied if not paid by the 5th of each month, unless arrangements have been made.

Full Year Plan: If you choose to pay the full tuition in one payment, a 3% discount will be given. This does not apply to those receiving any tuition discount, *nor does it apply to fees*. Should a student leave Cornerstone for any reason after having paid for the entire year, a refund will be given for any overpayment.

Yearly Fees

Yearly fees are charged because of upkeep of equipment and use of materials. **One-time registration fees and book fees are charged each year to every student. These are due upon enrollment and are non-refundable.** Registration fees cover various tests, ACEA fees, insurance, etc. The book fee covers all the necessary textbooks that will be used by the student, including both non-consumable and consumable books. The students do not purchase their books by paying the book fee. For textbooks that are lost or returned in bad condition, the student will be charged the wholesale price to replace that textbook. Fees relating to participation, such as sports, are non-refundable if the student is put off the team/squad due to behavior or academics. Fees for academic related items will be charged on September's bill unless pre-paid. **Fees for sports related activities are due at the beginning of participation for a particular activity.** However, only one sports fee will be charged per student per year. The graduation fee includes the cost of the diploma and camp and gown rental or purchase and related expenses. This fee is due by the last tuition payment.

Tuition Discounts

Families with more than three children enrolled will receive free tuition for all other children enrolled. This discount does not include extended care when provided. Full time pastors receive a 50% discount on tuition for all children enrolled. These discounts only apply to tuition. **No fees will be discounted.**

Tuition Assistance

In some cases, tuition assistance may be available to families who qualify. Applications for tuition assistance are available in the school office. Joint annual income must not exceed \$40,000 for consideration. Applications are subject to School Board approval.

Delinquent Tuition Policy

Payments are due by the 1st of each month beginning in August and continuing through May. A late fee of \$20 will be added to all accounts not paid by the fifth of the month unless other arrangements have been made. If after 45 days the account is not up to date, it may be necessary to terminate the student's enrollment. All report cards and/or transcripts will be held at the end of the school year until all financial or material obligations have been met.

Return Check Policy

There is a \$20 fee charged to accounts for a check returned by the bank unpaid. If as many as two checks are returned, Cornerstone will accept no more personal checks from that student or patron.

IV. STUDENT HEALTH

Health Department Regulations

In order to align ourselves with the Health Department requirements for private as well as public schools, all students must have a current certificate of immunization, religious exemption, or medical exemption on file in the office. Immunizations can be obtained through your physician or the Alabama Department of Public Health. As certificates of immunizations expire, the school will contact the parent to have this updated with proper immunizations or file a religious or medical exemption. Please notify the office in cases of hepatitis, meningitis, rubella, measles, or other communicable diseases. **Students with such diseases will not be allowed to attend classes while they are contagious.**

Doctor & Dental Appointments

Whenever possible, medical and dental appointments should be made outside of regular school hours. If this is not possible, parents or guardians should notify the school in advance. Generally, appointments during school hours will be considered excused absences. Proof of doctor/dentist appointments will be required upon return to school.

Sickness or Injury

Minor cuts, scratches, and bruises are attended to by school personnel. If a child is hurt during the school day and needs further treatment, the parent will be notified immediately. If the office is unable to reach the parent or guardian, emergency contact persons listed in the child's file will be contacted.

If the situation is an emergency, your child will receive the fastest and best medical attention available while every effort is made to contact the parents. Students must be fever free (less than 99.9) and symptom free for 24 hours before returning to school following an illness.

Head Lice

CCS students may be periodically checked for head lice. To prevent the spread of this problem, we must assume the "no nit" policy of the school. A "nit" shall be defined as any egg attached to a hair or present on the scalp. No student may return to school until completely free of all lice and nits. The absences are excused but will affect perfect attendance. Upon returning to school he/she must be cleared by a school representative, and will be checked after several days in case of re-infestation.

Emergency Phone Numbers

At least one emergency phone number must be on file in the school office. In addition to home phone numbers, the school requires a work phone number and/or the number of a responsible party who could be contacted in the event of a serious problem.

Medication

All prescription drugs and non-prescription medications (including Tylenol) must be left at the office (high school) or with the teacher (elementary) to be administered at the appropriate time. A note from the parent will be needed. Please send only enough medication needed for school hours. In some cases the office can dispense Tylenol; Parental permission for us to administer Tylenol must be given on the registration card annually.

V. ATTENDANCE / ABSENCES

Requirements

School hours are 8:00-3:00 (elementary dismisses at 2:50). Half day dismissal time is 11:30 (elementary dismisses at 11:15). Regular attendance is required at CCS. Parents are encouraged to call the school office when their child is absent. They must also send a written excuse with the student within **two days** of his/her return to school. The note must contain the date(s) of absence, the reason for the absence, and the parent's signature. It should be turned in to the homeroom teacher or school office. If a written excuse is not submitted, the absence will be recorded as unexcused. School sponsored or sanctioned activities do not count toward the total absences allowed; however, arrangements must be made for making up work as required.

Excused Absences

A student shall be excused from school for reasons of illness, death in immediate family, medical or dental appointments, legal requirements, and emergencies or other situations which are **pre-approved** by the administrator.

Unexcused Absences

Absences for reasons other than those listed shall be considered unexcused. **The student will receive no higher than ½ credit for the work missed.** A suspension is considered unexcused.

Any student in K5 who accumulates more than 20 absences is subject to dismissal from the program.

Any student enrolled in grades 1 – 8 who accumulates more than 20 absences during the year is subject to being retained in the same grade the next school year.

Students enrolled in grades 9 – 12 who accumulate more than 10 absences in any course or subject in any semester are subject to losing credit for the semester's work in that course.

Special Notice: Any student who is absent from school ***may not attend or participate in a sport activity, or any other special program or trip that day.*** Any unusual circumstance which would warrant consideration must be approved before the activity in question.

Make-Up Work

If a student is absent for any excused reason, **the student shall make arrangements with the teacher the day he/she returns to school to make up missed work.** Work should be made up within a reasonable number of days, which shall be determined by the teacher. **It is the responsibility of the student to complete all work required within the deadline.**

Tardy Penalty

Students in K5 – 12th grade who are not in their homeroom/classroom before the 8:00 bell stops ringing are tardy. **If 5 tardies are accumulated in one semester, the perfect attendance award will not be given. For 7 – 12 grade students, every 5 tardies received results in forfeiture of one exam exemption in May and counts as an unexcused absence. This also affects perfect attendance.**

Any 7th – 12th grade student not in his/her designated class for each period when the bell rings is tardy. Before entering the classroom, the student must obtain a late pass from the office. After 3 tardies to the class, a demerit will be given.

Check In / Check Out Procedures

If a student must leave early during the day, a written note including the date, reason, time of departure, and parent's signature is to be turned in to the office before morning classes begin. A parent or legal guardian must come in and sign the checkout register before the student is dismissed.

In certain instances a student's classes will be scheduled so that classes at the end of the day are not necessary. Early departure on a regular basis must be arranged with the administrator at the beginning of a semester. The student must have acceptable grades and obtain written permission from his/her parents.

