



CORNERSTONE
CHRISTIAN SCHOOL

**PARENT/STUDENT
HANDBOOK**

2025 - 2026

Last Updated: 07.01.2025



CORNERSTONE

CHRISTIAN SCHOOL

Welcome Letter from the Lead Pastor

Dear Cornerstone Christian School Families,

It is with great joy that I welcome you to a new school year at Cornerstone Christian School! Whether you are new to our campus or returning for another year, I want you to know how grateful we are that you've chosen to partner with us in the education and discipleship of your children.

As the Lead Pastor of Cornerstone Community Church, I want to remind you that CCS is more than just a school. It's a ministry flowing from the heart of our church. We are committed to seeing students grow not only in knowledge and skill, but in Christlike character, strong faith, and servant leadership. Our church family prays regularly for our school, and we celebrate the eternal impact being made every day in classrooms, chapels, and conversations across campus.

My prayer is that this year would be one marked by God's presence in your family's life, filled with joy, growth, and purpose. Thank you for allowing us to play a part in your child's journey. We're honored to walk alongside you.

In Christ,

Pastor Andy Deane
Lead Pastor
Cornerstone Community Church



CORNERSTONE

CHRISTIAN SCHOOL

Dear Parent(s) or Guardian(s):

Welcome to the 2025-2026 school year at Cornerstone Christian School, a Christ-centered community with such a strong legacy of faith, academic excellence, and servant leadership!

This school year promises to be full of meaningful opportunities of growth – spiritually, academically, personally, and relationally. Our dedicated team has been prayerfully preparing with engaging programs and activities designed to support each student's unique potential.

At Cornerstone, we believe that a strong partnership between school and home is essential to a child's success. We are committed to open communication and invite you to stay actively involved in your child's learning and development. Whether through conversations with teachers, attending school events, or simply staying connected to the dynamic life at CCS, your involvement makes a lasting impact. When school and parents work together in unity, our students thrive!

If you have any questions, concerns, or simply want to connect, please don't hesitate to reach out to any of our staff or to me directly. I look forward to meeting you and getting to know your family more throughout the year.

Thank you for the opportunity to serve you and your children. Let's make this a memorable and impactful year.

Building a Legacy of Faith, Virtue, and Influence – Together in Christ, Together as One!

Blessings,

**Dr. Jason Lee, Ed.D.
Head of Schools
Cornerstone Christian School**

Cornerstone Christian School

34570 Monte Vista Drive

Wildomar, CA 92595

951.674.9381

www.ccswildomar.com

SCHOOL HOURS

| | |
|---------------------|-------------------|
| Office | 7:30 am - 4:00 pm |
| Kinder – 5th (Elem) | 8:00 am - 3:00 pm |
| 6th — 12th (MS/HS) | 7:45 am - 3:00 pm |

DAY CARE HOURS

| | |
|------|-------------------|
| A.M. | 6:30 am - 7:40 am |
| P.M. | 3:20 pm - 6:00 pm |

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(This form must be signed, dated, and returned to the office)

*The CCS handbook does not create a contract
or serve to contractually bind the school in any way.
Handbooks are subject to change without notice by the school's governing body.*

CORNERSTONE CHRISTIAN SCHOOL VISION, MISSION, AND CORE VALUES

VISION

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

MISSION

To provide students with a strong foundation rooted in Biblical worldview, equipping them to lead their communities for Christ

CORE VALUES

- Faithfulness – We walk by faith and trust in God’s Word
- Character – We pursue Christlike character, marked by integrity, humility, and courage
- Influence – We lead by serving and impacting others for God’s Glory
- Excellence – We strive for our best in everything we do as an act of worship
- Community – We grow together in grace, truth, and unity
- Purpose – We live intentionally for God’s great plan

STATEMENT OF FAITH

ABOUT THE BIBLE

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 it is inspired by God, it is the truth without any mixture of error.

<2 Timothy 3:16; 2 Peter 1:20,21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6; Proverbs 30:5>

ABOUT GOD

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

<Genesis 1:1,26,27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14>

ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus was born of a virgin by the power of the Holy Spirit. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a 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 someday to earth to reign as King of Kings, and Lord of Lords.

<Matthew 1:22,23; Isaiah 9:6; John 1:1-5 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1; Timothy 6:14,15; Titus 2:13>

ABOUT HUMANS

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God’s creation, so we value human life from the moment of conception to the final breath. Although every person has the tremendous potential for good, all of us are marred by an attitude of disobedience toward God called “sin”. This attitude separates people from God and causes many problems in life.

