Developing students who are biblically grounded, academically equipped, and globally prepared.

1777 Arneill Rd.
Camarillo, CA 93010
(805) 987-8621
www.ccsed.org
**Cornerstone Christian Schools**  
**Address:** 1777 Arneill Rd., Camarillo, CA 93010  
**School Website:** [www.ccsed.org](http://www.ccsed.org)  
**School Office Phone:** (805) 987-8621  
**School Office Fax:** (805) 987-8208  
**EDC Phone:** (805) 889-5900

**Office Hours:**
- Monday - Thursday: 7:45 A.M. – 4:00 P.M.  
- Friday: 7:45 A.M. – 3:30 P.M.  

**Summer Office Hours:**
- Monday – Friday: 8:00 A.M. – 1:00 P.M.  

**CEEB Code** (Education Code- SAT/ACT purposes)
- 050437

**Tax ID Number:** 73-1707906  
**Established:** 1981  
**Mascot:** Eagle

**Back to Books** (Secondary Book Supplier)  
Cornerstone Website: [https://www.backtobooks.com/cornerstone.asp](https://www.backtobooks.com/cornerstone.asp)  
Phone: (866) 317-2665

**Camarillo Christian Church**  
**Website:** [www.camchristian.com](http://www.camchristian.com)  
**Phone:** (805) 482-3116

**FACTS Tuition Management**  
**Website:** [www.factsmgt.com](http://www.factsmgt.com)  
**Phone:** (800) 624-7092

**Mills Uniform Company**  
**Website:** [www.millswear.com](http://www.millswear.com)  
**School Code:** 8307

**RenWeb information**  
**Website:** [www.renweb.com](http://www.renweb.com)  
**District Code:** COR-CA
# Schedules

**Elementary: 8:25 a.m. to 2:50 p.m.**

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Who We Are

Cornerstone Christian Schools is an independent school system offering preschool, elementary, and middle school. Founded in 1980 by Camarillo Christian Church, Cornerstone operates on a not-for-profit basis; supported by the fees it charges, fund raisers, and donations. The facilities leased to the school consist of an educational wing of the church building, as well as all of the regular church facilities. The church sanctuary is used for weekly chapels and special programs.

Cornerstone’s purpose is to provide a quality education that promotes spiritual, academic, emotional, physical, and social growth. As a Christian school, we want the students who attend to know Jesus Christ as their Savior and Lord and be able to apply the teachings of the Bible to their daily lives. We want to prepare our students to do well in this life, and to be ready for the life to come.

Cornerstone Christian Schools serve a broad spectrum of families, which results in a wide range of personal beliefs being shared among our constituency. As a result, differences of opinion will certainly arise regarding practices which may or may not be acceptable to individual Christians. Cornerstone encourages students and families to be sensitive to the many principles of Christian living that are found in Scripture. In general, students are expected to conduct themselves according to the highest Christian standards of honesty, integrity, love and responsibility toward others.

The school also imposes certain specific guidelines for the conduct of students. Although man-made regulations do not improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school, and therefore all students are expected to obey these rules. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student’s conduct or to the expressed principles, policies and programs of the school.

Accreditation

Cornerstone has been accredited by both the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC) since 1987.

We value accreditation for the following reasons:

- Certification to the public that the school is a trustworthy institution of learning.
- Validates the integrity of a school’s program and student transcripts.
- Fosters improvement of the school’s programs and operations to support student learning.
- Assures the school’s community and purposes are appropriate and being accomplished through a viable educational program.
- A way to manage change through regular assessment, planning, implementing, monitoring and reassessment.
Assists a school/district in establishing its priority areas for improvement as a result of the perpetual accreditation cycle that includes:

1. School self-assessment of the current educational program for students.
2. Insight and perspective from the visiting committee.
3. Regular school staff assessment of progress through intervening years between full self-studies.

The WASC/CDE (California Department of Education) process serves as the basis for the Single Plan for Student Achievement.

Teachers will not receive credit for the years during which they taught at a non-accredited school by many schools/districts nationwide. WASC receive calls from school personnel who are recruiting applicants for teaching positions with respect to their prior schools of employment.

Many districts have policies to accept credits only from WASC accredited schools or schools accredited by other regional associations with whom WASC has reciprocal agreements.

What We Believe

We believe the Bible is the only inspired, infallible and authoritative Word of God. (2 Timothy 3:16; 2 Peter 1:21)

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit. (John 10:30; Matthew 28:19)

We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His vicarious death and atonement for sin by the shedding of His blood, His physical and bodily resurrection, His ascension into heaven to sit at the right hand of the Father and His personal and visible return in power and glory. (John 3:16-19; Romans 3:23; 5:8-11; 6:23; Titus 3:5-6)

We believe that regeneration by the Holy Spirit is necessary for the salvation of lost and sinful mankind. (Romans 8:13-14)

We believe in the present ministry of the Holy Spirit by whose grace and indwelling the Christian is enabled to live a Godly life. (John 14:15-17; Romans 8:9-11)

We believe in heaven and hell; that heaven is a place of eternal life and bliss with our Savior, the Lord Jesus Christ, and that hell is a place of eternal death and separation from God for those who have rejected His Son. (John 3:18-20; 5:24; Matthew 13:40-43)

We believe in the spiritual unity of all believers in the Lord Jesus Christ, all of whom are joined in His body, the Church. (Romans 12:5; Ephesians 4:4-5)

The New International Version Bible (NIV 1984 or 2011 translation) is the standard translation of the Bible that our students use in all classes at Cornerstone Christian. The use of only one translation facilitates learning and deeper understanding on the part of students as we discuss passages of Scripture.
Mission

*We exist to develop students who are biblically grounded, academically equipped, and globally prepared.*

The mission of Cornerstone Christian Schools is to provide a quality educational program that honors Jesus Christ. To that end, our program is taught from a Biblical perspective, which is aimed at integrating Christian values into the lives of students, thereby equipping them for this life and eternal life with Christ.

As a Christian school, we are committed to providing a godly environment where the Bible, as the Word of God, establishes the foundation for all aspects of curriculum and student learning.

CCS Goals and School-Wide Vision

Expected School-wide Learning Results (ESLRs)

Cornerstone Christian School students will be:

1. **Complex thinkers** who think critically and independently and solve academic problems and personal issues in a way that honors God. They will …
   - Analyze, compare, evaluate and problem-solve creatively and effectively.
   - Transfer and integrate learned skills and knowledge to new situations.
   - Know, understand, and apply God’s Word to their lives.

2. **Collaborative workers** who are goal-oriented, respectful, cooperative team members that are accountable to one another, accepting of each other, and are able to fulfill specialized needs which demonstrate learned habits that support life-long learning and service. They will …
   - Discover their individual strengths and roles within the group setting.
   - Exhibit that, when collaborating, the outcome/goal is more important than the individual.
   - Work together to serve Christ through their school, local, and global communities.

3. **Self-directed learners** who demonstrate the ability to take initiative, set goals, and lead others as they prioritize tasks and follow them through to completion. They will …
   - Recognize the importance of their own education, challenging themselves in the pursuit of learning.
   - Discover and identify their interests, passions, and God-given gift and talents.
   - Set goals for their personal, spiritual, and academic growth and establish a pathway to meet those goals.
4. **Effective communicators** who demonstrate the ability to convey information, opinions, ideas, beliefs, and needs in a clear and concise way, both verbally and in written form. They will …
   - Read with comprehension and literary analysis skills.
   - Write with clarity, creativity and confidence.
   - Speak with clear articulation, poise, and with a strong command of language skills.
   - Communicate creatively through artistic expression.
   - Use both existing and developing technology as a medium for their communications.