Students are not permitted to leave the school grounds during the day without permission from the office. When students are given permission to leave, they must sign out, and upon returning, they must report to the office to sign in. No student may leave unless the school receives word from the parent or guardian **by note or by phone.**

Absences Related to After School Activities

Students must attend school the day of the activity. To be counted in attendance one must be in school 3 ½ hours.

Early Drop Off / Late Pick Up Policy

Students may be dropped off at 7:30am. Elementary students must sit quietly in the cafeteria and High School students must sit quietly in the gym until the bell rings at 7:55am. All students not picked up by 3:30pm will be charged a \$5 fee per child. A fee of \$10 per child will apply after 3:45pm.

VI. ACADEMICS

Requirements

Bible is the foundational subject taught at Cornerstone. Therefore, each student must be enrolled in a Bible course each year he/she is in attendance. All students are required to have a standard King James Version of the Bible for classes.

Courses of Study

ELEMENTARY (K5-6th)

Bible	Spelling	Reading	Art
Language	Writing	Science	Math
Geography	History	Music	Penmanship

JUNIOR HIGH (7th-8th)

Bible	English	P.E.	Music
Math	Science	History	Art

HIGH SCHOOL (9th-12th)

	Standard Diploma	Advanced Diploma
Bible	4	4
Math	4	4
English	4	4
Science	4	4
Social Studies	4	4
Foreign Language	1	2
Computer	½	½
Health Education	½	½
Physical Education	1	1
Fine Arts	½	½
Electives	2 ½	1 ½
<hr/>		
TOTAL	26 credits	26 credits

Elective Courses

Some of these courses, and others as needs arise, are offered on a rotating basis:

Business Math, Physics, Speech, Drama, Accounting, Spanish, Keyboarding, Home Economics, Art

It should be noted that if a student in grades 9-12 does not pass a course during any semester, the loss of credit will adversely affect this meeting the graduation requirements. **No student will be able to walk for graduation who is more than one credit short of the requirement for graduation by the final day of school. Diplomas will not be issued until all credits are completed.**

For the CCS advanced diploma, Math must include Advanced Math and science must include Physics.

Grades & Grading Scale

All grades, attendance, and general progress may be monitored using GRADELINK. For this system to work effectively in regards to communication we must have a current working email address. Information, passwords, and procedures may be obtained through the office.

Students will receive report cards each nine weeks reflecting their progress. In 5K a system of evaluation is used to let the parent know that the advancement of their child, such as "S" for satisfactory, etc. No honor roll is calculated. In grades 1st-12th number grades are given for all subjects. The following scale is used in calculating grades:

A+	100-98
A	97-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-below

Any incomplete work not made up within one week of the end of the grading period will automatically become an "F", and is averaged as 0%. Extenuating circumstances may be considered by the administration, but must be communicated immediately.

Semester Exams

Semester exams are given to 7th-12th grade students. There are no exemptions for the first semester exams. Students may exempt final exams if their grade average is 90% or above, and if they have not been penalized because of excessive tardies or an unexcused absence. 5 tardies equals an unexcused absence, which is the forfeiture of 1 exam exemption. One exam must be taken for each unexcused absence. All exams must be taken for 6 unexcused absences or more. Tardies are cumulative.

Third and fourth quarter grades are used to figure exemption for FINAL EXAMS. Those exempting all subjects are not required to attend on exam review day. Those who do not exempt all exams are required to come for the review of the exams they must take. They may not leave until all of their exam reviews are complete.

Any student who because of academic difficulty, or any other reason, ceases to do his expected work for a class will be brought before the School Board for possible expulsion.

Progress Reports

On the elementary level, student work is sent home weekly to keep parents informed of their child's academic progress. A progress report is sent home around the mid-point of each quarter. These must be signed by a parent and returned to the teacher.

On the high school level, progress reports are also issued at the midpoint of each quarter for all students. The overall grade average does affect eligibility for extracurricular participation.

Report Cards

Report cards are issued approximately five days after the quarter ends. Elementary cards are to be signed by a parent and returned to the school within two days. High school students receive a printed copy of their report cards, but they are not required to be signed and returned. Report cards will also be available on Gradelink for the first 3 quarters. The final report card is available at the end of the school year, when the account balance has been taken care of fully. A and A/B honor roll students are recognized annually.

Extracurricular Participation

Any position of leadership at CCS is considered an honored position. With this honor comes the responsibility of the student to be a good example both academically and spiritually. If it is found that a student is participating in questionable activities, or anything harmful to their testimony, they will lose their privilege of participation in areas such as sports, cheerleading, class officers, etc.

To be a candidate for a special recognized or voted position, a student must be a **regular attending member of a local church** as verified by the Pastor or Youth Pastor, and must give **evidence of salvation** through testimony throughout the school year.

The student must also maintain an **overall 75/C average** and **have no more than 10 demerits**. No student who has made an "F" in Bible for any quarter or semester will be eligible that year for a special position.

Academic Probation

ACEA regulations state that no student will be eligible to participate in sports who has not passed 4 full unit subjects the previous year. He/she is ineligible for at least one semester, then re-evaluated based on the 1st semester grades.

Any student whose overall average is below 75% at any of the grading report periods (progress reports, quarters, or semesters) will be ineligible to participate in any extracurricular program. He/she may not play or practice in any scheduled competition, nor travel to any of the "away" competitions, either as a participant or an observer during week nights in which a school day follows. He may not be present at practices; however, he may attend "home" performances.

The period of ineligibility begins the day after the report is issued and will continue until the next grading period check. (i.e. progress reports or report cards) Non-academic grades such as P.E., Chorus, etc. will not be counted in this tabulation. Bible will be included. Classes which have not had a minimum of 5 test, homework, or quiz grades will also not be used. Grades are reviewed every 2 weeks on academic probation. At the semester's end, eligibility will be determined by the quarter grades, and not the semester averages. Once a student is off academic probation, if the grade falls below 75 average a second time, the student will be removed from the team for the rest of the season.

Behavioral Probation

Any student who has accumulated 20 demerits or more will be considered ineligible for participation. No student will be allowed to try out for cheerleader who has ended the year with 20 demerits or more.

Standard Requirements

Any violation of the following is cause for dismissal from a team or squad. Those who foresee a consistent problem in these areas are advised not to participate.

Participation

- Participation in all practices is required unless sickness or a family emergency occurs. **NOTE: Any reason for missing a game, practice, or meeting must be conveyed to the coach before the scheduled event.** Unless totally unavoidable, appointments should not be made during practice.
- Participation is expected in all games and performances. Exceptions will be granted only through administrative approval.
- Participating is expected in any team fund-raising event for necessary additional supplies or uniform items. All fund-raising obligations must be met, or the appropriate dollar amount will be added to the student's school bill.

Payments

- Students are responsible for buying additional items related to the activity as deemed necessary by the coach or sponsor.

School Attendance

- Students must attend school the day of the performance. To be counted in attendance one must be in school 3 ½ hours.
- Student must be on time to school the day after a game, regardless of the distance traveled or the late arrival home. Any student on a team who is absent or arrives after the 8:15 bell on the day following a game and without an excusable reason will receive 5 demerits.

Commitment

- To assure each participant is aware of the requirements; a signature is mandatory on the Parent's Code and may be requested on a separate form as well. If there is no signature, that young person may not participate.