<Genesis 1:27; Psalm 8:3-6; Isaiah 53:6; Romans 3:23; Isaiah 59:1,2; Jeremiah 1:5; Psalm 139:13-16>

ABOUT THE HOLY SPIRIT

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make mankind aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. 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 when they are saved, and we believe all of the gifts mentioned in Scripture are available to His church today. As Christians we seek to live under the Holy Spirit’s control daily.

<2 Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18; 1 Corinthians 12-14>

ABOUT SEXUALITY

The Bible teaches that God created human beings as male and female, and that marriage is a sacred union between a man and a woman. All sexual relations outside this type of marriage covenant are sin.

<Genesis 1:27, 2:18-25; Matthew 19:4-6; Ephesians 5:22-33; Revelation 19:6-10; Romans; 1:26-28; Leviticus 18:22>

ABOUT SALVATION

Salvation is God's free gift to us but we must accept it. We can never make up for our sins by self- improvement or good works. Only by trusting in Jesus Christ 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 Christ into his life by faith.

<Romans 6:23; Ephesians 2:8,9; John 1:12, 3:16, 14:6; Titus 3:5; Galatians 3:26; Romans 5:1>

ABOUT ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. We also believe in the imminent and physical return of Christ to come fix everything that is broken.

<John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9; Revelation 20:1-6; Luke 1:31-33; Isaiah 9:6-7>

NOTE: Statements give short answers, but they don't engage deep questions well. Our school leadership would love to sit with you to hear your story and discuss your views on any of these beliefs.

LIFESTYLE STATEMENT

Cornerstone Christian School exists to glorify God by partnering with Christian families in the spiritual, academic, and personal growth of their children. As a Christ-centered community, we believe that how we live—both in and out of the classroom—matters deeply. Our attitudes, choices, and relationships reflect our commitment to Christ and our desire to honor Him in every area of life.

We ask all students and families who are part of CCS to support and uphold a lifestyle that aligns with biblical values and the teachings of Scripture. This includes:

- Pursuing personal and spiritual growth through regular participation in church and personal devotion
- Speaking truthfully, kindly, and respectfully to others
- Living with integrity, responsibility, and moral purity
- Demonstrating respect for parents, teachers, peers, and those in authority
- Choosing to avoid behavior such as gossip, bullying, substance abuse, or inappropriate media use
- Embracing and affirming the God-given worth and dignity of all people

We understand that none of us live perfectly, but we are called to live faithfully, with repentance and grace. Students and families are encouraged to walk in humility, forgiveness, and accountability, knowing that God is continually at work shaping our hearts and lives.

By enrolling at CCS, families agree to partner with the school in promoting a Christ-honoring lifestyle at school, at home, and in the broader community.

CCS PHILOSOPHY OF EDUCATION

I. Purpose of Education: At Cornerstone Christian School, we believe the purpose of education is twofold: to equip students with a solid foundation of academic knowledge through high standards of excellence, and to guide them in discovering their identity in the Body of Christ and their God-given purpose. Education is not simply the transfer of knowledge, but the shaping of students into who God intends them to become.

Scripture References: Romans 8:29, Hebrews 1:1-3, Ephesians 4:11-13 and Colossians 2:18

II. Educational Content: Our curriculum is carefully designed to help students develop skills and knowledge in a sequential and age-appropriate manner across all subject areas. While some materials may include secular concepts, all instruction is grounded in a Biblical worldview. We affirm that God is Truth, and true knowledge and wisdom begin with knowing Him through His self-revelation in Scripture.

We also recognize that God has revealed Himself through His creation. Although human understanding is limited and fallible, we can learn from both His Word and His Works. Classroom instruction will consistently point students back to the source of all truth: God Himself.

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. The Parent-School Partnership: Cornerstone Christian School affirms that parents are the primary educators of their children, and we exist to come alongside families in fulfilling this sacred responsibility. Education is most effective when home and school work in unity, grounded in a shared commitment to biblical truth and Christ-centered values. Parents not only shape their child's spiritual and moral foundation but also model what it means to walk faithfully with God. At CCS, we view our role as a partnership – supporting, encouraging, and equipping parents as they raise their children in the instruction of the Lord.

We are committed to fostering open communication, mutual respect, and spiritual alignment between the school and the home. We invite and encourage parents to actively engage in their child's learning by building relationships with teachers, participating in school life, and reinforcing biblical principles at home. When parents and the school walk in alignment, student thrive – spiritually, academically, and relationally – and are better prepared to fulfill God's calling on their lives.