5. **Diligent producers** who actively demonstrate ability, creativity and quality work in the classroom as well as in life situations, based on a solid foundation of biblical principles and a commitment to following practices that honor God. They will …
   - Set forth high standards for themselves.
   - Put forth their best effort, using their time wisely and productively to meet deadlines.
   - Demonstrate perseverance, endurance, commitment and conscientiousness as they plan and complete projects.
   - Demonstrate grade level competency in the use of technology.
   - Be doers of the Word and conduct themselves as responsible citizens.

**School-Wide Goals**

1. Develop a school-wide, Godly culture of honor, respect, and integrity amongst all students towards themselves and others.

2. Improve the skills, abilities, and test scores of all students in the areas of reading, writing, and critical thinking.

3. Establish the necessary technology and resources to meet the needs of the 21st century learner.

**Assessment of ESLRs**

As a school community, we need to determine if our students have achieved the Expected Schoolwide Learning Results (ESLRs) defined above, as they transition from CCS to high school. To this end, teachers have collaborated, by department, within subject discipline, to develop a “core ESLR assignment” at each grade and/or course level. All students are required to complete the ESLR assignment. Departments have also developed a 0-3 point scoring rubric (scoring sheet) for the assignment that assesses each student’s progress toward achieving the targeted ESLR in the assignment. Based on the scoring rubric, the following scores will be given on the assignment: 0 (not completed), 1 (below expectations), 2 (meets expectations), or 3 (exceeds expectations). Students complete at least one core ESLR assignment each year, and will have completed assignments on all 5 ESLRs, in core subjects, between 1st through 8th grade.
Measuring Tools

- Standardized test scores
- Post-8th grade follow-up study
- Tech requirement data
- Curriculum & instruction data
- Course syllabi
- Peer Observations/Group Observations
- Parent Surveys/Interviews
- Student interviews
- Student survey/feedback
- Pre and Post Assessments
- Projects/Presentations
- Teacher-Peer Observations
- Formal Observations

School Board

The School Board is responsible for establishing the major policies by which the school is governed.

Mr. Mick Benson          Mrs. Valerie Caulk
Mr. Dave Foucar           Mr. Ray June
Mrs. Chantal Mika
CCS Team

Administration

Mrs. Colleen Brewer Principal
Mrs. Cambria Van Earden Preschool Director
Mrs. Sharlyn McHenry Office Manager
Mr. Dave Foucar Interim Administrator/Finance Consultant

Office Staff

Mrs. Char Foote Bookkeeper/Health Tech.
Mrs. Jane Gin Bookkeeper
Mrs. Teresa Rittenhouse Preschool Administrative Assistant
Mrs. Victoria Young Registrar

Faculty

Preschool
Ms. Mary Bradley
Mrs. Anita Butler
Mrs. Kimberly Couchman
Mrs. Christine Davis
Mrs. Mary Gonzales

Preschool Aides
Mrs. Martha Alvarez
Mrs. Tracey Bell
Mrs. Elaine Brown
Ms. Stacy Perez
Mrs. Bonnie Jo Zittel

Elementary
Mrs. Debbie Vogt (K)
Mrs. Jennifer Baer (1)
Mrs. Elizabeth Thompson (1)
Mrs. Vernena Crump (2)
Mrs. Melissa Rizer (3)
Mrs. Marta Goodman (4)
Mrs. Melinda Vander Linden (5)

Mrs. Jana Austinson (Music)

Middle School
Mr. Nick Busta
Mr. Josh Chambers
Mrs. Wendy Hartman
Mrs. Julia Martin
Mrs. Jennifer O'Toole
Ms. Emily Rastovich

Learning Resources
Program
Mrs. Lisa Delgado
Mrs. Nancy Hey

EDC Director
Belinda Cruz

Elementary Aides

Mrs. Cindy Burt
Mrs. Staci Smith
Philosophy of Christian Education

We live in a world with two views of life: either man is the center of life, or God is the living creator of the universe. It is from these two opposing world views that man contemplates his existence and finds value and purpose in life. As a Christian school, we believe that God is the center of His creation, and we seek to share this truth as a central part of a young person's education.

By definition, education is a cooperative process. Scripture clearly states that parents bear the responsibility of teaching their children a full and proper understanding of God and the world around them. Thus, with Christian Education, the entire family enters into a partnership with the school in this important task of exploring and discovering a God-centered world view.

Education itself is not the answer to man's problems. It is only as we start with the knowledge of an all-knowing and loving Creator that we can successfully educate students. And in this process of education we not only impart wisdom and knowledge for this world but we will also prepare individuals for eternity. To this end, the following goals have been established.

We desire spiritual and moral growth to the point that students:

a) Accept the Bible as God's written Word and as His final and complete revelation.
b) Accept the Bible as the authority for faith and practice, and the only absolute for developing a Christian world view and a Christian life.
c) Have knowledge of the basic doctrines, history, events, geography and people of the Bible.
d) Understand and respect the chain of authority which the Bible teaches.
e) Know that they must be freed from their sin if they are to be reconciled to God, and that God has provided Christ as the means of this freedom.
f) Accept Christ as their Savior and Lord upon conviction of their sins.
g) Have a desire to know the will of God as revealed in the Bible.
h) Are prepared to carry out the will of God in their lives.
i) Know how to confront temptation and how to overcome sin.
j) Have a general knowledge of the presence and ministry of the Holy Spirit in their lives.
k) Recognize and accept their place and role in the Church as it evangelizes, witnesses to, teaches, and disciples the whole world.
l) Recognize that maturity in Christ is a life-long process.
m) Develop a daily devotional life.

We desire personal and social growth to the point that students:

a) Understand that they are unique individuals, created as they are by God in His own image.
b) Are able to make practical, personal application of Biblical principles to life situations.
c) Have begun development and application of Christian character traits in every aspect of their lives.
d) Recognize the need to seek God's guidance in everything they do in all of their relationships.
e) Recognize and accept the fact that they are stewards of their lives, including their gifts, talents, abilities, time, and possessions.
f) Recognize and accept their bodies as the temple of God, and will treat them with respect and, as stewards, will keep them healthy and physically fit.
g) View their lives at every stage of development as ministries, and that whatever profession they choose will be used as a ministry.
h) Develop foundational knowledge and skills for their ministries.
i) See every human as a unique creation of God and thus deserving of understanding, love and respect.
j) Have an understanding of their relationship with other humans as people dependent upon one another and upon God.
k) Have begun developing skills for effective personal Christian relationships.
l) Are able to understand the influence of Christianity upon a nation and become effective contributing members to their own society.
m) Recognize natural resources as God-given and that they must be preserved and used properly and prudently.

We desire academic and professional growth to the point that students:

a) Recognize their talents and abilities as God-given.
b) Recognize the privilege and responsibility for personal academic development of the highest quality within their potential.
c) Develop good study habits.
d) Learn to perform independent research and think logically.
e) Develop creative and critical thinking circumscribed by Biblical criteria and evaluation.
f) Are able to apply Biblical principles and understanding to current world events.
g) Develop a desire to pursue study in the area of their special interests and abilities.
h) Develop an appreciation for the fine arts by historical study and personal creativity.
i) Develop an appreciation for the sciences by historical study and recognition of their contributions to humanity.
j) Develop foundational knowledge, attitudes, and skills for their professional lives and ministries.
k) Develop foundational knowledge of the art of communication.
l) Are able to transfer their foundational knowledge and skills to higher academic pursuits.
m) Develop good health and safety practices.

Philosophy of Learning

At Cornerstone Christian Schools, we believe there are two important principles required to create academic excellence in a learning program. The first is "age appropriate academics" -- the carefully planned introduction of subject matter and learning concepts presented at the most advantageous time during students' maturation process in order that they may be able to learn with maximum efficiency.

For example, concepts that may normally take weeks for a five-year-old to learn are easily grasped much sooner by seven-year-olds. In addition, learning is most effective when it is
systematically built on a strong foundation of well understood supportive concepts. Moving too quickly through foundational concepts will create a base of understanding that is simplistic and will not support more advanced thinking skills.