Homework

Homework is an integral part of the school program, and is given to aid each student to advance in his/her studies. All students are required to have their homework ready to turn in at the designated time. Any credit for late homework will be determined by the individual teacher. In order to encourage church attendance, it is the policy of the school that teachers will not give homework on Wednesdays (Elementary), or will give light homework in limited classes (High School). However, there may be an instance when a teacher needs to have work due on Thursday. These times will be few and announced ahead of the date due.

Elementary

A homework sheet for the week will be sent home on Monday. Parents should keep these sheets in order to keep track of their child's homework requirements for the week. Major project sheets will also be sent home with the homework sheet at the beginning of the school year. Major projects will consist of such items as book reports, science items, and other class related projects.

High School

Homework requirements differ with each teacher. Students are responsible to keep track of their assignments. It is imperative that students complete assignments on time. Parents will only be contacted through progress reports and report cards, unless there is an extreme problem.

Actual Work Time

Total homework for the average student should fall in these guidelines:

Grade 1	10-30 mins.	Grade 5 & 6	60-80 mins.
Grade 2	20-40 mins.	Grade 7-2	1 to 2 hrs.
Grade 3 & 4	40-60 mins.		

Promotion / Retention

Grades 1 – 3

Students receiving a "D" or an "F" in any three academic subjects are subject to retention. If a student receives an "F" in reading or math, he will not be promoted. They may be promoted on probation if they are tutored or attend a summer school session with prior approval.

Grades 4 – 8

Failure of three or more subjects (yearly) automatically results in retention. If a student receives an "F" in reading or math, he must have a successful tutoring in order to be promoted.

Grades 9 - 12

High school students earn credits based on their semester average in each subject. The number of credits earned will determine the grade level. Any senior high student who fails either semester of any required course must retake the same course to obtain credit. Credits earned outside of school must be pre-approved.

Summer School

Summer school is not to be used to get ahead in credits or grade level. In some instances CCS uses ACE paces to assist students with academic problems. However, no pace may be taken if the class is offered and will fit the student's schedule. An extra cost is involved for each pace taken.

Honor Rolls

A student must maintain an overall A average in school with no quarter grade below an A- in any course. At least an overall B average must be maintained to be eligible for the A/B honor roll with no quarter grades below B- in any course.

American Christian Honor Society

Membership in the American Christian Honor Society is given to 10th-12th grade students who are chosen by a faculty committee using the criteria as set forth in the ACHS manual. Students are chosen on the basis of scholarship, Christian character, leadership, and Christian service. Those who are voted into the Society must have maintained an overall 90% average. Any student receiving ten demerits after being inducted will be placed on honor society probation until the next grading period. Any student receiving twenty demerits will be dismissed from the society. Any violation involving personal testimony which also reflects on the school, church, and society may result in dismissal from the ACHS. Any re-admittance must be by school board approval.

VII. BEHAVIORAL REGULATIONS

Philosophy of Discipline

While discipline is basically positive training in the right direction as Proverbs 22:6 points out, **"Train up a child in the way he should go and when he is old, he will not depart from it."**, there is also the necessary element of correction and adherence to rules. Every effort is made to correct small problems before they become serious. Positive preventive measures are taken to prevent wrong behavior by the student. Self-discipline is the intended result in dealing with unacceptable behavior.

All discipline at CCS is done in a spirit of love and in accordance with Biblical principles. Specific behavior problems are dealt with through careful explanation of the wrong and counsel to do right. School personnel are careful to proceed in a manner that helps maintain and develop proper self-esteem in the child.

Forms of correction include extra assignments, revoking of privileges, demerits, corporal punishment, suspension, probation, and expulsion. When problems arise they will be dealt with promptly and in a prescribed manner.

CCS attempts to invade the private home life of students as little as possible. We feel this is the responsibility of the parents. However, there are some obvious rules related to **drinking, smoking, and participation in non-sanctioned activities**. Although we do not set specific rules for some off-campus activities which are interpretive matters, we do teach against them. Some of these are **movies, proms, dancing, contemporary Christian music, certain television programs, entertainers, and rock/rap music (Christian & secular)**. These are some of the areas we feel are dangerous to the spiritual growth of young people if not closely monitored by parents.

Corporal Punishment

We reserve the right to paddle any student in CCS from pre-school through eighth grade. We have full faith in God's Word which teaches that **"foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him"** (Proverbs 22:15). Corporal punishment will be applied in a controlled manner, in private by the administrator, department head, or teacher, and witnessed by another adult. We believe that paddling should be done in love and only after pointing out the exact error made. Parents or guardians who enroll their children in CCS must agree to accept this form of correction as part of our discipline system.

Attention Deficit Disorder

CCS feels that in *some situations* the terms “hyperactive” or “attention deficit disorder” are used as excuses for a mere lack of control and discipline. Although we acknowledge that this can be a real problem, it is our belief that these terms can be too quickly placed upon a child. This in turn causes the misdeeds to be overlooked or explained as an unusual problem and thus not dealt with according to the Biblical methods given in Proverbs. Instead, these actions are controlled through the use of habit forming stimulant drugs, or antidepressants. We are not always in agreement with these methods and wish to advise parents of our stand in this area before they enroll their child. Our methods of discipline are used for all young people equally. CCS is not able to offer any special treatment, classes, or teaching at this time.

General Conduct & Attitude

CCS expects a student to be respectful toward God, country, family, faculty, and fellow students (1 Samuel 15:23). Attendance at CCS is a privilege and not a right. Constructive suggestions are always welcome, but griping is not tolerated. Anyone not willing to cooperate spiritually, morally, or scholastically will be dismissed. If improper attitudes persist after parents have been informed, probation, suspension, or expulsion may result.

CCS may request the withdrawal of even a well-behaved student if the parents of that student become excessively disruptive, slanderous, abusive, or disorderly. This is especially true concerning conduct at sports activities, or other related events where an uncooperative spirit is displayed.

A student should display an attitude of respect toward other students, staff, and guests. You should come to class completely prepared with all materials needed and all assignments completed on time. Your full attention should be given to the teacher. This means not daydreaming, putting your head down on the desk or working on homework for other classes. Any distracting items, such as toys, games, magazines, etc., should be left at home.

Students should always address adults using “yes sir / no sir”, etc., and listen carefully to follow all instructions. Never talk or communicate with others without permission. Proper respect should be given to the property of Cornerstone. To avoid defacement or misuse, never sit on desks or tables, nor draw on desks, books, furniture, or walls.

There should be no casual or serious physical contact between students of the opposite sex. Avoid horseplay, mischief, and do not touch the property of others without their permission.

During ball games you should never “boo” other players, referees, or coaches. Do not distract any players or referees through conversation or heckling, and be respectful during free throws. The basic rule is “cheer for our guys and never jeer the other guys.” Any poor attitude shown by a player or spectator will be dealt with.

Rule Coverage

On Campus: The behavior and dress regulations of CCS apply to students whenever they are on campus, whether classes are in session or not. The rules are in effect after the 3:00 bell as well as during the school day. Students who drive on campus are not to play inappropriate music (rock/rap/contemporary Christian) loudly so that it can be heard by others.