Scriptural References: Deuteronomy 6:6-7, Proverbs 22:6, Ecclesiastes 4:9-10, Ephesians 6:4, Amos 3:3

IV. The Teacher: Because our curriculum is rooted in Biblical truth, instruction must reflect that objectivity. We also recognize that students learn in diverse ways; therefore, teachers must utilize varied, effective, and personal approaches to instruction. Teachers are expected to challenge students not only academically, but also spiritually and socially. By modeling Christlike character, such as love, compassion, fairness, and humility, teachers guide students in both learning and life. Instruction should empower students to examine facts, think critically, and draw God-honoring conclusions. In this way, teachers reflect the heart of Christ in both content and conduct.

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

V. The Student: Students at Cornerstone Christian School are seen as holistic beings – physical, emotional, intellectual, and spiritual. Each student is created in the image of God and is responsible for their actions.

We believe students thrive when challenged with clear, high, but attainable expectations. By setting meaningful goals and offering support, CCS seeks to empower students to choose success and grow in character, knowledge, and faith at every grade level.

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 minimum of 2.5 GPA** on a regular basis. In the event a student drops below a 2.0 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 **Dean, Counselor, and Head of Schools** 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

Cornerstone Christian School is fully accredited by both the **Western Association of Schools and Colleges (WASC)** and the **Association of Christian Schools International (ACSI)**. This dual accreditation affirms the quality and integrity of our K-12 academic program, ensuring that our school meets rigorous academic and spiritual standards recognized both nationally and internationally.

ARRIVAL AND DEPARTURE

Arrival Procedure

Students in Kindergarten should be escorted by an adult to the playground between 7:40am and 7:55am and to the classroom between 7:55am and 8am. Classes begin at 8:00.

Students in grades 1st-5th should be dropped off on the east side of the education building between 7:40am and 7:55am. *Students in grades K-2 will congregate only in the upper playground area, and grades 3-5 will congregate in the Kids Theater until they line up at 7:50 a.m., for prayer and are escorted by their teachers to their classrooms.* Classes begin at 8:00 am. and end at 3:00 pm.

Students in grades 6th-12th may be dropped off by the school office in the education building. *Students may congregate in the courtyard area only.* Classes begin at 7:45am and end at 3pm.

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

During rainy or excessively cold/hot weather, K-5th grade students may report to their classroom as early as 7:40am. 6th – 12th grade students may report as early as 7:30 a.m.

Dismissal Procedure

Students in Kindergarten-5th will be picked up from their classroom between 3:00pm - 3:20pm. A teacher or staff person will be at the classroom door to monitor pick-up.

Students in grades Kindergarten – 5th who are not picked up by 3:20pm, will be automatically signed in to day care by their teacher.

Students in grades 6th-12th should be picked up at north side of the church building, by the gym entrance, between 3pm and 3:15pm.

Minimum Day Dismissal: The time for minimum day dismissal is 12:15pm for all students.

Non-Parent Pick-Up Procedure

Students will only be released to those persons named on the Emergency Information Card. Parents must email 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. CCS offers football, volleyball, soccer, basketball, baseball, softball, golf, and cheer.

To be eligible for athletics all student-athletes must maintain, during the previous and current quarter grading period, a **minimum grade point average (GPA) of 2.5 or better** AND **no more than one F grade** in all enrolled classes 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 Athletic Administrator each Tuesday. Coaches will be notified of which student-athletes are maintaining a 2.5 GPA.

Should an athlete's GPA fall below 2.5 during any point of the season, he/she will be **ineligible to participate in the games until they raise their GPA to 2.5**. 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 School 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. 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 must align with school policies and will be overseen by both the coach and school administration. Coaches may establish additional team-specific expectations with administrative approval.

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 (California Education Codes 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 un-excused 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, but teachers are not required to provide this accommodation.

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, full academic classes in order to participate in any extracurricular activity of the same day.

Absences

To clear an absence, parents must email the school at attendance@ccswildomar.com with the student's name and reason for the absence or they may call the office at 951-674-9381. An absence will be considered unexcused if no contact from the parent is received by the end of the day of absence.

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 (with the doctor's note 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 **10** allowed absences.

Anticipated Absences (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 two (2) school days in advance of the absence. Anticipated Absences 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 two (2) school days in advance prior to the absence. 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; these activities are nearly impossible to make up.

