

2017/2018



# PARENT/STUDENT HANDBOOK

**LEARNING** today  
**LEADING** tomorrow



Dear Parent(s) or Guardian(s):

Welcome to an exciting new school year at Cornerstone Christian School. A variety of special programs and activities have been planned for your child this year. We're also providing many opportunities for you to become more involved with your child's experiences at school. By working as a team, we can make this the most enjoyable and rewarding year yet!

Throughout the school year, your child's teacher and I will be making a special effort to stay in touch with you. We will keep you informed of your child's progress and of school activities. Look each day for papers coming home from school – new updates, homework packets, tips and reminders. Be faithful in checking PlusPortals for grades and our school website at [www.ccswildomar.com](http://www.ccswildomar.com) as well for school updates.

Your communication with us is very important. Please don't hesitate to contact your child's teacher or myself (email listed below), whenever you have a question or concern, or need information. The school phone number is listed on the following page. Text and email are our #1 mode of communication with you. Please check and read all text/e-mail from the school.

One way you can start giving your support is to take a little time daily to talk with your child about his or her school day. Ask about homework assignments, friends and special activities. Your interest in your child's academic and social experiences at school can be a great motivator for learning. Let your child see that you are working together with the school to help make this a terrific school year in every way.

Building a Legacy of Faith, Virtue, and Influence,

*Sharon Privett*

Sharon Privett  
Head of School  
[sprivett@ccs-w.org](mailto:sprivett@ccs-w.org)

# Cornerstone Christian School

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## HOURS OF OPERATION

Office	7:30 a.m.—4:00 p.m.
Kindergarten – 5 <sup>th</sup>	8:00 a.m.—3:00 p.m.
6 <sup>th</sup> — 12 <sup>th</sup>	7:45 a.m.—2:45 p.m.

## DAY CARE HOURS

A.M.	6:30 a.m.—7:30 a.m.
P.M.	3:00 p.m.—6:00 p.m.

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## CORNERSTONE CHRISTIAN SCHOOL VISION; MISSION, AND CORE VALUES

**Vision:** Building a Legacy of Faith, Virtue, and Influence.

**Mission:** Through academics provide students with a Biblical worldview and the ability to impact their community.

### Core Values:

- The Holy Bible is the revealed word of God and taught as truth.
- Faith in God is the foundation upon which we build our lives.
- We value living a life of Christian character and virtue in order to bring honor to our identity in Christ.
- We value the following virtues: courage, devotion, dignity, honesty, honor, integrity, love, loyalty, morality, and valor.
- We have a moral responsibility to influence the community in which we live.
- Continual improvement of the CCS program is essential.
- High academic standards are fundamental. Internal and external assessments are routine.

## CORNERSTONE CHRISTIAN SCHOOL STATEMENT OF FAITH

As a ministry of Cornerstone Community Church, our school has adopted the Statement of Faith set forth by the church which reads as follows:

We recognize that there are both some CORE issues and some PERIPHERAL issues of Christianity. An example of a CORE issue is the resurrection of Jesus Christ. The only opinion taught is that there was a physical resurrection of Jesus. An example of a PERIPHERAL issue is how often you should take communion. This is an issue about which there is more than one opinion. Whether to sing hymns or choruses is a PERIPHERAL issue while the fact that we have only come to God through Jesus is a CORE issue.

In core issues we have unity. *Eph. 4:4* In peripheral issues we have liberty. *Rom. 14:1,4,12,22* In all our beliefs we show love. *1 Cor. 13:2 (PH)*

Cornerstone is confident enough in the truth of the Gospel that we do not get nervous if someone does not believe ... even on a core issue. Although we will never allow alternative teaching on core issues, we do believe in giving people time to realize the truth.

### Core Issues We Believe:

▶ God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three equal are one God. *Gen 1:1, 26-27, 3:22, Psalm 90:2, Matt. 28:19, 1 Peter 1:2, 2 Cor. 13:14*

▶ Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to heaven's glory and will return again. *Matt. 1:22-23, Isaiah 9:6, John 1:1-5, 14, 10:30; Heb. 4:14-15, 1 Cor. 15:3-4, Acts 1:9-11, 1 Tim. 6:14-15, Titus 2:13, Rom. 1:3-4*

▶ The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift. As Christians we seek to live under His control daily. *2 Cor. 3:17, John 16:7-13, 14:16-17, Acts 1:8, 2:4, 1 Cor. 2:12, 3:16, Eph. 1:13, Gal. 5:25*

► The Bible is God's word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because God inspires it, it is truth without any mixture of error. *2 Tim. 3:16, 2 Pet. 1:20-21, 2 Tim. 1:13, Psalm 119:105, 160, 12:6, Prov. 30:5*

► People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has the tremendous potential for good, all of us are marred by what God called "sin". This attitude separates people from God and causes many problems in life. *Gen. 1:27, Psalms 8:3-6, Isaiah 53:6a, Rom. 3:23, Isaiah 59:1-2*

► Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self improvement or good works. Only by trusting in Jesus as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus into his life by faith. *Rom. 6:23, Eph. 2:8, 9, John 14:6, 1:12, Titus 3:5, Gal. 3:26, Rom. 5:1*

► People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. *John 3:16, John 14:17, Rom. 6:23, Rom.8:17-18, Rev. 20:15, 1 Cor. 2:7-9*

## **CORNERSTONE CHRISTIAN SCHOOL PHILOSOPHY OF EDUCATION**

I. Purpose of Education: The purpose of education for Cornerstone Christian School is to provide our students with the appropriate wealth of knowledge through a commitment to high academic standards, to teach students who they are in the Body of Christ and to teach students what they are intended to become within God's plan. *Scripture References: Romans 8:29, Hebrews 1:1-3, Ephesians 4:11-13 and Colossians 2:18*

II. Educational Content: Cornerstone Christian School's classroom curriculum will present the content necessary for our students to sequentially develop the skills needed to become proficient in all subject areas. The materials we utilize will support the Scope & Sequence we have built. Curriculum materials chosen may present secular concepts, however all classroom instruction will be integrated to meet the philosophy of educational content which, simply stated, is that God is truth. We cannot know wisdom or truth until we know God through the revelation of Himself in scripture.

We also know God indirectly by what He does and has done through His creation, as this provides objective truth about our world. We must accept the fact that as human beings our knowledge is inevitably subjective and we are therefore fallible.

*Scriptural References: Romans 1:20-23, Hebrews 1:1-2, 2 Timothy 3:16, Psalms 19:1-2, Romans 1:20, Genesis 1:1, John 4:16 and Daniel 2:21*

III. Educational Providers: Cornerstone Christian School recognizes that parents are the primary educators of their children and the school partners with parents to provide an appropriate education for students. Parents delegate their biblical responsibility to educate their children. The school values this partnership and the opportunity and privilege to educate the student.

*Scriptural References: Deuteronomy 6:6-7*

IV. The Teacher: Cornerstone Christian School's curriculum content is based upon biblical truth; therefore it is objective in nature and should be presented to students through objective methods of teaching. Cornerstone Christian School also recognizes the variety of learning styles and there must be personal approaches to teaching. Teachers should challenge their students academically, socially, and spiritually by modeling moral maturity and the characteristics of Christ through personal relationships such as love, compassion, fairness, and consideration. Being Christ-like enables the teacher to evaluate the student in a Christ-like manner after the teacher has taught the student to examine facts, evaluate concepts, and draw conclusions.