Off Campus: At any CCS function such as games, banquets, etc., which may be held off campus, students are subject to the regulations upon arriving at the off-campus facility until leaving the premises. Any misdeed will be dealt with at the earliest on-campus convenience.

In regard to off-campus dress, CCS wishes to leave this area with parents as much as possible. However, to guard the testimony of the school, CCS may deny continued enrollment to any student who regularly dresses immodestly, effeminately, or in a way which damages the testimony of our Lord, the young person, and CCS. Examples of such items are displays of nudity, boys wearing earrings (anywhere on the body), revealing undergarments, etc. If it is found that a CCS student regularly uses profanity, is in trouble with the law, or disrupts with loud rock music, or is involved with any of the activities previously mentioned, he or she will be brought before the School Board for possible expulsion.

School Breaks: The regulations listed above continue during breaks such as Christmas, Thanksgiving, etc. Any student who appears on campus ill-shaven, with excessively long hair, dressed inappropriately (i.e. girls in shorts, boys with jewelry, etc.) will receive demerits upon his/her return to school.

Summer Break: During the summer months students are technically not enrolled at CCS. However, any young person who violates any of the regulations listed in the previous sections, or is involved in any activity greatly affecting his/her Christian testimony, will be presented to the School Board for possible denial of re-enrollment.

Disciplinary Action

Elementary (K4-6) The Tally System: A tally is a reminder that may lead to more severe punishment. Tallies may be given by any teacher or person in authority at the time the rule is violated. Some students are placed on a 1/3/5 progression because of frequent repeated offenses – 1 tally for the first offense, 3 for the second, and 5 for the third and following offenses. This will be in addition to the accompanying paddling if the situation warrants.

TALLY CATEGORIES AND DEFINITIONS ARE AS FOLLOWS:

HULLABALOO – noise which is distracting to the class

OUT OF ORDER – any rule, not covered in other categories

WORK NOT IN – home or class assignments not submitted on time
(Parents are held responsible for this category)

INTENTIONAL DISOBEDIENCE – open defiance, serious insults, refusal to obey the authority
(this could result in a paddling)

ATTITUDE INCORRECT – showing an uncooperative attitude

COURTESY LACKING – discourteous to students or authority

TALKING – any kind of communication without permission

If a student receives 3 tallies in one day, he/she will be sent to the elementary supervisor or office. Punishment may take several forms: counsel, a phone call to parents, temporary removal from the room, or swats (maximum of 3) may be used. Students who receive frequent reprimands and/or tallies may be placed on a 1-3-5 progression for an extended period as determined by the supervisor and the teacher. Recess may be missed for every **behavior** tally received as part of the punishment.

All elementary teachers are given permission to use the paddle as needed. However, before corporal punishment is used, the parents are informed that it will be the next step, unless behavior warrants immediate action. Some acts of behavior may warrant a paddling before the limit of 3 or 10 tallies have been reached. In the event there is no action taken by the parents in response to frequent tallies, dismissal of the student from school may result.

After 10 tallies have been issued for a quarter the student may receive a paddling for **each** behavior tally received. This might involve every tally category except "work not in". Students receiving 10 tallies in any quarter will be off a team/squad until the semester ends. If the 10th tally is received within two weeks of the Christmas break, the two weeks after the break must also be missed.

A student who ends the year with 20 or more tallies must return on probation. He/she may participate in extracurricular activities such as basketball, cheerleading, etc. However, should they reach 20 tallies again for "behavioral related" incidents, they will be subject to dismissal from CCS pending Board review.

High School (7-12) The Demerit System

The demerit system is merely a method of keeping a record of a student's actions over a given period of time. There are three categories of offenses that incur minor to severe consequences. Upon issuance of demerits, the faculty member will fill out a demerit slip listing the student's name, offense, and action taken. The student will receive a copy, one copy will be mailed home, and the third is recorded on the student's "Behavior Record." This record may also be viewed via GRADELINK under "Counseling."

Demerits are cumulative for the whole year. **Probation** will occur when a student reaches 20 demerits. This will exclude the student from participation in extracurricular activities, practices, games, performances, etc. Probation does not affect attendance at banquets or special programs. However, no student who is on probation may attend a non-academic trip. This does not include the required Wilds senior trip. Any student who is on probation two consecutive years will be subject to dismissal pending review by the school board.

Teachers will only issue Class I demerits. Class II and III will be sent to the office for issuance. Demerit assessments will be doubled during the last two weeks of each semester. The only method for removal of demerits is by direct act of the school board.

Suspension

A student may be suspended from one to five days, depending upon the nature of the offense. A student who is under suspension may not enter the school building or grounds, and cannot attend any school functions. Students returning from suspension must be prepared for the day's work and tests.

Expulsion

If a student reaches 40 demerits, the school board will meet to review the case and determine future enrollment. A student may be expelled for extreme misbehavior at any time. Expulsions will be made part of the student's permanent record.

NOTICE: Any student who is 16 and is expelled must re-enroll in another school or lose his/her driver's license. CCS is obligated to inform the pertaining school board of that student.

Offenses

Class I – Self Discipline

Class I demerits may result in an initial penalty of 1 demerit with the possibility of up to 4, depending on the circumstances. They may be issued on a 1-3-5 progression for a repeated offense. This means the 2nd occurrence of the same misdeed will automatically be 3 demerits. The 3rd and following offense will be 5 demerits if placed on the 1-3-5 progression as determined by the office.

The following behavior is unacceptable and may be dealt with by the issuance of demerits or other measures determined by the administration and based upon the circumstances. **These lists are not meant to be all-inclusive.**

- Communicating without permission (including nonverbal signs)
- Out of seat without permission
- Attending class unprepared (no paper, pens, books, etc.)
- Working on unrelated materials in class
- Non-participation in class
- Being sent out of the classroom
- Passing and/or reading notes
- 3 class tardies
- Misconduct in chapel (misbehavior, no Bible, sitting in wrong seat)
- Violation of hair/dress code
- Eating or Drinking in school buildings / classrooms
- Chewing gum on campus
- Scuffling / Horseplay / Running in building / Throwing objects
- Damage to school property
- Failure to clean area after lunch
- Improper materials in/on lockers (inappropriate pictures, damaging stickers)
- Tampering with any teacher's or school property
- Bothering other students' lockers or possessions
- Adjusting A/C or heat units without permission
- Sitting on top of student desks, sitting at/on the teacher's desk
- Leaning back in desk / chair
- Being in unauthorized portion of the building
- Improper use of phone
- Failure to check in or out at the office

- Littering
- Possession of unauthorized items on campus
- Misconduct on school related trips (minor offense)
- Rudeness to other students, including name calling, or any other verbal or physical abuse
- Sitting in automobiles upon arriving or before departure
- Driving on sidewalks, grass, or parking improperly
- Using the name of "God" in a slang expression (such as "God!," "My God," or "Oh my God!")