Anticipated absences will not be granted during finals. Students must be present to take the final at the scheduled time. Finals cannot be taken in advance and or made up if they are missed as it jeopardizes the integrity of the test. Furthermore, no other work will be given in place of the final. The final counts as 15% of the student's semester grade. There are no exceptions to this policy.

Excessive Absences (grades K-5)

Grade K-5 missing in excess of ten (10) school days in a semester and whose achievement is below grade level may be encouraged to seek out after school tutoring 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. Five (5) 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. In some cases, the school will consider expulsion due to the disruptions in academic progress and class dynamics.

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.

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 Schools 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.
- 2nd set of three unexcused tardies: Student will receive a lunch detention & letter to parent/guardian.
- 3rd set of three unexcused tardies: Student will receive an additional lunch detention & a Notice of Concern sent home to be signed by parent/guardian
- 4th set of three unexcused tardies: Student 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.
- No acceptance policy for: Racial comments, body shaming and sexual comments and/or threats to another person.

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/HEADPHONES

Cornerstone Christian School is committed to fostering a focused, respectful, and distraction-free learning environment. The use of cell phones/smart watches/headphones are **strictly prohibited**.

Policy Guidelines:

- **Zero Cell Phone Policy:** Cell phones and all personal electronic devices (headphones, smartwatches, earbuds, etc.) are not allowed on campus
- **Educational Devices:** Personal laptops, iPads, Kindles, and similar devices may be used only for educational purposes and only with staff approval during instructional time.
- **Photos/Videos:** Students may not take or share photos or videos of others (including through texting, social media, or any other platform) without explicit permission from those involved.
- **Personal Responsibility:** CCS is not responsible for any lost, stolen, or damaged personal electronic devices.

Special Exceptions

- Students with **documented medical needs** requiring a cell phone must have prior approval through the school office.
- **Athletes** or students participating in after-school activities who require cell phone access for communication may make arrangements through the school office.
- Any exceptions must be **approved in advance** and on a case-by-case basis.

Disciplinary Action

Violations of this policy will be considered **minor misconduct** in accordance with the CCS Discipline Policy. Consequences may include:

- **Immediate confiscation** of the device, to be held in the school office until the end of the day.
- Devices will be returned **only to a parent or guardian**.

CHAPEL SERVICES

At Cornerstone Christian School, chapel is a vital part of our students' spiritual formation and school culture. It provides a dedicated time each week for our community to gather in worship, receive biblical teaching, and grow in faith together. To ensure that the content and atmosphere are developmentally appropriate, our chapel services are divided into two age groups: Elementary (Grades K-5) and Middle & High School (Grades 6-12).

All students are required to attend chapel and are expected to participate respectfully. Students should arrive on time, demonstrate reverence, and engage in worship and teaching with a respectful attitude. Hats must be removed, and any disruptive or disrespectful behavior will be addressed according to school discipline procedures.

Parents are also encouraged to join our chapel on special occasions.

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 nor ask their child to meet them outside of class to leave campus without signing them out from the office during school hours.**

COFFEE WITH THE PRINCIPAL

At Cornerstone Christian School, we value open communication and strong relationships with our families. One way we foster that connection is through our "Coffee with the Principal" gatherings. These meetings are instrumental for parents to hear school updates, ask questions and offer suggestions, build community with other CCS parents, and pray together for our school, students, and staff.

Whether you're a new parent or have been part of CCS for years, we invite you to join us for coffee, conversation, and connection. Dates and times are announced on our School Calendar.

COMMUNICATION

Communication is a top priority at Cornerstone Christian School. 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/emails during their lunch, preparation periods, or by the end of the next school day. Teachers will make a concerted effort to return calls/emails 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 Head of Schools may be contacted.

COMMUNITY SERVICE

High school students must commit themselves to **at least 20 hours of service per year** (80 hours in total of 4 years). Community service hours cannot be back-dated, and must be completed and turned in to the School Counselor during the year of service. All community service hours provided by Cornerstone Christian School students 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."* 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 borrow laptop computers from the school office for research and preparation of school related projects. 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.

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, laptops, and / or tablets 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 those used in state schools as well as textbooks and curriculum 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 by the librarian. 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 3 plans are available for the 2025 - 2026 school years:

First Semester Plan: August 12, 2025 - December 19, 2025

\$500 registration fee per child (no multiple child or family discount)

Amount to be paid by September 1, 2025

Second Semester Plan: January 13, 2026 - June 03, 2026

\$500 registration fee per child (no multiple child or family discount)

Amount to be paid by February 1, 2026

Drop In Plan

\$18 per hour, per child (billing in 1 hour increments)

Billing Cycle is monthly; payment is due by the 10th of the following month

Students must be signed in and out of day care by an authorized person. All students, Kindergarten through 7th grade, on campus before or after school MUST be supervised by our day care staff. Students are not allowed to wander the campus unsupervised. Please notify the day care staff if you have changes to your emergency card.