*Scriptural References: Philippians 2:12, Deuteronomy 6:20-25, Luke 6:40*

V. The Student: Cornerstone Christian School understands students are physical beings to be presented to God and are capable of emotions and cognitive reasoning, thus responsible for their actions. The school also recognizes that students are motivated when external and internal goals are set that provide high standards but are also attainable. Cornerstone Christian School will establish such goals giving each student the opportunity to choose to succeed at all grade levels.

*Scriptural References: Genesis 2:7, Romans 12:1, 1 Peter 1:13-14 and Romans 2:15*

## **ACADEMIC PROBATION**

Students are expected to maintain a 2.0 or better grade point average on a regular basis. In the event a student drops below a 2.5 grade point average a student will be placed on academic probation. Definite, individualized goals will be established for each student on such probation in the areas of character, academic progress, and spiritual growth. A student on academic probation must meet with the College and Career Counselor on a regular basis to discuss progress. In the event a student remains on academic probation for three (3) consecutive quarters, the student's consideration for re-enrollment will be reviewed.

## **ACCREDITATION**

The Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI) have granted accreditation to our K-12<sup>th</sup> grade program.

## **ARRIVAL AND DEPARTURE**

### Arrival Procedure

**Students in Kindergarten** should be escorted by an adult to the playground between 7:30 and 7:50 and to the classroom between 7:50 and 8:00 a.m. Classes begin at 8:00.

**Students in grades 1—5** should be dropped off on the east side of the educational building between 7:45 and 7:55 a.m. *Students in grades K-5 will congregate only in the upper playground area until they line up at 7:55 a.m. and are escorted by their teachers to their classrooms.* Classes begin at 8:00 a.m. and end at 3:00 p.m.

**Middle and high school students** may be dropped off on the north side of the education building. *Students may congregate in the courtyard area only.* Classes begin at 7:45 a.m. and end at 2:45 p.m.

**If you drop off your students before 7:30 a.m. please remind your student to not leave campus.**

During rainy or excessively cold/hot weather, elementary students may report to their classroom as early as 7:45 a.m. Middle school and high school students may report as early as 7:30 a.m.

### Dismissal Procedure

**Students grades Kindergarten – 5<sup>th</sup> grade**, will be picked up in car line on the east side of the education building between 3:00 p.m.—3:15 p.m. Students will be seated on the curb until their parent/carpool person pulls forward to the designated location. A teacher or staff person will escort students to their car.

Students in grades Kindergarten—5 who are not picked up by 3:15 p.m., will be automatically signed in to day care by their teacher.

**Students in grades 6 - 12** should be picked up at north side of the education building between 2:45 and 3 pm.

6<sup>th</sup> grade students enrolled in afterschool supervision class will check in by 3:00pm

During inclement weather, elementary students will remain in their classrooms, and parents will park their cars and pick up their children from the classroom. It will be determined by administration 15 minutes prior to dismissal if the Inclement Weather Dismissal procedure is in effect.

**Minimum Day Dismissal: The time for minimum day dismissal is 12:00 p.m. for all students.**

### Non-Parent Pick-Up Procedure

Students will only be released to those persons named on the Emergency Information Card. Parents must send a note or call the school office to authorize the school to release any student to any person not named on the Emergency Information Card. Parents should also inform the teacher by written note of any specific dismissal instructions.

## **ATHLETIC PROGRAM**

CCS offers a wide range of extracurricular activities at the Middle School and High School level. At the middle and high school level, CCS offers football, girls volleyball, cross country, basketball, baseball, golf, and cheer.

To be eligible for athletics all student-athletes must maintain a minimum grade point average (GPA) of 2.0 or better to participate in any athletic activity.

All athletes will be required to print out their own grades weekly and submit for CCS Eligibility Review. This grade form will be turned in to the College & Career Counselor each Tuesday. Coaches will be notified of which student-athletes are maintaining a 2.0 GPA but may have a failing grade in one or more classes. These student athletes will be on "Academic at Risk."

Should an athlete's GPA fall below 2.0 during any point of the season, he/she will be ***ineligible to participate in the games until they raise their GPA to 2.0.*** In addition, any athlete who quits a sport prior to the end of the season will be ineligible to play any sport the following season. Appropriate teachers will monitor the student's progress and a weekly academic report will be given to the College & Career Counselor.

When a student is medically excused from school, the student will also be excused from practice or a game. The athlete should call the coach on game day so that the coach may adjust the line-up. It is not necessary to call on practice days unless required by the coach.

As is policy of the CCS Athletic Department, all athletes are required to attend a minimum of four (4) full academic classes within a seven (7) class day, two (2) full academic classes on a four (4) class block day, and on chapel days two (2) full academic classes must be attended in order to participate in an athletic activity of the same day. Student athletes should make every effort to schedule non-emergency appointments on days that will not cause them to miss athletic events.

Players may not be excused from class time to practice, individually or in a group, unless permission is given by administration.

Student athletes going home with an illness should notify their coach.

Game, sideline and bench conduct is to be consistent with school policy and will be enforced by the coach and administrator.

A coach, with administrative approval, may establish additional requirements for the team.

## **ATTENDANCE**

Cornerstone Christian School believes that regular attendance plays a key role in the success a student achieves in school. Absence from school shall be allowed only for *health reasons, family emergencies, and justifiable personal reasons*, as permitted by law and board policy and specified in administration regulations. (E.C. 46010, 46010.5, 48205) When students who have been absent return to school, they are required that they present a satisfactory explanation verifying the reason for the absence.

When an absence occurs, **the student is responsible** for any class work missed and must make arrangements with the teachers to make up assignments, tests, and quizzes. Homework assigned before the absence must be turned in the day the student returns to class. Students should expect to make-up any prior assigned quizzes and tests missed during an absence on the day they return to class. Tests and quizzes missed due to unexcused absences will only be eligible for 50% credit. Students will have the number of days of absence to make-up any homework/test/quizzes assigned while the student was absent. If the student is out for three or more days, homework can be arranged to be sent home.

In order for a student to participate in any extracurricular activities, including practices, a student must be in attendance a minimum of four (4) full academic classes within a seven (7) class day, two (2) full academic classes on a four (4) class block day, and on chapel days two (2) full academic classes in order to participate in any extracurricular activity of the same day.

### **Absences**

Grades K—5th: Written notes or a phone call to clear an absence will be accepted for elementary students.

Grades 6th—12th: Parents **MUST CALL** to clear an absence. A written note will **NOT** be accepted for students in grades 6th—12th.



## **Types of Absences**

In all levels of schooling, **there simply is no substitute for regular school attendance.**

Excused Absences- Absences caused by illness, medical or dental appointments and a physician's note is provided will be considered excused absences. A death in the family will also be excused. The student is allowed one Anticipated Absence per semester as an excused absence. Any subsequent Anticipated Absences, while still requiring approval from the office, will be counted in the student's attendance record as part of his/her 9 allowed absences.