Class II – Character & Attitude

Class II violations carry a minimum of 5 demerits with the possibility of 10 demerits, depending on circumstances and history of behavior. **Note: For repeated offenses expulsion could result even before the limits of 20 or 40 are reached.**

- Disrespect for authority or school policies
- Direct disobedience (refusal to obey)
- Gripping / Sarcasm / Negativism
- Suggestive language
- Assisting in cheating (giving answers on homework, quizzes or tests)
- Misbehavior with a substitute teacher
- Displaying a bad attitude during an athletic even (fighting, verbal outburst, throwing equipment, sulking, kicking, etc.) **NOTE: Any behavior technical or being thrown out of a game will be cause for demerits. This includes cards in volleyball.**
- Misconduct in the locker room, restroom, or any unsupervised situation e.g. horseplay, harassment, etc.
- Fighting on school property or at school functions
- Leaving school without permission from office secretary or principal
- Minor defacing school property (cost of repair or cleanup covered by the student – includes other schools during extracurricular activities)
- Skipping class / skipping school for the day
- Failure to show for a class activity outside of or during school
- Misconduct on school related trips (more serious offense)
- Listening to, singing, or humming any rock, rap, or contemporary Christian music, which is against school rules, while on campus or at a school function
- Deception to faculty / staff / sponsor
- On campus speeding, reckless driving, squealing off throwing rocks
- Non-compliance to dress code after 1st warning (no warning may be allowed for gross neglect of the rules)
- Non-compliance to dress code on game days
- Non-compliance to hair code after deadline
- Unexcused absence from chapel or any pre-scheduled service
- Unexcused absence/tardy the day following a game by a participant
- Improper physical contact (minor offense): hand holding, inappropriate touching while standing or sitting

Class III – Personal Testimony

Class III carries a minimum penalty of 10 demerits with the possibility of suspension or expulsion.

- Profanity or vulgarity
- Lying (verbal or written, such as forged signatures)
- Cheating (quizzes, tests, homework, etc.)
- Plagiarism (See Acceptable Use Policy) demerits plus 50% grade reduction based on extend of material
- Major defacing of school property (cost charged to students – includes other schools during extracurricular activities)
- Improper physical contact (more serious offenses) e.g. kissing, making out, etc.
- Attendance at a non-sanctioned activity such as a nightclub, bar, school dance, prom, rock concert, inappropriate party, etc.

NOTE: If any question arises, check with the administration before participating or attending the activity.

These are standard rules for the whole student body. The method of administering the discipline depends on the grade level. CCS reserves the right to alter the discipline prescribed if the situation warrants special consideration. This change may mean a more severe or a lighter penalty depending upon the circumstances.

VIII. DRESS REGULATIONS

Personal appearance is an important part of one's Christian testimony. The appearance of our students to a large degree determines the image of our school. While the dress regulations may not be your personal preference, the enforcement of the school dress code should be shared by the home in cooperation and out of respect for our Christian values.

Dress for all school events is **standard classroom dress** unless permission is given by the administration. This includes ball games, trips or any school sponsored function. Culottes are not permissible at games. The emphasis here is placed on modesty, neatness, and consistency.

Hair Code

Any extreme style for boys and girls is not tolerated. (i.e. bleaching, coloring, spiking, shaving the head, etc.)

Girls: Girls hair styles should not look boyish. A close cut hairstyle must still be combed in a feminine way. Hair must not be styled as to cover your face or to come down over one eye.

Boys: Haircuts are to be neat and trim. Hair is to be above the ears, off the shirt collar, and neatly combed and cut so that it is no longer than the middle of the forehead in the front. Sideburns may be no longer than the middle of the ear. Shaggy or bushy hair or combing excessively long hair behind the ears is not acceptable.

Checks will be made periodically in chapel, but the students are to always be within regulation. One demerit is given for the first violation of the hair code. If the problem is not corrected in three school days 5 demerits will be issued and the student will be sent home until the problem is corrected. The absences are not excused.

Boys should present a clean-shaven appearance. No mustaches or beards are permitted. Students who have started to shave may not come to school with a day's growth or "stubble". Demerits for not shaving will be given in a 1-3-5 progression.

Dress Code

General guidelines that apply to all students include a clean and neat appearance. Clothing that is too tight, worn out, sufficiently loose to present a sloppy appearance, or has unacceptable slogans, advertising or pictures is not to be worn. (No people are allowed on clothing pictures.) Any clothing that utilizes the American Flag or similar symbols must be respectful and in good taste. Sweat shirts may be worn with collared shirts underneath. Fatigues, camouflage clothing, "jogging suits", "wind pants" and overalls are not permitted. **No t-shirts are to be worn.**

Hats are not to be worn on campus during the school day and are not permitted during any indoor activity, but are permissible for outdoor activities.

Although CCS wishes to spread the gospel as much as we can, we feel it is best to disallow any clothing with religious phrases, symbols, pictures, etc. This includes t-shirts with phrases promoting pro-life, prayer, the rapture, etc. CCS may agree with the doctrines expressed, but we feel it is not in good taste nor appropriate to place them on one's clothing.

Girls: All girls in K4 – 12th grade must wear skirts or dresses. Younger students may wear shorts underneath their dress if desired. Dresses must be modest and conform to the school's standard of length, which is the ***bottom of the knee while walking, standing, or sitting.*** Splits must also be no higher than the bottom of the knee. Wrap around skirts must be pinned at the knee. Girls are not permitted to wear shorts, any pant-type garments, split skirts, or culottes to class. Skirts or dresses must not be tight enough to reveal undergarment lines. When shorts/split skirts are allowed for special activities they must come to the bottom of the knee, and be loose fitting.

Sleeveless tops or dresses must cover the shoulder and no cut in beyond the shoulder seam line. Tops or blouses must not be low cut nor revealing. No see-through or sheer blouses or midriffs are to be worn. T-shirts with slogans are not allowed. **Clothing must not be tight or form-fitting.** Footwear must be in good taste. No beach-type flip flops or tennis shoes are allowed.

All formal dresses for special events such as homecoming and banquets must be checked by the administrative representative before being worn at the program.

Extremes in styles are discouraged. Good taste should be used in wearing make-up and jewelry (grades 7-12). Black nail polish and similar colors are not allowed. Extreme hair styles and hair dye should be avoided. No body piercing is allowed except for the ear lobe. ***No tattoos or marking on the skin is allowed.*** Students in K4 – 6th grade are not allowed to wear make-up, or excessive jewelry. Beginning earrings are acceptable.

Boys: All boys from K4 – 12th grade must wear long pants. Dress pants, casual pants, or jeans may be worn. Pants must be hemmed with no frayed edges, no holes, not too tight (no skinny jeans), worn out, or loose and sloppy, and they must be worn on the waist-line. **No sagging is allowed.** Boys must wear belts with dress pants designed for such.

K4 – 6th grade boys may wear shirts without collars. However, no basketball jerseys, under-shirts, mesh shirts, or tank top styles are permitted. **Boys in the 7th – 12th grades must wear shirts with collars.** The only “exception” is the “Henley” style collar which still presents a nice look. Buttoned shirts must have all but the top button secured. This also applies if another shirt is worn underneath the button shirt. **All shirts must be tucked inside the pants.** During cool days larger shirts, or shirt-like apparel may not be used as jackets due to the sloppy appearance. Appropriate shoes and socks must be worn at all times. No slip-ons or sandals are allowed.

No body piercing, tattoos, or marking on the skin is allowed. Necklaces, chains, bracelets, earrings or anything effeminate is also in violation of the CCS dress code.