Kindergarten - 6th Grade

Morning day care is from 6:30 a.m. to 7:40 a.m. Afternoon day care is from 3:20 pm to 6 pm.

Students not picked up by 3:20 pm will be signed in to day care automatically. Parents will be billed at the drop-in hourly rate of \$18 per hour unless they are on the semester plan. Students must be picked up no later than 6 pm.

The billing cycle is monthly and the full day care payment is due with the monthly tuition payment by the 10th of the following month or late on the 11th. If a student is pre-registered for a Semester Plan, there will be no monthly billing. The fee for drop-in students is \$18 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 pm will be billed a flat rate late fee of \$18.00 as well as \$1.00 per every minute late. A late fee of \$35 will be assessed to all accounts not paid by the 11th of the month.

DISCIPLINE: CODE OF CONDUCT

The heart behind our Code of Conduct is simply yet deeply rooted: "training through discipline". At Cornerstone Christian School, we believe that discipline is an act of love – a form of guidance that reflects God's care for His children and our responsibility to one another in Christian Community.

Discipline at CCS is not merely about correcting behavior, but about shaping hearts and preparing students to live lives that reflect the character of Jesus Christ. We stand on the Biblical promise that if we train up children in the way they should go, they will not depart from it as they grow older (Proverbs 22:6).

Core Values of Cornerstone Christian School

Our core values serve as the foundation for student conduct and are intentionally taught and modeled throughout campus life. These values are not just ideals; they are daily practices that shape how we live, learn, and grow together at CCS. Students are expected to strive to live out these values daily. When embraced, these values naturally leads to respectful behavior, strong community, and a Christ-centered life.

- **Faithfulness** – We walk by faith and trust in God's Word
- **Character** – We pursue Christlike character, marked by integrity, humility, and courage
- **Influence** – We lead by serving and impacting others for God's Glory
- **Excellence** – We strive for our best in everything we do as an act of worship
- **Community** – We grow together in grace, truth, and unity
- **Purpose** – We live intentionally for God's great plan

These values form the heart of the Code of Conduct and guide both our discipline practices and our vision for student growth. When students fall short, we respond with grace, truth, and a commitment to restoration, always pointing them back to the Christ and Christlike character.

DISCIPLINE POLICIES AND PROCEDURES

At Cornerstone Christian School, we believe discipline is most effective when carried out in partnership with parents. Our goal is to help students grow in wisdom, character, and responsibility to reflect Christ in all areas of life. The purpose of discipline is to clearly define behavioral expectations, offer guidance when correction is needed, and ensure a safe, Christ-centered learning environment where every student can thrive.

When encouragement and redirection are not sufficient, disciplinary consequences may be applied in a manner that is firm, fair, and restorative. These procedures are designed not only to correct behavior but to shape the heart and promote long-term growth.

Grades K - 5th Grade

- 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 and administration's discretion.
- Elementary **suspension** can include a designated number of days not on campus, determined by administration
- Elementary **expulsion** includes removal from school enrollment, determined by administration

Grades 6th - 12th Grade

- Students may be required to attend **lunch detention** during their lunch period (students will be given time to eat lunch).
- Middle and High school **suspension** can include a designated number of days not on campus, determined by

- administration
- Middle and High school **expulsion** includes removal from school enrollment, determined by administration

General Discipline Procedures:

- **All disciplinary incidents and consequences are documented** in the student's file and are cumulative for the academic year.
- The implementation of these procedures supports a safe, productive, and distraction-free school community.
- Consequences may include verbal warnings, parent contact, behavioral contracts, loss of privileges, suspension, or expulsion, depending on the nature and frequency of the behavior.

Zero-Tolerance Violations: CCS maintains a zero-tolerance policy for the following actions. Violations of this policy, whether on or off campus, will result in **immediate parent notification, suspension, and a review for possible expulsion.**

- **Use, possession, or distribution of drugs, alcohol, or tobacco**
- **Acts of violence, aggression, or possession of any type of weapons**
- **Involvement in any illegal or criminal activity**
- **Any form of threat or mention of harm to others** – whether verbal, written, digital, symbolic, or implied – including through stories, notes, drawings, text messages, emails, social media, or other online platforms.