Anticipated Absences- An anticipated absence form is provided to allow students to participate in a special family trip or event, a church retreat, visit a college or another legitimate reason. The use of the Anticipated Absence provision is a privilege and not a right. The form is obtained from the office in advance, is completed by the student, signed by a parent, and then signed by each teacher, as the student makes arrangements for the work they will miss while they are gone. The form must be turned into the school office at least 5 school days in advance. **Anticipated absences will not be granted during final exam weeks.**

### Excessive Absences (grades K-5)

Grade K-5 students missing in excess of ten (10) school days in a semester and whose achievement is below grade level may be required to attend after school tutoring, Saturday school, summer sessions or other remedial programs provided outside of the regular school day.

### Excessive Absences (grades 6-12)

Where there is a problem with excessive absences, the home and school must work together to improve attendance. Thus, the following notification schedule will keep parents informed about the student's attendance and the consequences of excessive absence:

1. Six (6) days of absence a semester: Letter to parent requesting a parent-school contact pointing out the approaching limit and consequence
2. Eight (8) days of absence: Letter to parent indicating the student is about to reach the limit-final warning and conference with the student
3. Ten (10) days of absence in a semester: Students grade may be lowered one full mark

A student who has an injury or a serious illness that requires an absence of five (5) days or more must present a physician's note and shall not have those days counted in the cumulative total of absences.

## **Truant**

A student is truant when he or she is absent and the absence is never approved or cleared by the school or parents. By law, students habitually absent/truant must be reported by the school to the Student Attendance Review Board [S.A.R.B.] where hearings are held and possible monetary penalties are imposed.

## **Tardiness**

It is important that students always be on time to school and to class. Each student should be in his/her classroom when the bell rings and seated when a teacher requires it. All students must come to class fully prepared with the materials needed for class. Excessive tardiness will not be allowed to continue, even if the tardiness isn't caused by the student. The first three (3) tardies in a semester will be excused, regardless of reason, when cleared by a parent. Every three (3) unexcused tardies will be considered an absence and will be counted under the Excessive Absence rules. The student may be referred to the Assistant Principal or Head of School for further administration review and consequences. Continued tardiness may affect academic standing and may be considered in determining eligibility for athletic teams or other school activities. See discipline plan for consequences.

## Perpetual Tardiness

In addition to the aforementioned Attendance & Tardiness Policies, students who habitually violate these policies (per semester) will also be subject to the following additional consequences:

- First set of three tardies: Student will be excused.
- 1st set of three unexcused tardies: Student will receive a lunch detention & Notice of Concern to be signed by parent/guardian.
- 2<sup>nd</sup> set of three unexcused tardies: Student will receive a one hour after school detention & a formal letter warning of further consequence should the trend continue.
- 3<sup>rd</sup> set of three unexcused tardies: Student will receive a \$50 fine assessed to the student's account and possible Saturday School.
- 4<sup>th</sup> set of three unexcused tardies: Student will receive a \$50 fine assessed to the student's account & will be placed on an "Attendance Probation Contract" that includes criteria/expectations to be fulfilled if enrollment is to be maintained.

Should a student continue to be in perpetual violation of the CCS Attendance/Tardiness Policy, the Administration may consider additional disciplinary measures including a decrease in academic standing, lack of participation in extra-curricular activities, or eventual expulsion.

## **BULLYING**

Cornerstone Christian School believes that all students have a right to a safe and healthy school environment. Bullying shall be defined as an ongoing consistent pattern in which a student intimidates or harasses another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation in person or through electronic means.

Students and/or staff are required to immediately report incidents of bullying to school administration. Those on staff are expected to immediately intervene when they see a bullying incident occur. Each report of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school on school-sponsored activities, during nutrition and lunch break (whether on or off campus), and during all school-sponsored activities such as athletic events, dances, field trips, etc.

The Student Code of Conduct as it pertains to bullying includes, but is not limited to:

- A student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to school administration.
- Students can rely on school administration to promptly investigate each complaint of bullying in a thorough and confidential manner.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff is expected to immediately intervene when they see a bullying incident occur.
- Students witnessing or experiencing bullying are encouraged to report the incident to a staff member or school administration.

## **CAMPUS SAFETY**

For the overall safety of Cornerstone students, the following procedures and policies have been instituted:

### Accidental Injury

In case of accidental injury, an immediate attempt will be made to contact a parent or relative. If the parent cannot be reached, the student's emergency contact will be called. If necessary, an ambulance or paramedics will be called. Until the arrival of a parent, physician or ambulance, the administration, or person in charge will make all decisions about the care of the child.

Students should obtain a hall pass to receive medical attention in the school office. Students must have a Medical Emergency Card form on file in the office in the event of an emergency. Parents will be notified of accident situations and are responsible for transporting students, except in cases of extreme emergency. Parents are responsible for any fees incurred if it is deemed necessary.

### Animals or Pets

Pets are not allowed on campus without prior written consent from the administration, teacher, and parent. If permission is granted, the animals must be caged and kept in the designated area. Parents are to supervise the animal at all times. Animals regularly maintained within the classroom environment and under teacher supervision are to be respected by all.

### Fire and Lockdown Drills

As part of a comprehensive safety program, Cornerstone Christian School conducts regular fire, earthquake, and lockdown drills during the school year. Please know that if you are on campus during one of these drills, you will be required to participate as part of our emergency preparedness efforts. In addition, we will not specifically tell parents when we will conduct drills nor will parents be given an option to exclude their children during normal drills.

## **CELL PHONES/ELECTRONIC DEVICES**

**CCS desires to foster communication between students and parents. However, since all communication during school hours can take place through the school office, cell phones may only be used during Nutrition Break and Lunch, OUTSIDE. Once Nutrition Break and Lunch is over, the cell phone MUST be turned off and placed out of sight. NO CELL PHONES ARE TO BE USED IN ANY BUILDING ON CAMPUS BETWEEN THE HOURS OF 7:30AM AND 3:00PM UNLESS AUTHORIZED BY CCS FACULTY, STAFF, or ADMINISTRATION.**

*CCS administration reserves the right to ban a student's use of his or her cell phone, at any time while on campus, due to repeated violations of rules mentioned above.*

*Due to their nature to distract students, electronic devices of any kind are not allowed on campus during school hours. These include but are not limited to the following: CD players, Ipods, electronic video games, and lasers. Objects necessary for a class activity must be accompanied by a written note from the parent and approved by the appropriate teacher and school principal.*

Electronic devices (i.e. CD player, MP3 players, iPod, audio or video game), games, toys or card games brought to school will be confiscated and can only be retrieved by a parent/guardian from the school office.

Students are encouraged to utilize their personal laptop, iPad, Kindle or other approved reader for educational purposes. Should a student choose to use their personal electronic device, the school is not responsible for loss, theft or damage to personal items. Please use caution in bringing personal items of this nature to school and keep them on your person or locked in your locker.

## **CHILD ABUSE REPORTING OBLIGATIONS**

The State of California requires school officials and staff members to adhere to various legal provisions enacted to protect children. For a more formal statement of this policy please contact the school office.

## **CLOSED CAMPUS**

Cornerstone has a closed campus policy to ensure the safety of our students. Students may not leave the school grounds during the regular school day without being signed-out of the school office by an authorized adult. Should the students return prior to the end of the school schedule, students must be signed-in to the school office.