The second principle of our learning philosophy is “the involved learner”. The most effective learning takes place when a person actively participates in the learning process. This concept has very specific application to the early childhood and lower elementary child who understands concepts on the concrete and developmental level. However, even older students and adults grasp an indelible learning experience when a new idea has been seen, expected or felt. A trip to the Grand Canyon is always a more complete learning experience than reading about it or seeing it in a picture. While students will not be able to experience everything included in our school curriculum on a first-hand basis, it is our goal to involve the student in the learning process.

Jesus is the perfect model of the teacher. In His teaching example we see both of these principles applied. Jesus always waited until the appropriate time to teach a concept. He also involved His learners with the world around them: a fig tree, a coin, a net. Jesus’ work as the "Master Teacher" was not to pour all the knowledge He had into the heads of His followers, but instead He carefully waited until the appropriate time and circumstance to teach His truth. As a result, His followers were participants in the learning process, eagerly waiting for the next installment of learning from the Lord.

In this same way, we want to see our students as "plants" to be nourished, nurtured and trained in the truth of God's Word. By presenting "age appropriate academics" and involving the learner in the learning process we will develop young people who are eager and prepared for a lifetime of learning.

**Spiritual Life**

Our goal at Cornerstone Christian Schools is to nurture spiritual growth within each student. To that end, we have regularly scheduled times of sharing in God's Word as well as times throughout the day when spiritual principles are integrated within lessons and other activities.

Chapel sessions bring students together for special times of worship, teaching, and singing. In addition to school staff, church leaders from the community at large participate in these special times.

It is important that students involved in Christian education also attend church on a regular basis. This is predicated on the belief that regular corporate worship and active involvement with a local church body provides a necessary complement to the Biblical instruction received at school.

One of the unique purposes of Cornerstone Christian Schools is to prepare Christian young people for effective service for Christ in whatever career they choose. Since effective Christian service can be performed only by those who have dedicated their lives to Christ, Cornerstone Christian Schools desire that each student develop a vital, personal relationship with God through faith in Jesus Christ, and ask all students to measure their lives by scriptural standards of conduct.
Each student should understand that attending Cornerstone Christian is a privilege granted to those who are willing to demonstrate a spirit of Christ-likeness and harmony with the goals and philosophy of the school. By applying for admission to Cornerstone, the student indicates a desire to become a sincere, cooperative member of the student body.

Self-discipline and spiritual growth are never a result of superimposed rules; these goals can be attained only when students and their parents make the achievement of these attributes a priority. Therefore, Cornerstone Christian’s standards of conduct are designed to serve only as an external guideline for student behavior; our ultimate hope is for students to grow into a fuller level of Christian maturity. To produce an environment which will encourage these goals, Cornerstone expects every student to be open and willing to be taught and discipled by the school staff, and to demonstrate by attitude and behavior a life committed to following Jesus Christ.

**Conflict Resolution Principles**

There is no perfect school. We realize that over the course of the year problems and conflicts may arise between individuals or with the school. We expect these conflicts to be resolved according to Biblical principles laid out in Matthew 18:15-17 (NIV 1984). “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.”(NIV 1984). This scripture instructs us to talk to people and not about people.

If a conflict arises, we ask that the following guidelines be observed:

1. Go directly to the individual first and share your concern. Going to other people, including friends, parents, staff or board members only magnifies the problem.
2. If you feel that the problem was not resolved in an acceptable manner, meet with the person and the CCS principal.
3. If after working with that individual and the principal and the issue is still not resolved, please contact the school board chairman.
4. If resolution has not occurred, the principal and school board chairman will arrange for a meeting of all parties before the School Board, if deemed necessary. There are no further appeals and the decision of the Board is final.

Please keep the conflict only between the parties involved. Gossip only breeds more divisiveness and problems. Remember that everyone make mistakes. Once a conflict is resolved, it is our responsibility to forgive, as our Father forgives, and continue on.
Admissions Information

Cornerstone Christian Schools accept students in preschool through eighth grade upon successful completion of entrance requirements and evidence that the family shares in the School's philosophy, goals, and objectives. Our Preschool is licensed by the State of California, and accepts children who are two years, six months through 5 years of age. Students applying for kindergarten must turn 5 years old by October 1 to be eligible for our kindergarten program for the 2013-2014 school year and by September 1 for the 2014-2015 school year and each school year thereafter.

Each prospective middle school student is interviewed and may be tested in an attempt to analyze current level of academic ability and readiness, emotional stability and maturity, social behavior, and Christian commitment.

The school desires to place each student in a setting where he/she will be most successful. Therefore, CCS reserves the right to deny enrollment or to admit students, and the school also reserves the right to place a student in the class that is most suitable. Each student is accepted on a nine-week probationary basis, and the school reserves the right to dismiss the student any time during probation should it be deemed necessary.

Cornerstone Christian Schools admit students of any race, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, athletic or any other school-administered programs.

Enrollment Procedures

1. Complete and return to the school office the following items:
   a. Student application packet which includes
      i. Student Application Form
      ii. Policies and Procedures Agreement
      iii. Annual Field Trip Release/Emergency Medical Form, proof of medical insurance coverage.
      iv. FACTS Tuition Payment Preference Form
      v. Image Release Authorization Form
      vi. Educational Philosophy Form
      vii. Demographic Survey (optional)
   b. All report cards and standardized academic testing results from the previous two years
   c. Copies of immunization records, birth certificate and proof of medical insurance
   d. Application fee, and registration fee (non-refundable)
   e. First tuition payment – if enrolling after the middle of May. (non-refundable)
2. Upon receipt of the application, academic information and fees, a testing appointment may be scheduled.
3. After the testing has been completed, a final interview may be required. Notification of acceptance or denial of admission may be made by telephone or in writing.
4. The first tuition payment is due June 5th. The first two months' tuition payments serve as non-refundable fees which reserve a place in the class.

Limited tuition assistance is available on a first-come, first-served basis. Financial Aid for School Tuition (FAST) is the organization who reviews all applications for assistance. Applications are available online at https://www.ismfast.com/FastPage.php?id=b675813ca3de67f94ca59592d43106a1. The deadline to apply for tuition assistance for the 2014-2015 school year is May 15, 2014.

Withdrawal Procedure

1. Withdrawal of a student from the school requires the filing of a Notice of Withdrawal form which states the reason for withdrawal. In such an event, all school property must be returned to the school and all financial obligations must be paid.
2. If a student withdraws or is dismissed from Cornerstone Christian for any reason during the school year, no refund will be issued for the month in which the withdrawal or expulsion occurs.

Forms and Agreements

1. Application form. This form includes identification and emergency information, student release authorization list, authorization for field trip participation and article of agreement with school policies and procedures.
2. Birth Certificate. A copy of the student's birth certificate must be made available for the student's school file.
3. Health, oral health, and immunization records. The school is required to keep health and immunization records on file for every student. If a student is entering school for the first time, this immunization information must be provided.
4. After-school sports form. If a student is participating in a CCS after-school sports program, the parents must return the completed authorization form which includes a release of liability, medical clearance and proof of insurance coverage.

Children will not be released to any individual that the parents have not listed on the appropriate release forms. Parents are to fill out these forms at the time of enrollment or re-enrollment and keep this information current throughout the school year. Changes may be made in person in the school office or may be submitted in writing. The sole exception to this policy will be made under the following circumstances:

In the case of separated or divorced parents, the child may leave school with either parent unless we have on file a copy of a restraining order from a competent court that specifically limits visitation rights. If a biological parent not listed on the release form comes to pick up the student, we cannot legally deny access. Cornerstone Christian Schools cannot be the mediator in these visitation matters, except by directive of a court order. We will, however, make a reasonable attempt to contact the other parent concerning these actions. It is our desire to be supportive of families in these situations. However, we must operate under clearly defined guidelines.