Threats and Safety-Related Concerns: Any of the following threats reported will be taken seriously. The school administration will **notify the law enforcement immediately** and contact the student's parents.

- All students are strictly prohibited from making, writing, or communicating any threats or harm – whether verbal, written, physical, or electronic.
- This includes direct or implied threats toward individuals or groups, both on and off campus, including through social media or other digital platforms.
- The student will be **sent home and will not be allowed to return** to the school until the investigation is complete.
- Based on the outcomes of the investigation, disciplinary actions may include **suspension, expulsion, or other measures necessary** to ensure the well-being of the school community.

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
- Truancy – leaving/ not going to a class during a school day in which the student is otherwise in attendance
- No acceptance policy for: Intentional Racist, Body Shaming, and Sexual comments and/or threats to another person.

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:

- 1st Incident of misconduct: **Counsel** with Administration and **Detention** (TBD by administration).
- 2nd Incident of misconduct: **Saturday School Detentions** or **Suspension** (TBD by administration).
Other possible consequences associated with clubs or athletics may be instituted as well.
- 3rd Incident of misconduct: **Suspension** and student is placed on a **Behavior Contract**.
- 4th Incident of misconduct: Teacher/Administrative panel meeting to determine further discipline, consequence, and possible **Expulsion**.

Minor Misconduct Violations

Behavioral violations include, but are not limited to:

- Dress Code
- Inappropriate/Vulgar Language
- Rough Housing
- PDA (Public Displays of Affection)
- Cell phone / electronic device usage (see cell phones / electronic devices section of this handbook for guidelines)

- Disruptive Classroom Behavior
- Any other conducts which are not identified as a Major Misconduct violation.

Minor Misconduct Consequences

- 1st Incident of misconduct: **Notice of Concern** and **Detention** (TBD by Administration)
- 2nd Incident of misconduct: **Detention** (TBD by Administration)
- 3rd Incident of misconduct: **Detention** (TBD by Administration) / Other possible consequences associated with clubs or athletics may be instituted as well.
- 4th Incident of misconduct: **One-day Suspension**
- 5th Incident of misconduct: **Two-day Suspension**
- 6th incident of misconduct: Teacher/Administrative panel meeting to determine further discipline, consequence, and possible **Expulsion**.

ALL FINANCIAL CONSEQUENCES WILL BE BILLED TO THE PARENT/GUARDIAN ACCOUNT

Notice of Concern

A Notice of Concern is filled out by a teacher or staff member notifying the Administration that a particular student has failed to comply with the CCS Code of Conduct. Student will be required to meet with the Administration to discuss disciplinary action. Parents will also be notified either by a phone call and/or a copy of the Notice of Concern.

Detentions (Lunch / After School / Saturday)

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

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. Suspensions will revoke students attendance to dances, special events, promotion ceremonies or graduation ceremonies.

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 or a safe school environment. Expulsion may also be recommended for major misconducts. Three major misconducts may necessitate an expulsion.

Family Restoration Time

At Cornerstone Christian School, we view discipline not as a punishment, but as an opportunity for discipleship, growth, and restoration. When a student receives a Notice of Concern, Detention, or Suspension, we ask parents to partner with us in helping their child reflect on their actions, take responsibility, and pursue Christlike character.

To support this process, we require families to participate in a time of reflection and prayer at home, known as Family Restoration Time.

During this time, we ask you:

- Talk with your child about the behavior that led to the disciplinary action
- Help them reflect on what went wrong, why it matters, and how they can grow from the experience
- Pray together, asking God for wisdom, forgiveness, and strength to walk in truth and grace
- Complete Family Restoration Time Form, summarizing the conversation and prayer time, and return it to the school
- Any of the school personnel involved in the incident will also fill out the form to facilitate mutual communication

Our goal is not merely behavior modification, but heart transformation, and we believe that happens best when school and

home walk together in unity and grace.

DRESS CODE 2025-2026 (K-12)

At Cornerstone Christian School, we believe that how students present themselves reflects personal character and respect for others. Our dress code is designed to support a safe, modest, and distraction-free learning environment. Final decisions regarding dress are at the discretion of school administration.

General Guidelines

- Clothing must be modest, neat, and appropriate for a Christian school setting.
- Bottoms must cover the body at all times, including when sitting or bending.
- No visible undergarments, tears, slits, or offensive imagery/working on clothing.
- Hats and hoods must be off when indoors; no hats in chapel.