Parents must report to the school office to sign-out their child. **Parents may NOT go directly to the classroom to pick-up their child.**

## **COMMUNICATION**

Communication is a top priority at Cornerstone. Parents are welcome to contact the classroom teacher with questions or concerns regarding student progress. Teachers may be contacted after school hours each day and parents may leave a message utilizing the telephone message system or email. Teachers will return calls during their lunch, preparation periods, or by the end of the next school day. Teachers will make a concerted effort to return calls by the end of the next business day.

### Concern Resolution Process

We recognize that in any institution, regardless of the best intent and effort, disagreements and misunderstandings may arise. It is not the problems that measure the institution, but how those problems are managed. As a Christian organization it is important to follow Biblical standards; to take concerns directly to those who are involved. (Matt. 5:22-24, 18:15-20). Therefore, concerns with CCS staff should be resolved as follows: the person who is causing the concern will be contacted first by the parent to resolve the matter, if the matter is not then resolved the principal may be contacted.

## **COMMUNITY SERVICE**

High school students must commit themselves to 20 hours of service per year (80 per four). Community service hours cannot be back-dated, and must be completed and turned in to the Registrar or College/Career Advisor during the year of service, no later than the last day of school. All Christian service hours will be based on the principle in *Mark 10:45* which states, "*For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.*" Simply put, the type of service performed must involve the giving of your time and talents, without compensation.

## **COMPUTER AND INTERNET**

Students at Cornerstone Christian School have the opportunity to use computers with internet access in the computer lab, library and classroom for research and preparation of school related projects. In doing so, students may correspond with other individuals from around the world.

CCS recognizes the potential educational benefit to each individual student and the school as a whole by making such access available. CCS also recognizes that with the benefit there is a balance of care and concern that must be administered when accessing the information that is available on the internet. It is not all truthful nor is it all morally beneficial. For this reason CCS relies on the educational partnership between its families and the school to help in the administration of a policy that guides the usage of the computers provided by the schools for educational purposes.

The partnership responsibilities can be described as follows:

It is the responsibility of the school to provide safe internet access to enhance the learning process. Included in this is the basic functioning and security of the network as well as adult supervision of the students.

It is the responsibility of each student to make responsible and ethical choices while accessing electronic information. It is also the responsibility of each student to abide by the terms and conditions set forth in the Computer and Internet Use Contract.

It is the responsibility of the parents to provide guidance and oversight of their students by evaluating electronic information retrieved by the student either while using the school or home computer.

CCS will provide computer terminals for students to conduct research and to communicate with others regarding school related projects. **Usage of these computers is a privilege; it is not a right.** Access will only be granted to those who have a signed Internet Use Contract on file. Students who do not follow the terms and conditions of the policy will lose their privilege of computer access. Given sufficient evidence or reasonable suspicion of misuse of the computer network, school administrators may review files and/or communications to maintain system integrity and to insure responsible usage. Users should not expect that communications and/or records of usage would be private.

## **CURRICULUM**

Our textbooks and curriculum materials include standard texts used in state schools as well as textbooks from Christian publishers.

Our preference would be to use as many textbooks as possible from a Biblical worldview, but in some subjects an academically superior text is available from a secular publisher. If we choose a secular publisher we have undergone the following analysis:

It is the teacher who will control the instruction and thereby teach the material with a biblical perspective. We can guide our students in the development of critical thinking skills in the discernment in evaluating printed materials. Exposure of false worldviews will prepare our students for future educational experiences, especially if they choose to attend a state university.

Students will be issued textbooks during their sign off appointment. All textbooks must be returned at the end of the year in the same condition. We encourage students to cover their books to avoid charges at the end of the school year. **Parents will be billed for lost or damaged textbooks.** Textbook costs are cost averaged over several years and represent only a portion of total curriculum costs.

## **DAYCARE PAYMENT POLICY AND RATES**

The following 2 plans are available for the 2017 2018 school year:

- **Annual Plan**
  - \$200 registration fee per child (no multiple child or family discount)
  - August 31, 2017 deadline to register (no exceptions)
  - Parents will NOT be billed hourly
- **Drop In Plan**
  - \$12 per hour, per child
  - Billing Cycle is monthly; payment is due by the 10<sup>th</sup> of the following month

### Kindergarten—5<sup>th</sup> Grade

Morning day care is from 6:30 a.m. to 7:30 a.m. Afternoon day care is from 3:15 p.m. to 6:00 p.m. Students not picked up by 3:15 p.m. will be signed in to day care automatically. Parents will be billed at the drop-in hourly rate of \$12.00 per hour unless they are on the annual plan. Students must be picked up no later than 6:00 p.m.

### 6<sup>th</sup> Grade

Morning day care is from 6:30 a.m. to 7:30 a.m. Afternoon day care is from 3:00 p.m. to 6:00 p.m. 6<sup>th</sup> grade students are required to check into afterschool supervision class by 3:00 p.m. Parents will be billed at the drop-in hourly rate of \$12.00 per hour unless they are on the annual plan. Students must be picked up no later than 6:00 p.m.

The billing cycle is monthly and the full day care payment is due with the monthly tuition payment by the 15<sup>th</sup> of the following month or late on the 16<sup>th</sup>. If a student is pre-registered for the Annual Plan, there will be no monthly billing. The fee for drop-in students is \$12.00 per hour. If a student is signed in to day care for less than one hour, parents will be billed for a full hour. All billing will be calculated on a daily basis by the hour.

**Students picked up after 6:00pm will be billed a flate rate late fee of \$15.00 as well as \$1.00 per every minute late. A late fee of \$30 will be assessed to all accounts not paid by the 15<sup>th</sup> of the month.**

## **DISCIPLINE—CRUSADER CODE OF CONDUCT**

The philosophy for the Code of Conduct is in its simplest form, “training through discipline.” Cornerstone Christian School recognizes that the biblical foundation for discipline or training is love for an individual student and care for the student body as a whole.

Each portion of the Code has been enacted to serve as a means to assist students in preparation for living a life patterned after our Lord Jesus Christ; with the knowledge that God has promised if we train up our children in the way they should go, they shall not depart from those ways as they grow older.

### **Ten Virtues**

There are Ten Virtues within the Crusader Code of Conduct. Each virtue is a banner for moral excellence and is taught to CCS students in a number of forums in an effort to instill these virtues as part of their character.

Students are to strive to emulate the Ten Virtues on a daily basis. If they do so, they will have no difficulty adhering to the complete Code of Conduct. The Ten Virtues are as follows:

**Courage:** Choosing the right course of action.

**Devotion:** Commitment of the whole heart and will.

**Dignity:** A noble manner, that nobility being based in heir-ship to the King of Kings.

**Honesty:** Truthful in all matters and therefore trustworthy.

**Honor:** Adherence to the correct principles.

**Integrity:** Excellence of character or reputation.

**Love:** Self-sacrifice at all times, “Christ-likeness”.

**Loyalty:** Allegiance to all other Crusaders.

**Morality:** A biblical standard of right and wrong.

**Valor:** A bold determination in the face of adversity.

## **DISCIPLINE POLICIES AND PROCEDURES**

Cornerstone desires to partner with our parents in order to help students excel in every aspect of their lives. The purpose of discipline is to clearly define expected behavior with appropriate steps for correction as needed in order to ensure an environment free of distraction. Disciplinary consequences are utilized if encouragement and warnings do not result in appropriate conduct.