All ball players, on game days, must wear dress pants with a belt, a dress shirt, dress shoes, and a tie. Boys are not allowed to roam the main building nor attend any games in their gym clothes. They must change, leave the campus after practice / P.E., or remain in the gym under supervision.

Students who are currently enrolled at CCS may not show up on campus at any time in violation of any regulation. Demerits will result. No student will be allowed to perform in a school function ensemble, drama, etc., who is in violation of any dress code such as hair, dress, etc.

PE & Athletic Dress Code

Girls: All girls involved in P.E., sports, or cheerleading must purchase required shorts from the school office for participation. Shorts obtained the previous year are acceptable if the length and fit is still within guidelines. Shorts must be loose fitting and come to the bottom of the knee cap. Girls may wear P.E. shirts obtained through the school office and/or any CCS “cougar-thon” shirt.

Uniforms for cheerleaders must also meet the same requirements for girls’ dresses. Appropriate undergarments must be worn to cover mid-section during cheers. Biking shorts are also required under the skirts.

The uniform provided for each sport must also meet the requirements. The coach is instructed to monitor this regulation when issuing the uniforms. No altering of the uniform is allowed. No extra apparel is allowed which is visible. The coach must approve anything different from the standard uniform issued.

Boys: All boys involved in P.E., or sports must wear black knee-length athletic shorts, CCS P.E. or “Cougar-thon” shirts, athletic socks and gym shoes. All rules apply to all players, even if they are temporarily off a team due to grades or behavior. Any student not properly attired will not be able to participate in practice that day unless the problem is resolved. Failure to dress without a written excuse from home or the sponsor may result in grade reduction.

Boys must have shirts on at all times during school hours. "Shirts and skins" are not allowed under any situations. **NOTE: No "cut-off" pants are allowed.**

Uniforms are to be tucked in at all times. Boys may not wear t-shirts under their uniforms. Biking shorts may be used only with the coach's consent. Each player using them must have the same color blend with the team color. They must also be in regulation with the high school basketball rules. Uniforms, including shoes and socks, must be kept unsoiled and clean for each public game.

Game Day (applicable to all students): On game days, players must wear ties and dress clothes during school, at the game, and on the trip to and from the game until after the final meal and heading home. This applies to all players with the group, even if riding home with parents or others. Players must redress (in ties, dress clothes) or depart immediately after the game. They are not to be watching the following game in their uniform. **This also applies to elementary players. NOTE: Ties are not to be hanging loose from the neck.**

IX. MISCELLANEOUS

Automobiles / Traffic Flow

Students are allowed to drive to school if necessary. Once students arrive they must immediately leave their cars and enter the building. No loitering will be allowed in or around the cars. At the end of the day students are to exit the premises as soon as possible.

In order for one student to ride with one from a different family, the office must receive a note signed by the parent stating exactly which students on what days are involved. CCS will report any student who is arriving or departing the premises illegally. Proper license must be obtained.

Parents are asked to please be aware of others as you drop off/pick up your children. Traffic enters from the North drive (closest to Beltline Rd). **Never leave your car parked directly in front of the building during peak hours of 7:50 – 8:10 and 3:00 – 3:15.** This causes many dangerous and frustrating problems with others needing to get around your vehicle. Anyone who needs to enter the building must pull to one side, out of the flow of traffic.

Banquets / Formal Meetings

All CCS banquets and formal meetings such as the Jr/Sr Valentines, and other gatherings are restricted to current CCS students, parents and relatives, CCS graduates, students from other ACEA schools, and certain home school students where proper approval has been obtained one week prior to the event. These restrictions do not apply to the year-end awards banquet.

CCS wishes to promote participation by fellow classmates with the invitations of upperclassmen. Anyone wishing to invite an outside student must do the following:

- The student must submit a written request to the sponsor at least 2 weeks prior to the function
- The request must include a salvation testimony by the prospective date (Note: No date will be approved who does not profess to be "saved")
- The request will be reviewed by the administration along with the sponsors. If approval is given the date must abide by the CCS dress regulations. Any violation by a date who is not a CCS student will result in a Class II offense by the CCS student accompanying them.

Chapel & Special Assemblies

There are regularly scheduled chapel times weekly. Our objective is to promote spiritual growth in the young people and to draw them to a closer walk with the Lord. These are vitally important times in the daily activities. Please avoid scheduling appointments during chapel times.

Chapel Regulations: Students missing chapel, or any pre-scheduled service unexcused, will receive 5 demerits per absence.

- Any lack of attention or distraction will earn demerits. If at any time a student must be addressed by a speaker / teacher for behavior or lack of attention demerits will automatically be issued.
- Students have assigned chapel seats and are required to have his/her own Bible at each chapel.

Lost & Found

The office keeps a Lost & Found area for items left behind. Students may ask the office if their missing items have been put into the Lost & Found. All unclaimed items are donated to a local charity on occasion, as the need arises. Parents and students are always notified before this is done. If items, especially books, are put in Lost & Found more than once, demerits may be issued to the student.

Lockers

Lockers are provided in grades 7 – 12 for students to store their books and belongings. Belongings must be kept inside the locker or the dressing room. The school assumes no liability for anything misplaced, damaged, or stolen from lockers. Students are not to tamper with another student's locker. Lockers are not to be jerked open or slammed shut. The student is responsible for any damage done to a locker. ***Pictures of TV stars, rock stars, or contemporary Christian music stars are not permitted to be attached to the inside of lockers. Some sports figures which are associated with un-Biblical behavior will not be allowed.*** Nothing is to be attached to, placed on the outside, on top of or under the locker. Anything left on top of or around lockers will be collected and demerits may result. Lockers must be kept neat and clean. Failure to do so may result in demerits. Periodic checks will be made of lockers to ensure that they are kept properly. Any damage which occurs to a locker from natural use should be reported to the office immediately. Students are not to "rig" their lockers so that they will not shut nor lock properly.

Social Media Policy

Social networking sites such as Facebook, Twitter, etc. are not allowed at school. However, the school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be derogatory to the school, their Christian testimony, or the school community, or threaten, demean, or bully faculty or other students, is strictly prohibited. See also Acceptable Use Policy.

Films, Tapes, & Textbooks

CCS realizes the responsibility for the quality of material that is formally presented to your children at school. The school uses, whenever possible, Christian source material. Christian materials that are well-written and academically sound are not always available for all courses. Our elementary school uses mainly Abeka curriculum and also some books from BJU Press. The high school uses a mixture of books depending on what the administration feels is best for a particular subject. However, in the subjects of history and science we will always use Christian based books.

Fundraisers

We attempt to have two major school-wide fundraisers throughout the year (Fall and Spring). At other times different classes and organizations will have fundraisers to allow the participants opportunity to earn the money for specific items or events.

SPECIAL NOTE: Any student who does not participate in a fundraising function specifically set up to offset expense must pay the related cost himself / herself. In the case of group projects, non-participants will also be disqualified from any disbursement of proceeds.

Inclement Weather Policy

CCS will generally follow the action taken by the Decatur City School system regarding the late opening or closing of school due to inclement weather. However, there may be times when we will differ from their procedure. Announcements in this regard will be sent to all who have turned in an e-mail address or cell phone number.