Free Dress Mondays

- T-shirts, colored pants, shorts, or leggings are allowed.
- K-5 girls may wear skirts with shorts or leggings underneath.
- All clothing must still follow the general modesty guidelines.

Tuesday - Fridays

Tops:

- Must have sleeves and collars (e.g., polo, button-down, or pullover collared shirts)
- Spirit shirts or CCS T-shirts may be work on Fridays only
- K-5th Girls: Uniform-style jumpers with collared shirts underneath / Leggings must be work with jumpers, dresses, skirts.
- 6th-12th Girls: No dresses or skirts allowed

Bottoms:

- Solid-colored pants, cargo shorts, capris, or tapered athletic pants.
- Jeans allowed if free of holes, frays, or tears
- Shorts must be mid-thigh length or longer
- Leggings/Yoga pants are allowed only when work with a sleeved, collared top or a skirt that covers the bottom to mid-thigh

Spirit Wear Fridays

- CCS spirit shirts or school colors may be worn with solid-colored bottoms

Shoes

- Closed-toe shoes required daily for all elementary students.
- No slippers or pajamas unless part of a themed day.
- MS/HS students must wear closed-toe shoes for PE.

Hair & Makeup

- Hair must be clean and kept out of the eyes.
- No extreme hairstyles or distracting colors.
- Makeup should be light and non-distracting.

Jewelry & Piercings

- No lip, nose, or tongue piercings allowed.
- Boys: No earrings or jewelry in piercings.
- Girls: Jewelry in moderation is allowed – nothing with inappropriate wording.

Athletes & Performing Arts

- May wear team or production shirts with approved bottoms

Not Allowed (All Students, All Times)

- Hats in chapel or hoods indoors

- Tank tops or sleeveless shirts
- Boys wearing nail polish
- Pajamas or slippers (unless part of a themed day)
- Chains, spikes, or choke collars
- Sweatpants
- Skulls, crossbones, or inappropriate images/text
- Visible undergarments or clothing with slits/holes

Dress Code Violations

- Parents will be contacted to bring a change of clothes.
- If unreachable, the student will change into CCS gym clothes. If unavailable, the student will be issued a new set, and the family account will be charged.
- Repeated violations will follow disciplinary steps listed in the Minor Misconduct section.

**** Please note: CCS will begin implementing a school uniform policy starting in the 2026-2027 school year ****

More details, including uniform guidelines and vendor information, will be shared with families during the 2025-2026 school year to ensure a smooth transition.

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.

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 two (2) 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 offers in-house food program to support the health and well-being of our students while creating a more personal and community-centered dining experience. Breakfast, lunch, and snacks and drinks are all available for a reasonable fee.

GRADING

Grade Reports

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

Report Cards are available online in Plus Portals at the end of the 1st 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—8th

The letter grades are calculated by percentage as follows:

| | | | | | |
|----------|---|-----|---------|---|-----|
| 100%-90% | A | 4.0 | 69%-60% | D | 1.0 |
| 89%-80% | B | 3.0 | 59%-0% | F | 0.0 |
| 79%-70% | C | 2.0 | | | |

Grades 9th—12th (No “D” grade for grades 9th—12th)

| | | | | | |
|----------|---|-----|---------|---|-----|
| 100%-90% | A | 4.0 | 69%-60% | D | 1.0 |
| 89%-80% | B | 3.0 | 59%-0% | F | 0.0 |
| 79%-70% | C | 2.0 | | | |

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

Middle and High School Finals

All middle and high school students must take a final, in all classes, at the end of each semester (1st semester finals are the last week before Winter break and 2nd semester finals are the last week before summer break). Finals count as 15% of the overall grade.

- *There are no make-up finals. Finals will not be administered ahead of time, nor can a student make-up the test on another day. This is to insure the integrity of the exams for all students.*

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!

STUDENTS IN DAY-SCHOOL MAY NOT TRANSFER FROM DAY-SCHOOL TO PSP DURING THE SCHOOL YEAR.

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 4-12 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. If your student puts anything in/on the locker that is not easily removable; they will be required to have it properly removed.
- 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.