Discipline Procedures: Implementation of these policies will benefit everyone at Cornerstone Christian School. Incidents and consequences will be documented in the student’s file and are cumulative for the year.

All CCS students are expected to refrain from any use of and/or participation in activities involving drugs, alcohol, tobacco, violence or possession of weapon and commission of any other crime not listed herein. Violation of this policy on or off school grounds will result in **immediate parent contact and suspension, with the possibility of expulsion** based on an evaluation of the circumstances.

### **Grades K-5<sup>th</sup> Grade**

- Kindergarten detention can be restriction from break time, lunch time, or recess at the teacher’s discretion.
- Elementary detention can be restriction from break time, lunch time, recess, or the requirement to stay after school hours for 30 minutes at the teacher’s discretion.

### **Grades 6<sup>th</sup>-12<sup>th</sup> Grade**

- Students may be required to attend lunch detention during their lunch period (students will be given time to eat lunch).
- Middle school and high school students may be required to stay after school to serve detention time which could require them to miss athletic activities including practices and games that occur after school.
- Students will receive automatic detentions for gum chewing, dress code violation, and cell phones/electronic devices use.

## **Major Misconducts**

Major misconduct is not acceptable and will be promptly addressed by the Administration.

Major misconduct includes, but is not limited to:

- Bullying, repeated Lying, Disrespect, Highly Inappropriate Behavior
- Physical Altercation
- Plagiarism and Cheating (projects, papers, tests, quizzes and homework)
- Social Media Abuse

## **Major Misconduct Consequences**

Students who engage in major misconduct will be referred to the Administration for discipline, which could include, but is not limited to the following:

- 1<sup>st</sup> Incident of misconduct: After school detention or suspension (TBD by administration).  
Other possible consequences associated with clubs or athletics may be instituted as well.
- 2<sup>nd</sup> Incident of misconduct: **Suspension, a \$50 fine, and student is placed on a Behavior Contract.**
- 3<sup>rd</sup> Incident of misconduct: Teacher/Administrative panel meeting to determine further discipline/consequences/possible expulsion.

## **Minor Misconduct Violations**

Behavioral violations include, but are not limited to:

- Dress Code
- Not speaking English on campus (for International Students)
- Inappropriate/Vulgar Language
- Food/Drink in Classroom
- Rough Housing
- PDA (Public Displays of Affection)

Any other conducts which are not identified as a Major Misconduct violation.

## **Minor Misconduct Consequences**

- 1<sup>st</sup> Incident: Warning or Lunch detention (TBD by Administration)
- 2<sup>nd</sup> Incidents: Lunch Detention
- 3<sup>rd</sup> Incident: After School Detention- Other possible consequences associated with clubs or athletics may be instituted as well.
- 4<sup>th</sup> Incident: After School Detention - Other possible consequences associated with clubs or athletics may be instituted as well.
- 5<sup>th</sup> Incident: Saturday School & \$50 fine
- 6<sup>th</sup> Incident: Saturday School & \$75 fine
- 7<sup>th</sup> Incident: Two-day Suspension & 100 fine
- 8<sup>th</sup> incident: Teacher/Administrative panel meeting to determine further discipline/consequences/possible expulsion.

## **Disruptive Conduct and Behavioral Violations**

Disruptive conduct and behavioral violations include, but are not limited to:

- Disruptive Behavior
- Talks Excessively
- Passing Notes in Class

## **Disruptive/Behavioral Conduct Consequences**

- 1<sup>st</sup> Incident: Warning
- 2<sup>nd</sup> Incidents: Lunch Detention
- 3<sup>rd</sup> Incident: After School Detention- Other possible consequences associated with clubs or athletics may be instituted as well.
- 4<sup>th</sup> Incident: After School Detention - Other possible consequences associated with clubs or athletics may be instituted as well.
- 5<sup>th</sup> Incident: Saturday School & \$50 fine
- 6<sup>th</sup> Incident: Saturday School & \$75 fine
- 7<sup>th</sup> Incident: Two-day Suspension & 100 fine
- 8<sup>th</sup> incident: Teacher/Administrative panel meeting to determine further discipline/consequences/possible expulsion.
- **ALL FINANCIAL CONSEQUENCES WILL BE BILLED TO THE PARENT/GUARDIAN ACCOUNT.**

### **Students will receive an automatic detention for:**

- Gum chewing
- Dress code violations
  - **When Dress Code is violated the school office will try to contact parent or guardian to bring their student a change of clothing. If parent or guardian cannot be reached the school office will have student change into their CCS gym clothes. If student does not have CCS gym clothes, the student will be supplied with a new set of gym clothes and students account will be charged the cost of the new gym clothes.**
- Cell phones/electronic devices
  - **Teachers will confiscate any cell phone or electronic device that is visible in the classroom or any building on campus and give it to an administrator. Devices will only be released to a parent or guardian.**

**The school administration reserves the right to amend the prescribed consequences at all times.**

### **Notice of Concern**

A Notice of Concern is filled out by a teacher or staff member notifying the Assistant Principal that a particular student has failed to comply with the CCS Code of Conduct. Student will be required to meet with the Assistant Principal to discuss disciplinary action. Parents will also be notified either by a phone call and/or a copy of the Notice of Concern to be signed by parent and returned to office by the student. Students should have this signed Notice of Concern turned into the office prior to serving their detention.

### **Warning**

A warning can be verbal or written notice. In the event a warning is issued for a student in grades K-5 the parent will be notified by the school administration. In the event a warning is issued for a student in grades 6-12 the student will be responsible for informing his or her parent(s).

### **Lunch Detention**

Served during lunch period (Please note, students are given time to eat their lunch during detention.)

### **After School Detention**

To be served directly after school for one hour

### **Saturday School**

Required school attendance on an assigned Saturday morning from 8am-12pm

### **Academic/Attendance/Behavior Contract**

A Contract is utilized so that students may demonstrate to themselves and others that they are capable of adhering to specific expectations in lieu of more severe discipline.



## Suspension

Suspension is removal of a student from the school campus and all school activities for one to three days. For any classroom work, quizzes, or tests missed during such a suspension a grade no higher than 65% will be given. Any day(s) missed due to a suspension is classified as an unexcused absence. When such a suspension has been given, it is to allow the student and parent(s) / guardian(s) time to reflect upon the student's behavior and failure to adhere to the Code of Conduct and the consequences.

## Expulsion

Expulsion is the removal of a student from Cornerstone Christian School. Expulsion can be immediate or imminent. Upon expulsion a student will be required to follow the withdrawal procedures. Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for major misconducts. Three major misconducts may necessitate an expulsion.

## **DRIVERS: STUDENTS**

### STUDENT VEHICLE REGISTRATION

All student drivers must register their vehicles with the school office.

Students must drive SLOWLY (5 mph), carefully, courteously, and safely at ALL times. Students are required to park in the upper parking lot.

Spinning of wheels, squealing tires, speeding or any form of reckless driving will NOT be permitted or tolerated on or around the campus. Horns are not to be used to attract attention. They are for use as a safety or emergency tool only. Car radios and sound systems must be kept at a low volume so neighbors, students, staff, and parents are not disturbed.