Lunch / Break Procedures

- All students must remain in the cafeteria the entire lunch period. No one should be in the hall or exit the building without specific permission.
- No food items are to be taken into the classroom. This is especially true of drinks of any kind which stain the carpet.
- During the break there is to be no loitering in the hall. No one is allowed in the gym at the break or lunch time.
- Restroom breaks must be planned by the student before or after the lunch period. Anyone needing more time must request it of the staff member on duty before going to the restroom.
- Students are not to obtain their own food items such as drinks, etc., nor are they to obtain their own change out of the money box.
- Students are not allowed to use the microwave or the refrigerator.
- Students are to remain seated while eating except for obtaining food items.
- Talking is permitted; but loud, boisterous laughing or communication is not allowed.
- Nothing is ever to be thrown, whether it is trash in a can, or food items to or at a classmate.
- Any student causing a spill or mess will be required to clean the area, even if it requires missing the beginning of the next period.
- Any abuse of the vending machines will result in payment for damages and receiving of demerits.
- No student may order lunch from any outside vendor except through the normal CCS class projects.

PLEASE NOTE: We must ask that parents refrain from bringing their child a lunch during the day. However, in the event that a student forgets a lunch, or has a birthday, we will understand the delivery of a lunch. Please help us by not letting this become a weekly habit.

Music

CCS does not approve of any form of rock, rap, or country and Western music, whether it is “heavy metal”, or “easy listening”. We feel this is the devil’s tool in distracting young people from hearing the Holy Spirit’s leading in their lives. No form of this music is allowed on campus or at any school function off campus.

A second tool Satan is using is to mix the world’s music with Christian lyrics, defined as “Contemporary Christian Music.” CCS is also opposed to this in any form. The following is a list of some of our criteria in selecting music.

- Music used must bring honor to the Lord and direct the attention to the message of the song and not to the singer.
- The words must have a clear scriptural message.
- Songs directly associated with modern entertainers who perform “concerts” in which admission is charged are not allowed.
- Music with an upbeat tempo beyond the needed emphasis, or that which distorts the normal rhythm is not allowed.

In general, CCS approves hymnal type songs, or songs produced by conservative Christian men or women whom we would allow to speak / testify in Cornerstone Baptist Church. To assure that these standards are adhered to, all music performed in connection with a CCS activity must be approved by the administrator, or the designated music staff person assigned the responsibility.

Parent / Teacher Conferences

Parents are encouraged to arrange a conference with the teacher whenever a problem arises regarding behavior or academics. It is the parent’s responsibility to keep a check on young people for grades or discipline problems. If you are unsure of a situation please call the office or teacher. When a conference is arranged **the student must be present in the meeting.** Teachers are not authorized to waive this requirement.

School Trips / Travel Regulations

CCS schedules trips for classes to see firsthand some of the things they study. There are also many trips associated with our sports program. Upon scheduling these trips we will announce it as far ahead as possible, as well as related costs, and estimated departure and arrival times.

For any class trip the same absentee policy applies as is required in school. The same dress and behavior regulations also apply on the activity.

No one is allowed to miss a class trip unless it is for an excusable reason. In the event a class trip is missed the student may be assigned work by the teacher, related to that subject, for which a grade will be given. In certain cases a grade will be given for attendance on a trip. Failure to show for a trip in which plans have been made may result in demerits.

Parental assistance: We ask that parents who help with transportation abide by the CCS regulations in all matters. This is especially true of the use of the radio / CD players. Each family has different standards of music and we must maintain our school policies. We ask that no music be played unless it is approved by the proper staff personnel before the trip. Please assist us in the area of dress regulations and the use of tobacco products as well!. Each person on the trip represents CCS, and our Lord.

Ball games: On trips to ball games, all team members must ride to the game together on the designated school vehicle. Separate seating will be required for boys and girls. On the return trip, students may ride with their parents. However, any other students who wish to ride with friends on the return trip must have a written permission note from their parents. The note must be delivered to the office before the trip begins. **Students who attend the games separately are still responsible for school dress and behavior regulations.**

Wilds Trip: The Wilds trip is a mandatory trip for all seniors. Seniors are required to complete a contract stating that they will attend. Failure to sign the form and attend the trip will forfeit a diploma from CCS. Any senior who is not willing to attend this week is notified by this handbook statement that they are denied enrollment for their senior year, or the 2nd semester of the senior year. CCS feels this is a very important final spiritual emphasis for the seniors and makes it a requirement for graduation.

Special Programs

Students are required to attend and/or participate in special school programs such as chorus, drama, Grandparent's Program, etc. Unexcused absence for students of all grades will result in grade reduction for the related class or 10 demerits if it is not class related.

Telephone Use

Office Phone No office phone is to be used by the students unless it is for an emergency as deemed by the office personnel, or situations where schedules have been changed. Any time a student uses the office phone he/she must "log" the call for our records. Any long distance call must be approved before the call is made.

Cellular Phone No student is allowed to use his/her cellular phone without specific permission from the office. Any misuse will result in demerits. Per our Mobile Device Policy, all mobile devices must be powered off from 7:50-2:50 daily and kept in the locker.

Unauthorized Materials

Students are not allowed to bring objects to school that do not contribute to the academic day, without special permission from the administration. These items will be confiscated and held for parents to pick up later. Examples of these items are: **radios, CD players, computer related devices, toys, etc.** Magazines and books not related to class work are not permitted on school property. All books that are brought for reading projects must be checked for content by the student's teacher. No dangerous or annoying items such as **knives, water pistols, matches, lighters, fireworks, pets, living creatures, etc.,** are permitted on campus or at school activities. No calls are to be received on items such as pagers or cell phones.

Any student who brings a firearm of any kind will be subject to severe penalties of a Class III minimum, regardless of whether it is loaded or brought into the building. Any weapon which is to be used in an academic manner must be approved beforehand through the teacher and the administrator. Police may be contacted as well.

Some game items for entertainment on trips are permitted, but **never any music items.** All items must be cleared by the sponsor before the trip. Poker cards are not acceptable.

Visitors

Parents and interested citizens are encouraged to visit the school. We ask that such visits be arranged in advance with the administration. When a visit to a classroom is necessary, please go to the office first. **Do not go directly to the classroom.** Any visitor who is approved must abide by the school's dress and conduct policies for any extended visit. Any friend of a student must be approved at least one day prior to the visit to allow time for informing staff. The visitor must check in at the office to verify he/she is present. No "sudden" lunch period, or any other unapproved occasional visit will be allowed. **No visitors will be allowed during the last two weeks of each semester.**

IN CLOSING: On behalf of Cornerstone Baptist Church, we extend our appreciation to you for making our school your school. Please know that we feel a great responsibility as we strive to educate your child(ren) through the ministry of this Christian school. We appreciate your daily prayers for our school, her faculty, staff, and students.

X. POLICY ATTACHMENTS

- **ACCEPTABLE USE POLICY**
- **CELL PHONE & MOBILE DEVICE POLICY**
- **PARENT CODE**

Acceptable Use Policy

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material will face disciplinary action, including probation, suspension, or expulsion.