**Fee Explanations**

*All fees and tuition must be paid in the form of a check, money order, cashier’s check or credit card (there will be a 4% fee assessed on the amount of the credit card charge to cover fees paid to our credit card processing company). Cash cannot be accepted.*

1. **Application fee.** This fee is for the expenses incurred in evaluating new applicants and is non-refundable.

2. **Registration fee.** This fee is applied to expenses acquired in registering students, processing permanent records, maintaining student files, providing transcripts, and scheduling costs. This fee is non-refundable once a student is admitted.

3. **Tuition fee.** This fee is applied to staff salaries, curricular materials, sports, building expenses, and the overall operating expenses of the School. The tuition fees are for one school year. Payment may be made in 12 equal monthly payments from June to May through our tuition management company, FACTS, or in one lump sum. Families enrolling after the school year begins will follow a different payment schedule. The first payment is due June 5th and is delinquent thereafter. The first two months’ tuition payments are applied as non-refundable enrollment fees.

4. **Any tuition payment not received by the 5th of the month in which it is due will incur the late-payment charge.** Families with tuition accounts in arrears at the end of the semesters will have report cards and records held until the account is made current. If a student withdraws or is dismissed from Cornerstone for any reason during the school year, no tuition refund will be issued for the month in which the withdrawal or expulsion occurs.

5. **Returned-check policy.** Uncollected checks returned to the School by the bank (NSF, refer to maker, account closed, stop payment, etc.) will not be re-deposited. The check must be replaced with a bank check or a money order. A $30.00 service charge will be assessed on each returned check. If an excessive number of checks are returned on a given account, payment on that account must be made by certified bank checks, money orders or EFT for the remainder of the school year.

All enrollment forms, permission forms, insurance information, and emergency information must be on file at the opening of school. Parents need to inform the school of any changes that occur during the school year regarding addresses, telephone numbers or alternate emergency contact persons.
Extended Day Care (EDC)  
Kindergarten to 8th Grade

The EDC program at Cornerstone Christian Schools is intended to be a service offered by the school to its kindergarten through 8th grade students; only Cornerstone Christian students may participate. The program will be structured, consisting of recreation time and study time.

EDC Policies and Procedures:

Elementary Care

1. Before school care is available from 7:00 – 8:00 a.m. each school morning. For the safety of our children, any student arriving on campus prior to 8:00 a.m. must be signed in to EDC by an adult and will be charged a flat fee of $4.00. There is no other adult supervision on campus before 8:00 a.m. School staff will supervise all students from 8:00 -8:30 a.m. at no additional charge.

2. After-school care is available from 3:00 until 6:00 p.m. for a flat fee of $12.00. All K-5 students remaining on campus after 3:05 p.m. will be checked in to EDC and families will be charged beginning at 3:30 p.m. for this service.

3. Students remaining in EDC after the 6:00 p.m. closing time will be charged $15.00 for each 15 minute increment. Please do not abuse the privilege of EDC service by making the staff remain on campus after hours. Parents who are late excessively will lose access to the EDC program.

4. Payment for services is made in advance. EDC payments may be made at the EDC table by check only, made out to Cornerstone Christian Schools. The cancelled checks are your records for child care. This is the only receipt you will receive; CCS does not keep any other records.

5. When the parent/guardian picks-up the student they must sign their child out of EDC that day.

6. Any student or parent who does not exhibit appropriate behavior and attitude will be denied access to the program. After three behavioral incidents, a student will be suspended from the Extended Day Care program.

Middle School Care

1. After-school care is available from 3:20 until 6:00 p.m. All 6th -8th students remaining on campus after 3:30 p.m. must be checked in to EDC and families will be charged beginning at 4:00 p.m. for this service for a flat fee of $12.00.

2. Students will be supervised in an area designated for middle school separate from the elementary students unless they are on the playground.

3. All the remaining policies for Elementary EDC apply for Middle School.
Policies

Notice of Non Discriminatory Policy

Cornerstone Christian Schools admit students of any sex, race, color or national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex or national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

Serving at Cornerstone Christian Schools

Parental involvement fosters a healthy interactive partnership. CCS recognizes that our parents are one of our best resources for improving our school. We are encouraging that every family donates 20 hours of their time during the course of the school year. You will be able to find out about the numerous service opportunities through our teachers, office staff and the school website.

Cell phones

Students may have a cell phone on campus but it is to remain in their backpack. The phone may not be used during the school day either during class periods or passing periods. Students who are ill are not permitted to use their cell phones to contact parents directly. They must report to the school office so a school official can assess the situation and contact their parent. Misuse of any electronic devices will result in confiscation, a level 1 violation, and parents will be required to pick up the item from the school office (See our Discipline Policy, pages 45-49 & e-Readers on page 34).

Social Media Policy

Cornerstone Christian Schools recognizes the role and importance of social media in both education and today's student culture. We embrace and affirm social media's role in helping students socialize, evangelize, encourage, and maintain friendships over distances. However, social media (Facebook, Twitter, MySpace, Wikis, blogs, YouTube etc.) also provides students with unavoidable temptations.

The purpose of this policy is to protect students from unwanted social media pressures, set the school’s guidelines for appropriate behavior, and to encourage parents to take an active role in monitoring their child's usage and presence on social media websites as well as instant and text messaging.

Students are expected to honor Cornerstone’s Student Standards of Conduct when utilizing social media, whether in or outside the school setting. Those who violate our Social Media Policy may receive detention, suspension, or expulsion, depending on the circumstances, severity of their actions, or the number of violations. The severity of discipline administered will be determined by either the principal or assistant principal.
Students may not:

1. Post inappropriate or threatening messages (including gossip or slander) about or to another student, faculty member, or administrator.
2. Post explicit photographs or videos of themselves or another student. Students should be reminded that explicit online photographs or videos of another student can constitute a criminal act.
3. Misrepresent, criticize, or denigrate CCS or its employees in any way.
4. Use social media to share homework, quiz, or test answers.
5. Misrepresent themselves by using another person’s identity.
6. Use other people’s intellectual property without their permission. It is a violation of copyright law to copy and paste other people’s thoughts. Students should be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Students must cite all sources appropriately, giving full credit to the respective authors.

Parent Guidelines

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. CCS encourages parents to participate in such projects when appropriate, but requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the School community, but will be a model for our students as well.

Parents should adhere to the following guidelines:

1. Parents should expect communication from teachers prior to their child’s involvement in any project using online social media applications, i.e., blogs, wikis, podcast, discussion forums, etc.
2. Parents will be asked to sign a release form for students when teachers set up social media activities for classroom use.
3. Parents will not attempt to destroy or harm any information online.
4. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
5. Parents will refrain from the use of social media to criticize, slander, or malign CCS, its faculty, staff, students, or families.
6. Parents are highly encouraged to read and/or participate in social media projects.
7. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
8. Parents should not upload or include any information that does not also meet the student guidelines above.

Harassment Policy

Cornerstone Christian is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared
to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding activities available at or through this school.

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Visual conduct such as leering, making sexual gestures, displaying suggestive objects or pictures, cartoons or posters.
4. Verbal conduct such as making or using derogatory comments, epithets, slurs, innuendoes and jokes.
5. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
6. Text messages, voice mail, e-mail, social network message posts, or other electronic submissions of a sexual or graphic nature.
7. Physical conduct such as touching, assaulting, impeding or blocking movements.
8. Any act of retaliation against any individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Any student who feels that he/she is being harassed should contact his/her teacher or school staff member. School policy prohibits retaliatory behavior against a complainant or participant in the complaint process. Each complaint of harassment shall be promptly investigated and in a way that respects the privacy of all parties concerned.