Students are to be seated safely, utilizing seatbelts in their vehicles at all times. There is to be NO riding on the exterior of the vehicle.

For high school students who drive to and from school, the campus grounds are closed during school hours. Students may not have access to their automobiles during school hours. Unregistered vehicles are not allowed on campus.

### **High school students who drive to school must:**

- Meet the California State Law driving prerequisites
- Submit a copy of current driver's license to the office
- Submit a copy of current vehicle registration to the office
- Submit a copy of current vehicle insurance policy to the office
- Submit vehicle description/license plate number form to office

**Students in 12th grade may leave the campus for lunch purposes on WEDNESDAYS ONLY, but must meet all requirements listed below, as well as above, be in good class attendance, and safe driving procedures on and off campus and:**

- Submit a written parental Off-Campus permission slip to the office
- Sign out and in at school office each Wednesday student goes off campus for lunch
- Return to campus on time

**Students tardy from lunch will lose off campus privileges for four (4) consecutive Wednesdays.**

Seniors are not allowed to leave at lunch on Wednesday with non-CCS students.

**This opportunity is strictly a privilege and can be revoked with or without cause as deemed appropriate by the School Administration.**

## **DRIVERS: PARENTS**

Whenever parents are driving for a school sponsored event, they must have a copy of their driver's license and auto insurance on file in the school office.

## **EARLY DISMISSAL or LATE ARRIVAL CLASS SCHEDULE (High School)**

High School students with an early dismissal class schedule **MUST** sign - out at the school office. High School students with a late arrival class schedule **MUST** sign – in at the school office.

## **FIRE ALARMS**

Parents of CCS students will be assessed a fine if their child pulls a fire alarm during a non-emergency.

## **FOOD SERVICES**

CCS contracts with an outside food service provider. Lunches, snacks and drinks are all available for a reasonable fee.

## **FUNDRAISING**

Tuition covers approximately 90% of our costs. The remaining 10% must be raised by other financial means.

*Fundraising Events:* Throughout the school year there will be several fundraising events designed specifically to raise funds for the school. We may have three or four main fundraising events each year.

*Fund Development:* At the end of each calendar year families are given the opportunity to give to the school a **tax-deductible** charitable gift. This helps meet the school's needs and defray the costs, keeping tuition increases at a minimum.

## **GRADING**

### Grade Reports

The academic school year for report cards is divided into two semesters. First semester ends prior to Christmas break.

Progress Reports will be available online midway through the semester at the quarter break, nine [9] weeks, as a statement of pupil progress.

Report Cards are available online in Plus Portals at the end of the 1<sup>st</sup> quarter prior to Christmas break. A final report card will be mailed home at the end of the school year.

### Grading Scale

The following letter grades are used to reflect a student's achievement:

#### ***Kindergarten***

The number grades are calculated as follows:

- 1 - Area of concern
- 2 - Progressing
- 3 – Mastery
- NE – Not yet Evaluated

#### ***Grades 1st—8<sup>th</sup>***

The letter grades are calculated by percentage as follows:

100% - 90%	A	4.0
89% - 80%	B	3.0
79% - 70%	C	2.0
69% - 60%	D	1.0
59% - 00%	F	0.0

#### ***Grades 9<sup>th</sup>—12<sup>th</sup>*** (No "D" grade for grades 9<sup>th</sup>—12<sup>th</sup>)

100% - 90%	A	4.0
89% - 80%	B	3.0
79% - 70%	C	2.0
69% - 00%	F	0.0

- AP and Honor Classes are measured on a weighted academic value system

## **GRADUATION**

In order to be awarded a high school diploma, students must meet the minimum entrance requirements ("C" or better in all core classes) established by the California State University/University of California systems. In addition, students must have at least three years of Bible credits and must have completed 80 hours of community service.

It is expected that all students meet the minimum CCS graduation requirements in order to participate in the graduation ceremony. Should a student fall short of meeting the requirements (maximum 10 units or less, they may still participate in the ceremony, but the diploma and transcript will be held until the units are successfully completed.)

The Valedictorian and Salutatorian will be determined based on cumulative grade point average for high school career, as well as school attendance.

## **HOMESCHOOL PROGRAM (PSP)**

The CCS Home School Program exists to provide support, encouragement, and accountability, for families who have chosen to educate their children at home. When students visit campus, they must abide by the dress code. When attending any school activities, modesty is a must!

## **INCLEMENT WEATHER POLICY**

The Inclement Weather Policy will be in effect for the following reasons: Rainy weather, excessively cold, hot, or windy weather, and poor air quality.

## **INSURANCE**

Medical insurance is the responsibility of the parents or guardian and not the responsibility of CCS.

## **LOCKERS AND LOCKS**

Students in grades 6-12 are provided lockers. This is a privilege, not a right, and can be revoked if misused or abused. Students must provide their own lock and the combination must be given to the school office. Students should keep their lockers locked at all times!

- CCS is not responsible for missing or damaged locks.
- Students should not share lock combinations with other students.
- Students may not switch lockers.
- Students may not attempt to open any locker not assigned to them or tamper with other locks or lockers.
- Students must not abuse lockers by writing on them, applying stickers, or damaging the lockers in any way.
- CCS is not responsible for missing items from lockers.
- Students must not store items in lockers that are not allowed on campus.

## **LOST AND FOUND**

Items that are left at the school will be placed in the lost and found, which is located at the south end of the Elementary School hallway. If students do not pick-up their items, they will be donated to a local charity at the end of each month. CCS is not responsible for any items lost or stolen. It is the responsibility of each student to keep track of their belongings.

## **MAKE UP WORK DUE TO EXCUSED ABSENCE**

Students excused absent due to illness will be allowed to make up all assigned schoolwork.

Missing work/test policy for excused absences for illness three days or more will be determined by the teacher.

Generally, students are allowed two days following the absence for the completion of make up work. Tests, quizzes, or exams missed due to an excused absence will be made up on the day following the student's return.

**The responsibility for completing make up assignments rests solely on the student.**

Please use the Anticipated Absence Form for planned absences (available in School Office)

## **MEDICATIONS FOR STUDENTS**

Any student who is required to take prescribed medication at school must have a written statement from their physician and parent or guardian detailing the method, amount, and schedule by which such medication is to be administered. The medication must be brought to the School Office by the parent/guardian in the original labeled container. Prescription medication must list on the original container the child's name, name of medication, doctor's name, pharmacy, prescription number, date, amounts (dosage), and frequency to be given. For safety purposes, the school office logs all administration of medications.

Siblings may not share a prescribed medication unless both children's names are listed on the original container and the above information is provided for both children.

If medication requires refrigeration, it must be CLEARLY marked as such.

At no time may a student have in their possession medication of any kind. This includes any form of aspirin, aspirin gum, Tylenol, medicated lollipops, throat lozenges, etc. Medications sold over the counter are not permitted at school, unless a parent brings the medication to the school with a signed consent form.