PARENT COVENANT

At Cornerstone Christian School, we believe that the education and discipleship of children is a shared calling between the home and the school. The strength of this partnership significantly shapes each student's spiritual, academic, and personal growth. In that spirit, we ask our parents to join us in the following commitments, as we walk together in unity and purpose:

As a CCS parent, I commit to:

- Pray regularly for the student, teachers, staff, and leadership of Cornerstone Christian School
- Support the mission and spiritual purpose of CCS by reinforcing Christian values at home and encouraging my child to love and serve the Lord Jesus Christ in all areas of life
- Fulfill financial responsibilities to the school in a timely manner, and communicate with the school office if difficulties arise
- Participate in fundraising efforts and give generously, as the Lord enables, to help sustain and grow the ministry of CCS
- Serve through volunteer opportunities as needs arise, using my gifts and time to blend the school community
- Pursue biblical resolution in times of disagreement by addressing concerns directly with those involved, and refraining from criticism in front of children – following the instruction of Matthew 18:15
- Uphold the policies and values of the school, demonstrating trust and unity with the CCS mission
- **Family Restoration Time:** If a parent does not complete the Family Restoration process in a timely manner, the student may not be permitted to return to regular classroom activities until the conversation and form are completed. Continue lack of participation may lead to further administrative review, as partnership with parents is foundational to the mission and function of Cornerstone Christian School.

PARENT / STUDENT PORTAL

FACTS Family Portal 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. If you need assistance logging in, please contact the school office.

PHYSICAL EDUCATION

Dressing out for PE class is mandatory for middle and high school students. 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
- Respect the direction of adult supervisors
- Play safely

Additional guidelines regarding equipment use and safety are available in the school office.

PROCESSING PARENT COMPLAINTS

At Cornerstone Christian School, we believe that healthy communication and biblical conflict resolution are essential to building a Christ-centered school community. In keeping with Matthew 18:15, we encourage all concerns to be addressed directly and respectfully with the person involved. (The term teacher in this context refers to any member of the school's faculty or staff).

- First, speak directly with the teacher involved. Parents should not go directly to the Head of Schools, Pastors, or Administration before first having an honest, respectful conversation with the individual concerned.
- If clarity is needed, either the parent or teacher may request that both parties put their concerns and perspectives in writing following the conversation. This helps ensure thoughtfulness, understanding, and accuracy.
- If the issue remains unresolved after this direct communication, the matter may then be brought to the Head of Schools for further guidance and mediation.

Our goal is always restoration, unity, and mutual understanding. We ask all members of our school family – staff and parents alike – to pursue peace and grace in every conversation, modeling Christlike humility and respect, therefore providing good examples to the students in our community as well.

SEXUAL HARASSMENT

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 shall never post a picture or video of another person without that person's permission 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**.

STAFF REQUIREMENTS

All Staff at Cornerstone Christian School is:

- subject to clearance from the DOJ prior to being hired.
- required to be CPR/AED/First Aid certified.
- required to complete Mandated Reporter Training and Sexual Harassment training.

Teachers have either a teaching credential or ACSI certification.

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. 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 is a standardized test widely used for college admissions in the United States. It measures students' knowledge and skills in three core areas: Reading, Writing & Language, Mathematics. The current SAT is approximately 2 hours and 14 minutes long and is now administered in a digital format at designated testing centers.

ACT

The ACT is a nationally recognized college entrance exam that measures students' readiness for college-level work. It covers four main content areas: English, Mathematics, Reading, Science.

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) 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 and/or any other fee are not paid in full by the 10th of the month, 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.

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. CCS provides opportunities for parents to volunteer. This might include assisting in the classroom, helping with class parties, participating with the PTF, assistance in transporting students on field trips or other volunteer opportunities.

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 must also attend an Orientation before they can start volunteering.

Volunteers must check into the school office to obtain a visitor pass prior to volunteer activity. Volunteers are required to dress modestly. Parents who take part are welcomed by the staff, feel a part of the school, and bless the school by providing volunteer assistance.

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 and must be turned into the School counselor for approval.

*The CCS handbook does not create a contract
or serve to contractually bind the school in any way.*

Handbooks are subject to change without notice by the school's governing body.

Parent & Student Acknowledgement Form

We have received, read, and reviewed the Cornerstone Christian School Parent/Student Handbook in its entirety. We understand the policies, expectations, and procedures outlined and agree to support and abide by them throughout the academic year.

We understand that this handbook is designed to provide clarity regarding school policies and may be updated by school leadership as needed.

By signing below, we acknowledge our commitment to work in partnership with Cornerstone Christian School to uphold its mission, values, and standards.

Student Name: _____

Student Grade: _____

Student Signature: _____

(For K-2nd grade students, parents may sign on their behalf)

Mother's Name: _____

Mother's Signature: _____

Father's Name: _____

Father's Signature: _____

Date: _____