**Bullying Policy**

Biblical illustration of relationships: *John 15:12*

“My command is this: Love each other as I have loved you.” (NIV 2011)
**Rationale**

In an effort to instill Biblical values and create a more loving and accepting environment, Cornerstone Christian Schools has adopted a bullying policy. Periodically, conflict can occur within the school setting. However, while bullying may occur, it is never acceptable. We seek to implement a clear structure for handling bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is aligned with Biblical standards.

**Definition**

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a *pattern of behaviors* directed at them by others. (Greg Griffiths, “Bullying in Schools—the hidden curriculum” (2003)).

The following actions, in an ongoing form, may be forms of bullying:
- Physical aggression - including hitting, punching, kicking
- Teasing or verbal abuse - including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.
- Damaging a person’s property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through social media (e.g. Facebook) or other electronic means

**Policy Statement**

When relating with others in a large community such as a school, conflict and offense can occur. Students can often be unkind to one another. As part of living in a sinful world, bullying can result when we don’t always relate to others as we should or when people try to exert power and influence over others. However, this is never acceptable. Cornerstone’s response to bullying is based on Jesus’ mandate, found in His Word, as to how we ought to relate to one another. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in His image. Our policy is based on the principle that bullying is “not OK at CCS.” We recognize that not all behaviors should be considered bullying or willful violation of this policy. To communicate the importance of a bully-free school community, CCS has instated an “Anti-Bullying Pledge” for both students and parents. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

**Procedures**

- Upon the receipt of an allegation or report of bullying, by CCS staff and/or administration, an investigation begins with all parties being spoken to - victim, bully and sufficient bystanders, to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
A conduct referral will be issued by the teacher and given to the principal or assistant principal. All incidents will be documented and written reports will be kept on the behavior.

All staff will be informed of all incidents so that they may be aware of any issues between students.

Acknowledgement of the allegation of bullying and assessment of student safety will occur within one school day of the report. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.

Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.

All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim(s) and bully.

Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily.

Disciplinary action will follow our discipline policy. Additional sanctions may be imposed at the administration’s discretion. The school will take serious disciplinary action in cases of retaliation.

Responsibilities

STUDENTS …

- Should ask the offending student to stop.
- Being bullied should report it to staff, parents or another adult.
- Who are aware of bullying should report it to the teacher.
- Should take appropriate steps to discourage or prevent bullying.
- Should be willing to resolve bullying situations, utilizing forgiveness and changes in behavior.

PARENTS …

- Are encouraged to report bullying concerns, expressed by their children, to the classroom teacher first before informing an administrator.
- Need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Not satisfied with the action may refer to administrators if the need arises.

STAFF …

- Non-teaching staff should refer all allegations of bullying to the teacher then administration.
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff are to refer to administration with allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report).
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. CCS will take serious disciplinary action in cases of retaliation.
Plagiarism Policy

Since CCS places great emphasis on students honoring and adhering to our Student Standards of Conduct, the act of plagiarism spiritually, legally, and ethically violates such expected conduct of academic honesty and integrity.

Plagiarism Definition

Plagiarism is a form of cheating, lying, and stealing. It is defined as “the false assumption of authorship; the wrongful act of taking the product of another person’s mind, and presenting it as one’s own; using another person’s ideas, information, or expressions without acknowledging that person’s work; passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage” (MLA 7thEdition).

Application

Students plagiarize on papers and assignments when they pass off another person’s work as if it were their own original work or expressed ideas without giving proper acknowledgement to the original author or source of information. Intentional plagiarism includes copying the work of another student to submit as one’s own, copying words or ideas from a text without crediting the source, or copying from the Internet to submit as one’s own. Here are some specific examples: copying all or any part of a workbook page instead of working through it yourself; copying someone else’s essay (all or a part) to turn in as your own; for a research assignment, copying what someone else said and claiming it as your own idea; copying someone else’s homework, or having that person do the homework for you, and putting your name on the assignment for a grade. In short, plagiarism involves any incident when a student tries to get credit for the work of another person.

Consequences for Plagiarism

Students who engage in plagiarism will be held accountable for their actions and disciplinary action will be taken, as outlined in our Discipline Policy (see pages 45-49).

Student Insurance

Our insurance carrier requires CCS families to demonstrate proof of medical insurance in order to avoid redundant expenses. At the time of enrollment or re-enrollment, all families must complete and return the proof of insurance information on the Annual Field Trip/Emergency Medical Form. Families who would like to purchase student accident insurance may do so through Student Insurance. An application can be obtained by going on line to www.studentinsuranceusa.com or by calling (310)826-5688.

Health Standards

Your child’s health is a matter of importance to all of us. To that end, all CCS students should be free of contagious diseases, and all immunization records are to be in good standing. To prevent the spreading of germs to other children and adults, it is recommended that a child does not come to school sick. Children who are ill are sent to the health room in the school office.
The office staff will take the temperature of any child who seems ill during the school day. Any child running a significant temperature of about 100.0 will be sent home in order to minimize infection to others.

Please keep your child at home if he/she has any of the following:

- A yellow or green discharge from a runny nose
- Has begun antibiotics in the last 12 hours
- A constant cough
- Had diarrhea or vomiting in the last 12 hours
- Had a fever within the last 24 hours
- A respiratory infection, pharyngitis, tonsillitis, viruses, or strep throat
- Conjunctivitis: This appears as pink or red conjunctiva with white or yellow eyed discharge, often matted eyelids after sleep and eye pain or redness of the eyelids or surrounding skin. A physician's consent is required for readmission.

**Administration of Medication on Campus**

California Educational Code requires parents to submit annual authorization forms granting permission to administer medication on campus. This includes all over-the-counter medications including non-aspirin pain reliever (i.e. Tylenol or cough drops). This authorization must be signed by parents and the child’s physician, and all medications on campus must be kept in the school office. These authorization forms are available in the school office.

**Immunizations**

Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers.

The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department.

**Exemptions to Immunization Requirements**
The exemptions permitted by California law are:

- **Medical Exemption**
  A licensed physician (MD or DO) who feels a vaccine is not indicated for a student because of medical reasons should submit to the school (via the patient’s family as needed) a written statement documenting the medical exemption. A form that can assist in this process is available to physicians. The school will place a copy of the completed statement in the student’s file

- **Personal Beliefs Exemption**
  A parent or guardian may have a child exempted from required immunizations if immunization is contrary to his/her beliefs. Schools have standardized procedures for parents and guardians who request a personal beliefs exemption.
Exemptions to immunization should not be taken because of convenience. Unimmunized students are at greater risk of contracting diseases and spreading them to their families, schools and communities. Schools should maintain an up-to-date list of students with exemptions, so that these students can be excluded from school quickly if an outbreak occurs.

### Immunizations need to be current for attendance to begin.

**Head Lice Policy**

Head lice infest millions of school-age children every year; however, the condition is not something to be ashamed of because it has nothing to do with cleanliness, who you are, or where you live. If parents will take the responsibility to screen the entire family by checking heads often for early detection, these parasites can be prevented and controlled. If this problem should occur with a student, parents may obtain information on the treatment of lice either from the school office or available internet sources. In the event a student is suspected of having lice, the teacher sends the child to the school office for a head check and the following steps are taken:

- **If live lice are found**, the child’s parents are contacted for him/her to be taken home and administered the necessary treatment. Upon return to school, the child is to report to the school office for another head check before being re-admitted to class.
- **If no live lice or nits** are visible the child is allowed to return to class.
- **If only nits are visible**, the child may remain in class for the day but must report to the school office the next day, following treatment, for a head check (and each subsequent day thereafter), until no nits are visible, indicating successful treatment and the end of the lice cycle.

### Accidents and Injury

In the midst of play, accidents happen. In the case of an accident requiring a physician, we will make an immediate attempt to contact the parent, or 911, if necessary. After an injury at school, a Student Accident Report will be completed and kept on file in the school office. If there is an injury on the child’s head, parents will be contacted so that they can make the best decision for their child. Several of the school staff are trained in CPR and First Aid.