## **PARENTS' CHALLENGE**

Our parents are challenged to:

- Pray regularly for the teachers and administration of CCS.
- Cooperate fully in the education purpose of CCS, doing their best to make Christian education effective in the lives of each of their children that they may love and serve the Lord Jesus Christ for all their lives.
- Pay all financial obligations to the school on or before the date they are due. If unable to pay on time, notify the school.
- Support the school through fundraisers and by gifts in addition to tuition payments as the Lord enables.
- Assume volunteer duties and responsibilities for CCS as opportunities arise.
- Resolve matters of dispute with the person or persons involved, not criticize the school around any children, and follow the biblical instruction found in Matthew 18:15.
- Become aware of and support the policies of the school.

## **PARENT/STUDENT PLUS PORTAL**

Parent PlusPortal is a user-friendly web portal that creates communication between parents and school staff/administration. It provides general school information such as news, daily announcements, events, homework assignments, grades, attendance, and more. Check it out at [www.plusportals.com/ccs](http://www.plusportals.com/ccs). User name is your email address, please call school office for temporary password.

## **PERSONAL BUSINESS AND FAMILY TRIPS**

Students with absences due to pre-planned family trips or other personal business must fill out an Anticipated Absence form and have it approved by the school office. This must be at least five (5) school days in advance of the absence. Only one Anticipated Absence is allowed per semester and will be noted as an excused absence. Any subsequent Anticipated Absences, while still requiring approval from the office, will be counted in the student's attendance record as part of his/her accumulated absences. A written request for absence make-up work must be provided to each teacher five (5) school days in advance prior to the absence on an Anticipated Absence form. In some cases, the teacher may or may not be in a position to provide the assignments ahead of time. It is the student's responsibility to make arrangements for make-up work including due dates.

It is strongly recommended that personal business/family trips be scheduled during non - school days. When a student misses class time they miss valuable classroom participation and discussion; this activity is nearly impossible to make up.

## **PHYSICAL EDUCATION**

Dressing out for PE class is mandatory. School approved clothing consists of an official CCS PE shirt and athletic shorts (stripes not allowed). Non-dress will result in loss of points and lowered grade.

## **PLAYGROUND RULES**

- BE KIND AND COURTEOUS
- KEEP HANDS TO YOURSELF
- BE A GOOD SPORT
- TAKE TURNS

## **PROCESSING PARENT COMPLAINTS**

It is the school's intent for parents and staff to work out any problems following the guidelines of Matthew 18:15. The term 'teacher' refers to any staff or faculty member.

Parents should first approach the teacher with a problem (not Principal, or Pastors). To insure thoughtfulness and accuracy, the teacher or parent may request that both parties write out the problem following their conversation. If the matter is not resolved with the parent and teacher, the Principal may become involved.

## **SEXUAL HARRASSMENT**

In compliance with California Education Code Cornerstone Christian School has adopted a policy regarding sexual harassment. CCS is committed to a work and educational environment in which all individuals are treated with respect and dignity and each child has the opportunity to learn in a professional and caring atmosphere. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. CCS strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any student who violates this policy will be subject to discipline, up to, and including, expulsion.

CCS has also established a written policy on sexual harassment in the Staff Handbook. Parents who would like to obtain a copy of this policy may request such from the office administration at any time.

If parents, staff members, or students become aware of comments or behaviors on the part of staff or other students that could be considered sexual harassment, the matter should be reported to the Head of School. The Head of School will review the matter and depending on the nature of the report may also convene the Executive Council for formal review. A confidential investigation will be conducted with the intent to ensure a prompt and equitable outcome to the family making the report, the child, any witness, and alleged perpetrator. The family will be notified as to the determination of the investigation. If it is found that unlawful harassment has occurred, effective remedial action commensurate with the severity of the offense will be taken. CCS will not retaliate against the person making the complaint and will not knowingly permit retaliation by any CCS employee or other student or family member.

## **SOCIAL MEDIA**

Students of CCS shall not post or ask another person to post inappropriate pictures or messages of any kind while on or off the CCS campus.

Students of CCS shall not harass or cyber bully any person using any type of social media or any form of the internet while on or off the CCS campus.

Students of CCS shall not post derogatory remarks about any staff member, student, or Cornerstone Christian School in general on any type of social media or the internet in general while on or off the CCS campus.

The consequences for any of the actions above will follow the major misconduct protocol.

## **STUDENT RECOGNITION**

CCS recognizes students for their academic achievement, but just as importantly, for their Christ-like character. The Christian Character and Perfect Attendance awards are given at the awards ceremonies in January and May. The Academic awards for first semester are given in January.

## **STUDENT RECORDS**

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. Full access to all personally identifiable written records maintained by CCS must be granted to natural parents, adoptive parents, or legal guardians.

Parents may review individual records by making a request to the administration which will ensure that explanations and interpretations are provided if also requested. Parents may also receive a copy of any information in the records at a reasonable cost per page. When a student moves to a new school, records will be forwarded upon the request of the new school. All unpaid balances must be paid and all books returned prior to the transfer of records. At the time of transfer, a parent may review, receive a copy, and/or challenge the records.

## **TESTING**

### The Importance of Testing

Students planning to attend a four-year college or university are encouraged to take SAT Test, ACT Test, or both. Some schools require that students also take the SAT Subject test. Consult your college website to determine which tests your college requires or recommends.

### PSAT

The PSAT is the official test for qualifying for the **National Merit Scholarship Program**. While this score is not officially part of the college admission process, many colleges subscribe to PSAT lists by group scores. For example, while Azusa Pacific University may not receive your student's individual PSAT score, they can request a mailing list from the College Board for anyone scoring higher than the equivalent of a 1300 SAT score on the PSAT.

### SAT

The SAT Test is a three-hour-and-45-minute test that measures critical reading, mathematical reasoning, and writing skills that students have developed over time and that they need to be successful in college. The SAT is aligned with current curriculum and institutional practices in high school and college. By including a third measure of skills, writing, the SAT reinforces the importance of writing throughout a student's education and will help colleges make better admissions and placement decisions.

The SAT Subject Tests are a battery of one-hour, mostly multiple-choice tests that measure how much students know about a particular academic subject and how well they can apply that knowledge.

### ACT

The ACT covers four content areas, with math scoring only one fourth of the composite grade. Some students (even high achieving math students) perform better on the ACT.

It is recommended to take both the SAT and the ACT exams in the spring of the junior year, as well as the fall of the senior year, and then use the exam that represents you best.

## **TRANSCRIPTS**

Your high school transcript is the official record of all courses taken, credits earned and grades awarded. To order a copy of your high school transcript, please submit a Transcript Request Form (available in the school office or online [www.ccswildomar.com](http://www.ccswildomar.com)) to the College & Career Counselor. Please allow **2 weeks** (10 working days) for your transcript to be mailed. Transcripts will not be mailed until all fees are paid in full and all books are returned. Current students are allowed 2 free transcripts, additional copies will be \$5.00. Alumni students must pay a \$5.00 for each transcript ordered.

## **TUITION PAYMENTS**

Tuition payments are due on the 1st of each month and late after the 10th.

If tuition is not paid in full by the 15<sup>th</sup> of the month and/or if any other fee becomes fourteen (14) days delinquent, your child may be pulled from class and a parent/guardian must pick them up from the office. Your child will not be allowed to return to class or extra-curricular activities until the account is brought current.