Unacceptable communication is forbidden at all times and includes:

- profane, lewd, obscene, vulgar, rude language, or any suggestive words, symbols or initials
- statements to or about another student or teacher that may be interpreted as:
 1. harassing (persistently acting in a manner that distresses or annoys another person),
 2. sexually provocative
 3. threatening or disrespectful
- knowingly post false or defamatory information about a person or organization
- If you are told by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a teacher or parent immediately.

Social Networking Sites- Social networking sites such as Facebook, Twitter, etc. are not allowed at school. However, the school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be derogatory to the school, their Christian testimony, or the school community, or threaten, demean, or bully faculty or other students, is strictly prohibited.

Website Postings- Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God.

Plagiarism and Inappropriate Access to Material

Students must not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Internet sources must be cited following MLA guidelines. Students should not access material that is profane or obscene (i.e., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

Student Declaration of Appropriate Use:

- I understand that I continuously represent Christ Jesus and Cornerstone Christian School whenever and wherever I use e-mail, the Internet, or send text messages.
- I will not annoy, hinder, or harass others with offensive, obscene, abusive, or threatening language in any electronic communication.
- I will not access, download, store, or print obscene or pornographic material.
- I will not plagiarize works that I find on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.)
- I will follow the posted and/or handbook rules regarding the internet and texting.
- If I violate any of these rules or knowingly enable others to violate these rules, I will be subject to disciplinary actions including expulsion.

Penalty Procedure for Inappropriate Use:

Notice # 1. Student is advised, warned, and asked to remove the posting. Warning is posted on student's record. Note: Any extreme posting (nudity, profanity, etc.) may result in a more severe initial penalty.

Notice # 2. Student is counseled. Demerits are issued based on the severity of the posted material. Material is removed.

Notice # 3. Student is banned from all social media posting. Demerits are issued beginning with Class II notation for "direct disobedience."

Any further recurrence in the same area may result in suspension or expulsion of the student and possible denial of future enrollment.

_____ Parent Signature

_____ Student Signature

_____ Date

Cornerstone Christian School Cell Phone and Mobile Device Policy

In an effort to minimize distractions in the classroom and on campus, students at Cornerstone Christian School may not use any type of cellular phone or communication device during the school day. While these items are a growing part of our culture, they must be turned off during the regular school hours (7:50 am – 2:50 pm) and kept in the locker. The following consequences will be carried out if a student is found to be using a cell phone or personal communication device, or if the device is activated at any point during academic school hours, or if the device is taken from the locker before 2:50 pm.

1. *First Offense* – The device will be taken up by the teacher or administrator and held in the main office for the remainder of that school day. The student may retrieve the device before leaving campus on the day of the infraction. A parent will be notified of the situation via email and one demerit will be issued.

2. *Second Offense* – The device will be taken up by the teacher or administrator and held in the main office for the remainder of the school day. The student may retrieve the device before leaving campus on the day of the infraction. The student will then be required to check the device into the main office upon arrival each morning for the following five school days. The device will be available for that student to pick up prior to leaving at the end of each of those days. If for whatever reason, the student fails to check their device in during the five-day period, an additional day will be added to the initial consequence. Three demerits will be issued for the second offense.

3. *Third Offense* – The phone will be taken up and the school secretary will immediately notify the parents. The student will then be banned from bringing any cell phone or communication device to school. A third offense will be seen as no less than a Category II offense with a 5 demerit penalty.

I have read and will adhere to the above Cell Phone and Mobile Device Policy.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent's Code

1. I have read and understand the parent/student handbook and agree to the regulations therein. (pg. 10 Handbook)
2. I hereby pledge to pay my financial obligations to the school on the date required, and understand that late fees will be assessed when payment has not been made by the 5th of the month. In the event a problem does arise, I will immediately contact the school business office. (pg. 10-11)
3. I understand that my student's grades, or any other school records, will not be released or transferred unless my school bill is paid in full. (pg. 11)
4. I understand that the teacher has full discretion, subject to the approval of the administrator, for the grade placement of my child. (pg. 19)
5. I authorize this school to employ such discipline as it deems wise and expedient for the training of my child. This includes the use of corporal punishment in those instances where the handbook states, or in cases where it is deemed necessary. (pg. 24)
6. I further agree to hold the school and its agents harmless of any liability to my child, or any guardian or parent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Cornerstone or any employee or agent thereof, on my child's behalf, and the school or its agent not be found at fault, I agree to pay the attorney's fee, court fees, damages, or other costs that Cornerstone or its agents should incur to defend itself against such action.
7. I also understand that my participation is needed in educating my young person and will check his/her work regularly to ensure that the work required is done. (pg. 8,15)
8. I also understand that unless my child is present he/she cannot receive adequate education. Therefore, I will ensure that he/she is in attendance, unless it is for an excusable reason as listed by the Decatur City School regulations, or approved beforehand by the office. (pg. 20,21)
9. I furthermore am aware that the school hours are 8:00 – 3:00 pm and will therefore see that my child is there and prepared by the first bell. I realize that by 8:01 they are considered "tardy," and that every 5 tardies is recorded as an absence for all students regardless of the reason. (pg. 22)
10. Absences accumulate for the year, whether excused or not. A student is in danger of failing an individual course or a whole grade for 10 absences per semester or 20 per year. (pg. 21)
11. I understand that the school reserves the right to dismiss my child who fails to comply with the established regulations and discipline, or whose financial obligations remain unpaid. (pg. 25)
12. I understand the requirement that my child must be in attendance at the church of their choice at least one time per week (twice per week if holding any leadership position) for grades 7 – 12. Therefore, I will ensure that this requirement is maintained throughout enrollment. (pg. 12)

13. In the event that my child participates in any extra-curricular activities, I will cooperate with the coach or sponsor regardless of the manner in which he/she operates, the amount of time played, or the position played. In the event of losses I will not condemn the coaching personnel before other students, parents, or staff. If I cannot agree, I will quietly withdraw my child from the team/squad. (pg. 8,17)

14. If my child is a senior I promise to reserve the dates for the WILDS trip for him/her to ensure our participation. I will cover our part of the cost, or see that it is covered through other methods. (pg. 47, 48)

15. I understand that it is very beneficial and essential for college entrance for my student to take the ACT, and thus guarantee to have him/her take it by the end of his/her senior year.(pg. 6-7)

16. I realize that attendance at Cornerstone Christian School is a privilege granted my child(ren) by the membership of Cornerstone Baptist church. Although regulations and standards may not be my own, I will abide by and respect them as long as my child(ren) is/are enrolled at CCS. Included in this is the under-standing that I will not bring into this ministry, nor allow my childr(ren) to bring into this ministry, anything contrary to those regulations, standards, and goals for which this Institution was established, whether it be physically or by attitude or speech. In the event that I can no longer abide by this agreement, or support this ministry, I will withdraw my child(ren) from CCS. (pg. 3, 25)

17. I have read and understand the "Acceptable Use Policy" concerning all social media. I do agree to abide by its regulations and will see that my child(ren) also conform so long as he/she is enrolled at CCS. I will ensure that my child is "Friends" with CCS so long as they have a "facebook" account.

Parent's Signature

Date

Parent's Signature

Date