### Change of Address/Phone

If you need to update any information in your child’s student file, this must be done in the school office by filling out the Changes and Additions to Student Information Form. This will ensure that the change in information is communicated school wide, and is entered into our database.

### Emergency Contact and Authorized Pick Up Information

Upon enrollment, you will have filled out Emergency and pick up information on the Student application with names and numbers of persons to call in case of an emergency and those who are authorized to pick up your child from school. Please make sure to give us the most up-to-date information so that we are prepared. If you need to make any changes please come to the school office and fill out the Changes to Emergency/Pick-up Information form or email the information to the teacher and the office manager.
**Emergency Preparedness**

Each month we have a fire drill, as well as having earthquake and lock down drills according to regulations. All classrooms have a posted emergency exit map. In the event of a major emergency, we have a supply of emergency food, water and first aid supplies on hand at all times and we would implement our comprehensive Disaster Plan. Crisis Management training occurs twice a year for staff. This included policies, procedures, responsibilities, emergency contacts, Levels I-V Emergencies and Safety and First Aid. Additionally, we participate annually in the Great California Shake Out, [www.shakeout.org](http://www.shakeout.org).

**Closed Campus Policy**

**Campus Visitors**

CCS has a closed campus policy. All parents and visitors to campus must sign in and out at the preschool or school office and be granted permission to be on campus prior to visiting anywhere else on campus. Requests to visit on campus are subject to approval by the administration and are not granted automatically.

Parents/Adult Visitors (sign in at the office) may visit classes if they wish to observe the learning situation in which their child is/may be involved for a period of 15 minutes. This may be longer if the parent/adult visitor is actively involved in the learning situation. **Prior teacher approval is required.**

Students desiring to host a student visitor at school are required to bring a written request signed by their parents and the parents of the student visiting. This request shall be submitted to the Administration for prior approval at least three school days in advance. In general, only requests by prospective new students are honored; visitations for social purposes are not granted. Visitors who are disruptive will be dismissed from campus.

**Remaining on Campus**

Once students arrive on campus, they are not allowed to leave campus until dismissal time except as authorized by the school administration or office personnel. Students must be checked out of school through the office by their parents or another adult authorized by either parent and/or approved by the school administration.

**Early Dismissal Policy**

Parental requests for early student dismissal must be submitted to the school office at the beginning of the school day. If permission is granted to leave early, the student must report to the office to be checked out and dismissed from campus. If the student returns to school that same day, the student must be checked in at the office upon return to campus. Middle school classes missed for early dismissal are counted towards total absences and may result in lowering of academic grades if 10 or more absences are accrued.
Students working during the school day on projects outside of their classroom must obtain prior approval from the teacher and administration. Permission to be out of a regularly scheduled class will be announced in advance of anticipated absence. Students are not permitted to visit other classrooms unless they are on "official school business".

**Boundaries and Supervision**

Students are to remain in areas where there is adult supervision. This includes during recess (elementary), nutrition break (middle school), lunch time, and after school. If a student needs to leave the designated area at any time, they must ask permission from the supervising adult. If a student is found out of bounds without permission, disciplinary action may be taken. Middle school students are not permitted to wait on the island (near the church offices) after school, or in any unsupervised remote area of campus, for any reason.

**Library/Media Center**

Cornerstone Christian Schools’ library/media center is available for students and parents and is open until 4:00 P.M. The library contains many Christian books for adults as well as children, and we encourage parents to use the media center with their children. Books can be checked out on an individual basis. We appreciate parents supervising the care of books brought home, as well as encouraging the reading and prompt return of books and other materials.

The responsibility for returning materials on time rests with the student. Students may lose the privilege of library use if they make a habit of keeping materials until they are overdue, and students will be assessed the full cost of replacement for lost or damaged books. In addition, report cards will be withheld until overdue materials are returned or paid for.

**Student Standards and Conduct Expectations**

Our goal at Cornerstone Christian Schools is the academic and spiritual training of students within a Christian atmosphere and philosophy, in accordance with Colossians 3:23 – “Whatever you do, work at it with all your heart, as working for the Lord, not for men,” (NIV 1984). This goal simply cannot be attained if a student lacks respect for authority and/or a desire to learn and grow. Any student having consistent problems with behavior and proper respect for authority will be in jeopardy of dismissal from the school.

Similarly, CCS is not the solution for a child’s discipline problems. A student entering with rebellious or negative feelings affects other students to the detriment of our academic and spiritual objectives; our desire is to foster student growth in these areas.

Teachers expect the students’ respect and attention during instruction and during class discussion. There will be times when students are expected to work quietly and by themselves. There will also be times when the atmosphere is not meant to be a strictly structured situation. But at all times immediate obedience and respect for authority and others is expected.
When minor infringements of expected conduct have taken place, the teacher will act to correct the situation. There is a difference between punishment and discipline, and the latter is our goal. To this end, the teacher may employ writing assignments, remove privileges or separate the student from the group.

If minor infringements continue or if more serious incidents occur, the student will be sent to the principal's office. Depending upon the situation, the administration may: discuss the student's behavior; verbally reprimand the student; assign work; contact the parents about the situation; or other measures as deemed necessary. Again, a student who consistently chooses to misbehave may be dismissed from school.

Listed below are some policies regarding standards of conduct for students enrolled at Cornerstone Christian Schools. Being ambassadors for Jesus Christ, CCS students are to conduct themselves according to all school standards during school, after school while on campus, and at all school-sponsored events. This list cannot be all-inclusive, nor is it intended to be; rather, it serves as a guideline by which students may learn about appropriateness and develop self-control and Godly character. Again, Christ-likeness in students is the ultimate goal. In all cases, the school administration reserves the right to clarify policies, delineate whether or not specific behavior is acceptable and also determine which disciplinary consequences, if any, are required.

**Students are expected to:**

1. Obey promptly and cheerfully. (Heb. 13:17; 1 Thess. 5:18). It is expected that students will obey immediately without reminder. Students should have a respectful attitude and make attentive eye contact with the person giving direction. It is expected that students will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, eye rolling, and non-verbal complaining will be addressed.

2. Be courteous and respectful to other students and all adults displaying consideration, kindness, and compassion. (Eph. 4:25-32).

3. Treat others with kindness in action and in speech. (Eph. 4:25-32) Students may not use foul language, tease, or participate in name-calling and racial slurs. Harsh words and harmful behavior will be addressed and will result in appropriate discipline, as outlined in our discipline policy.

4. Speak with honesty and edification. (Eph. 4:25, Ps. 19:14). It is expected that students will speak honestly without rationalization and excuse. Gossip, slander, and “tattle tales” will be addressed. Students will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matt. 18:15-17.

5. Be honest, fair and Christ-like in their conduct (Ex. 20:7 &12-17; Eph. 4:28). Little tolerance will be shown for cheating, lying, or stealing. Students should not only follow this policy, but also encourage their peers to comply. Students who know of serious violations of Biblical or school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.

6. Display self-control in attitude and action (Prov. 25:28, 1 Cor. 14:40). It is expected that students will control their tongues and actions. They will be encouraged to speak at appropriate times and to control their bodies. It is expected that students will take an active part in maintaining their personal belongings and the school’s appearance. It is expected that they will demonstrate orderly behavior when in groups.
7. Keep the school neat and clean by cleaning up after themselves and picking up trash in the classroom and around campus.

8. Show respect for the school and other people by never destroying, vandalizing or defacing the property of others.

9. Follow a “hands off” policy: no fighting, no hitting, no slapping or play-fighting. Causing injury to another student is grounds for suspension / expulsion.