A fee of \$30 will be assessed for payments received after the 10th of the month. A \$30 fee will be assessed for a check returned to CCS by the bank.

## Early Withdrawal

Tuition is an ANNUAL fee. The financial obligation to pay the fees for the full year is un-conditional. No portion of the fees paid is refundable. If you have chosen a payment plan, you are obligated to make full payment for the academic year under the terms of the contract regardless of absences, withdrawal, or dismissal from the school.

## TUTORIAL HELP

Students will sometimes need additional help in a subject. The first place to turn for help is the teacher of the course. Teachers are willing to assist those students who are making a conscientious effort to improve. This time is usually after school, or during planning periods at the teacher's discretion. Students may also be paired up with peers or older students who understand the material and who can help them. Most students only need a little extra help to bring them to an understanding of the material. For students who are making the effort but are still struggling to understand the material, an outside tutor may be needed.

## UNIFORM DRESS CODE

**(UPDATED SUMMER 2017)**

This uniform dress code is not all-inclusive. Any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code. Any and all attire is up to the discretion of the administration.

## STUDENTS: K – 12th Grades (Modesty is a Must!)

### BOTTOMS:

- No White bottoms.
- **NO SWEATPANTS.**
- Solid Colors Only...No neon colors.
- Pants: cargo shorts, walking shorts, or capris are acceptable.
- **Jeans are ALLOWED** without holes, tears, patches, or frayed edges.
  - **K – 5<sup>th</sup> Grade GIRLS:**
  - Uniform-style jumpers with a sleeved, collared shirt underneath and a dress are allowed.
  - Leggings worn below the knee are required when wearing a jumper, dress, or skirt.
  - **6<sup>th</sup> – 12<sup>th</sup> Grade GIRLS:**
  - NO dresses allowed.
  - Skirts may be worn so long as leggings, below the knee are worn.
- Leggings can be worn so long as they are worn with a sleeved collared top or skirt that extends to mid-thigh.

### TOPS:

- **Shirts with sleeves and collars are required.**
  - Definition: Pullover or buttoned down sleeved collared shirt.
- **No sleeveless shirts.**
- **Logos must be modest/non-offensive (no skulls, weapons, terms or other offensive imagery. Placement of logo must be modest as well.)**
- No neon colors.
- Camisoles must be solid color.

### SHOES:

- **All elementary students are required to wear closed toe shoes each day.**
- **Sandals, flip flops, etc. are NOT ALLOWED** for elementary students.
- **No bedroom slippers for any student K-12.**
- **Secondary Students MUST HAVE CLOSED TOE SHOES FOR PE.**

### HAIR:

- Hair should be clean and shall not be in your face.
- Hair must be to the side or cut above your eyes. Avoid extreme or questionable hairstyles.
- Hair must be of natural colors and may not be dyed: no greens, blues, pinks, purples, etc.
- Hair must be same shade of color and only slight highlights of a natural color are acceptable.

**CHAPEL:**

- Preferred dress is nice, professional and/or neat. At minimum, regular school dress code is expected, however a dress shirt and tie is always appreciated.

**TIES:**

- **BOYS:** Have fun with your tie selection; no skulls, no offensive pictures or wording. Ties can be worn anytime with a buttoned-up shirt

**OUTERWEAR:**

- (Jackets, sweaters, sweatshirts)
- **Colors: Must have a DOMINANT COLOR**
- No camouflage, no neon.
- **Logos must be modest/non-offensive (no skulls, weapons, terms or other offensive imagery)**
- **CCS SCHOOL ASSOCIATED APPAREL IS ALWAYS PERMITTED**

**ATHLETES & PERFORMING ARTS STUDENTS:**

- Athletes may wear prescribed bottoms with sports jersey or team shirt on day of a game.
- Performing Arts students may wear prescribed bottoms with production shirts two weeks prior to production, the day of production and one week after production dates.

**FREE DRESS MONDAYS:**

- Jeans, t-shirts, and outerwear with non-school logos are permitted.
- **NO SWEATPANTS.** Students may not wear any clothing with rips or tears even if there is clothing underneath the rip or tear.
- **MODESTY IS A MUST.**

**SPIRIT DAY FRIDAYS:**

- Spirit wear is allowed on Fridays.

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**ALL STUDENTS/ALL TIMES:**

- **NO HATS ALLOWED IN THE BUILDING(S).**
- All hooded attire must be off your head while in the building(s).
- No bandanas for male or female students.
- **Boys may not wear nail polish.**
- Safety pins may not be used as decoration on clothing.
- No pajamas or bedroom slippers at any time unless prescribed on a specific themed day.
- No chains, choke chains, studs or spikes may be worn.
- Jewelry can be worn in moderation. No inappropriate wording on bracelets or other jewelry.
- **No sweatpants**
- No part of undergarments should be visible.
- No slits or tears in clothing either real or fabricated.
- No skulls, cross-bones or offensive wording/pictures.

**PIERCINGS:**

- Gauging is **NOT ALLOWED.**
- No lip rings, nose rings or tongue piercing allowed.
- Students with additional body piercings may not wear clear plugs/objects in the hole to prevent closing.
- **Boys:** Earrings or any type of jewelry worn in a piercing is not allowed.
- **Girls:** Any type of jewelry worn in a piercing is not allowed, except for earrings in the ear.



## **VISITORS**

All visitors with official business are required to check in with the school office upon entering the school campus. For safety reasons, visitor passes will be issued and must be visible at all times while on campus. Students from other schools or visitors may not attend classes or “visit” the school during school hours. CCS Alumni may visit for lunch after they have checked in with the school office, but may not disrupt classes in session.

## **VOLUNTEERS**

At CCS, we consider ourselves to be in partnership with parents in educating their children and welcome parent involvement in the school. In the fall, we provide numerous opportunities for parents to indicate their desire to volunteer in a number of areas. This might include assisting in the classroom, serving as “Room Parent”, helping with class parties, working with the booster club, assistance in transporting students on field trips or a number of other volunteer opportunities.

Volunteers must check into the school office to obtain a visitor pass prior to volunteer activity. Those who are interested can pick up a volunteer application in the school office. A current TB test must be submitted and on file. Volunteers are required to dress modestly. Parents who take part are welcomed by the staff, feel a part of the school, give their children something special, and bless the school by providing volunteer assistance.

### WATCH D.O.G.S.(Dads of Great Students);

Dads are encouraged to participate in our National WATCH DOG program where they volunteer their time at school. Go WATCH DOGS!

## **WITHDRAWAL POLICY AND PROCEDURE**

A student that is transferring from Cornerstone Christian School to another school should inform the office at least one week prior to withdrawal, if possible. This will assist in the expedition of the transfer to the next school. A CCS withdrawal form must be completed for each student to officially complete the withdrawal process. In order for student records to be sent to a new school, all fees must be paid and books must be returned.

### **Early Withdrawal**

Tuition is an ANNUAL fee. The financial obligation to pay the fees for the full year is unconditional. No portion of the fees paid is refundable. If you have chosen a payment plan, you are obligated to make full payment for the academic year under the terms of the contract regardless of absences, withdrawal, or dismissal from the school.

## **WORK PERMITS**

Students under 18 must have a work permit in order to hold a job. Work permit applications are available in the school office.