10. Bring only necessary items to school. Pets, radios, CD players, Ipods, Ipads, lap tops, computer games, and other electronic devices are not allowed at school. Since 9/11, students may have a cell phone on campus, however, it is to remain in their backpack and may not be used at any time while on campus, during class, passing periods, or breaks. Misuse of electronic devices will result in confiscation and parents will be required to pick up the item.

11. Refrain from chewing gum on campus at any time.

12. Be on time to every class, prepared with writing utensils, notepaper, appropriate texts and completed assignments. Students are to be in their seats at the beginning of class, ready to work.

13. Use desks, tables and chairs properly; do not sit on tables or desk tops, and do not tip back in chairs.

14. Limit personal grooming to the restroom, not in class.

15. Reserve the use of sunglasses for outdoors. Students, both male and female, may not wear hats in the building. Hoods from outerwear (sweatshirts/jackets) must be off of the head while in the building.

16. Use the cross-walk; do not "jay-walk" across Arneill Road.

17. Avoid inappropriate displays of affection, including hand holding, between male and female students on campus or at any school-sponsored activities.

18. Remain in class until dismissed by the instructor.

19. Help maintain desks, classroom materials and equipment, and school grounds.

20. Students may not eat in class, in the chapel, hallways, or restrooms. Students may eat in a designated classroom during lunch ONLY with permission and adult supervision.

21. Not be in classrooms, the chapel or offices unless a teacher or staff member is present and supervising, including during the snack break.

**Bullying and Plagiarism**

Bullying and plagiarism are serious offenses and violations to our Student Standards of Expected Conduct. Please reference pages 24-26 for details on our bullying and plagiarism policies. The CCS Discipline Policy can also be found on pages 45-49.

**Attendance Policy**

Regular and punctual school attendance is essential for continuity of learning and student success. Absences interrupt the smooth and complete process of learning. Consequently, the only excused absences are those involving the student’s illness or family emergencies; all other absences are considered unexcused or planned absences. A doctor’s note will waive an absence due to illness.
Board policy stipulates that absences in excess of 8 days (8% of class time) per semester will result in administrative review with the potential for academic grade reduction. Further policy dictates that **except in the cases of extreme personal and medical cases**, academic grade reductions of 3% - 9% per class may be assigned, dependent upon the total number of absences, excused and/or unexcused.

Students who are absent all day are not permitted to attend after-school or evening activities. This also includes practice time for any sport or other extra-curricular activity. This same rule applies to students who miss the first 3 hours of class (1/2 a school day) or who leave school because of illness.

**Student Responsibilities:** It is the student’s responsibility to determine what school work was missed during an excused absence and to complete that work, including missed tests or quizzes, within a number of days equal to the number of days of excused absences. **Work missed during unexcused absences may not be made up for grading purposes:** the student is required to complete missing assignments, but will receive reduced credit for all missed work.

**Parent Responsibilities:** Parents should encourage prompt and regular attendance. Parents, please call the school office to report all absences. Please schedule all medical and dental appointments so that attendance at school is affected as little as possible.

## Absences

All absences are recorded on the student’s attendance record as either excused or unexcused.

**Excused Absences**

Section 10955 of the California Education Code cites absences due to illness or medical services as excused. Death in a student’s family will also be classified as excused.

**Unexcused absences**

Other absences (with the exception of planned absences) are termed unexcused, regardless of their seeming legitimacy.

**Excessive Absences**

Regular attendance in class is necessary for the greatest academic results. Multiple absences whether excused or unexcused, not only affect a student’s learning in a class, but are an added burden to the teacher and classmates. The following policies will, therefore, be enforced:

- **A student must attend at least 80% of class meetings per semester.**
b. The school will notify the parent/guardian, in writing, when a student reaches 6 absences in a class, per semester. On the 8th absence, the parent/guardian will receive another notice. However, situations where students accumulate excessive absences over a short period of time may preclude our ability to notify families precisely on the 8th absence.

c. Students reaching 10 absences for a semester will be forwarded to the Administration for review of their attendance records. Parents/guardians will be notified of this action, in writing, and a copy of the attendance record will be placed in the student’s file. Continued absences may result in grade reductions (see Grading Policy for Absences on Pg 29).

Note: This policy does not apply to students who are excessively absent due to serious, prolonged or ongoing health-related issues. In such cases, the school administration will make special arrangements to assist students in such situations.

Planned Absences

Planned absences are those which are known before the actual absence; in other words, plans are made to be absent from school. CCS does not encourage absences for extended family vacations and/or other personal or family occasions. These extended absences can put a severe academic strain on students. However, requests for this type of a pre-authorized, planned absence must be made in advance by completing a “Planned Absence Form”, available in the school office or may be downloaded from the school website at www.ccsed.org. The form requires a parent signature with the specified dates of the planned absence. The completed form must then be turned into the school office for administration approval.

In the case of a planned absence it is the student’s responsibility to contact teachers, in advance, informing them of the planned absence, and asking for assignments which may be missed during absences. Parents are encouraged to also check RenWeb for all home work assignments during their student’s absence. The regular make-up policy for excused absences does not apply to planned absences. Students must be prepared to tender all missed assignments upon their return to class, unless the school administration has authorized otherwise.

Each teacher should have at least one weeks’ notice in order to prepare the homework package. If the teacher is able to prepare a package of class work and homework that will be missed, this work must be completed and turned in upon return to class. If the teacher’s planning does not cover all of the anticipated days of absence, the remainder of the missed work will be assigned upon return to school and will be due within one week of return to school.

Note: Tests and quizzes which are missed during planned absences will be administered to the student within the first week of the return to class.

Unexplained Absences

An “Unexplained Absence” is an absence without a phone call or parent note explaining the reason for the absence. Such an absence will be recorded as truancy after 48 hours.
Truancy

A student is considered truant if he/she is absent from school all or part of the day without parental or administrative consent. Truancy is considered a serious offense and may result in suspension or expulsion from CCS. (See page 49 for Discipline Policies).

Procedure to Report an Absence

1. Please call the school office at (805) 987-8621 to report an absence each day. A written note signed by the parent may be provided the day following the absence when the student returns to class. The note must include the specific reason for the absence, and the dates missed.
2. Middle school students take their notes to the office prior to the first bell and obtain a “re-admit slip”. Elementary students take their excused notes to their classroom teacher. If homework is needed, please check the website for each class.
3. Make-up assignments may be obtained by contacting your child’s teachers via email. Homework assignments can be obtained through RenWeb.
4. A doctor’s note is required after five or more consecutive days of absence due to illness, for re-admission to school.
6. “Returning to Campus” procedure: Students returning to campus, having been checked out earlier in the day, must be checked in at the school office (see Early Dismissal on Page 23).
7. Illness During the School Day: A student who becomes ill while at school will be sent to the school office for parental notification and arrangements to leave campus.

Grading Policy for Absences

There is no substitute for classroom instruction. Class time is often composed of lecture and note taking, the give and take of classroom discussion and debate, the exchange of ideas, the listening and evaluation of what is said by both teacher and classmates. Class time may also include group work, activities, projects, team work, video presentations, plus student presentations. The intellectual stimulation, thought processes and total learning experience can never be duplicated by a makeup assignment, nor can it be covered in its entirety in a test. The educational process is a complex and diversified experience, one that demands consistent student participation.

Since 10 absences represent 11% of the time a student attends class in a semester, a student missing 10 days of class will have missed 11% of the course and the instruction. Therefore, our attendance policy holds that on the 10th absence from any class during one semester, for whatever reason other than school business, serious illness, or a pre-approved planned absence, the student’s grade is automatically lowered 10%, or one letter grade. When a student reaches 8 absences for the semester, a letter will be sent home and the student will be sent to visit an administrator. Should a student miss 15 days in one semester, grades are lowered two marks, and 20 absences will result in an automatic grade of “F” and no credit. Unusual medical circumstances may result in a modified academic program.
**Make-up Work**

It is the student's responsibility to determine what school work was missed during an excused absence and to complete that work within a number of days equal to the number of days of excused absences (e.g. a student absent three days who returns on a Monday will have until Thursday to complete work). If a student is given an assignment, and is absent on the day it is due, it should be turned in the first day he/she returns to school.

**Note:** Work missed during unexcused absences will result in a zero.

**Test Day Absences and Make-Up Testing**

Students who are absent for an announced test or quiz must take the test or quiz within one week upon their return. Middle school students and their parents must arrange for a mutually convenient time with the teacher, either during class, lunch, or after school, for make-up testing. If a student does not show up on the agreed upon day/time, it will result in a zero for that test. Any test or quiz that is not made up within two weeks will automatically receive a grade of zero.

**Written Consent for Students to Leave School with Another Party**

A student will only be permitted to leave campus with another party provided his/her parent/guardian submits written consent, to the school office, granting that particular person permission to do so.

**Tardy Policy and Procedure**

Students are expected to be present and ready for instruction when each class begins. If a student is tardy at the beginning of the school day, the parent should sign the student in at the school office and offer an explanation to receive an “Admit Slip”. All tardiness is considered unexcused. A student who presents a signed note from a teacher or administrator explaining the reason for the tardiness will be excused.

Any course information missed, due to the student’s tardiness, is the student’s responsibility. Excessive tardiness will result disciplinary action and possible loss of credit for that semester.

Middle school students arriving at school after 8:00 A.M. are allowed three "grace" tardies within a semester to compensate for unforeseen circumstances.

**Tardies to Class**

A student arriving late to a class, other than first period, will be assigned the disciplinary action noted on the discipline agreement.

1. The 3rd unexcused tardy in the same class will result in a detention. The parent/guardian will be notified via RenWeb and a detention slip will be sent home.
2. The 6th unexcused tardy in the same class will result in more serious sanctions, including a possible grade reduction.

**Academic Standards and Procedures**

Cornerstone Christian Schools follow the basic curriculum guidelines required for study in the State of California for public schools. While specific courses may be taught in a sequence which differs from the sequence in other schools, our objective is to provide educational opportunities which are comparable to or exceed those in public schools, and to then supplement this instruction by teaching from a Biblical perspective. In this way, each of our students comes to recognize the importance and relevance of the never-changing Word of God relative to all aspects of curriculum.

**Achievement Tests**

Cornerstone Christian uses a national standardized test to measure student progress. This standardized testing is administered each spring to students in grades 1 – 8. Each student's test results are included with the year-end report card. Historically, Cornerstone students as a whole achieve above the 70th percentile, which is 10% to 15% higher than the national and state average percentiles on these exams. There will be no make up testing if a student is absent for these tests.

**Elementary Curriculum Information**

The elementary program at Cornerstone Christian Schools consists of traditional elementary school classes taught from a Biblical world view. The course of study includes: Bible, Phonics, Math, Reading, Spelling, Science, P.E., Health, Safety, Social Studies, English, Art, Computers, Music, and Spanish in 4th & 5th grade.

**Middle School Curriculum Information**

The Middle School program at Cornerstone Christian Schools consists primarily of an academically advanced high school preparatory course of study that includes the following core curriculum classes: Bible, Math, English, Science, and Social studies. To support the core curriculum, the following elective courses are also offered: Art, Chapel Band, Computer Technology, Culinary Arts, Digital Photography, Drama, Memory Book, Spanish, and Study Skills. Honors classes are available in Math and English for students in grades 7 and 8, and HS Spanish 1 for 8th graders, based upon student eligibility. The middle school operates on a traditional class schedule, consisting of seven periods, each spanning fifty minutes, plus five-minute passing periods.
Criteria for Honors Placement

Students in 7th and 8th grade who wish to pursue honors courses in Math and/or English must meet the following eligibility criteria:

- Previous grade in that specific subject (87% or above)
- Overall GPA
- Stanford scores
- Teacher recommendation

Students must complete the Honors Request Form, obtain a parent signature, obtain signed approval from their math and English teachers, and submit the completed form to the school office.

Middle School Sample Schedule(s)

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible</td>
<td>Bible</td>
<td>Bible</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Life Science</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Social Studies 6</td>
<td>Social Studies 7</td>
<td>Social Studies 8</td>
</tr>
<tr>
<td>P.E.</td>
<td>P.E.</td>
<td>P.E.</td>
</tr>
<tr>
<td>Electives:</td>
<td>Electives:</td>
<td>Electives:</td>
</tr>
<tr>
<td>Art</td>
<td>Art</td>
<td>Art</td>
</tr>
<tr>
<td>Computers 1</td>
<td>Computers 1 &amp; 2</td>
<td>Computers 1 &amp; 3</td>
</tr>
<tr>
<td>Chapel Band, Drama</td>
<td>Chapel Band, Drama</td>
<td>Chapel Band, Drama</td>
</tr>
<tr>
<td>Culinary Arts,</td>
<td>Culinary Arts,</td>
<td>Culinary Arts,</td>
</tr>
<tr>
<td>Digital Photo/Video</td>
<td>Digital Photo/Video</td>
<td>Digital Photo/Video</td>
</tr>
<tr>
<td>Production</td>
<td>Production</td>
<td>Production</td>
</tr>
<tr>
<td>Memory Book,</td>
<td>Memory Book,</td>
<td>Memory Book, Spanish A</td>
</tr>
<tr>
<td>Spanish A</td>
<td>Spanish A</td>
<td>Spanish 1</td>
</tr>
</tbody>
</table>

Schedule Changes (Middle School)

Both Administrative and parental consent must be given to drop courses or change schedules. Students must complete a Schedule Change Form and submit it to the school office. Forms are available on our school website.

A student may drop or add any class during the first full week of school without penalty.

When adding a class after the course has begun, the student is responsible for the material that has already been covered; this make-up work will follow a format deemed appropriate by the instructor, in conjunction with the school administration.

A student may request to be removed from an Honors class and placed in the regular class, per approval of the administration.
**Community Service Requirements**

Aligned with our mission of global preparation is our unique purpose to prepare students for effective service for Christ. Jesus Christ came to serve, not to be served (Matt. 20:28). For this reason, all CCS middle school students are required to complete community service as apart of our Bible curriculum, as outlined in the Bible course syllabus. The service hours requirements are as follows:

- 6th grade – 3 hours per quarter
- 7th and 8th grade – 5 hours per quarter

**Science Lab Fees**

In an effort to provide middle school students with more intensive science lab experiences that would include a dissection extension (e.g. fetal pigs, cow hearts, squid, etc, subject to availability), chemical experiments, physical experiments, or any other earth science experiment extensions to the current lab curriculum, an additional science lab fee may be required. Further information and collection of such lab fees will be handled by the respective science teachers.

**Field Trips**

CCS enhances the elementary and middle school instructional programs through a variety of field trips. These trips occur during classroom instruction and are integral to the educational goals of each distinct discipline. Some field trips may incur a small fee.

Field trip permission forms must be turned into the classroom teacher in order to attend. We already have your child’s Annual Field Trip Release/Emergency Medical Form on file in the office. One copy stays in the office and one travels with the child in the vehicle he/she is riding in. All children under eight years of age or less than 4’9” tall, must be properly buckled into a car seat or booster in the back seat.

When we do travel, we rely on parent drivers. Parents interested in driving on a field trip must have a valid copy of their automobile insurance and a copy of their current driver’s license on file in the office, as well as sign a Driver/Chaperone Agreement form. All copies need to be in the office no later than one week prior to the field trip.

As a supplement to classroom instruction, students in grades 4, 6 and 8 are provided with opportunities for extended, over-night, off-campus education, as follows:

- 4th grade - California Studies Trip
- 6th grade – Outdoor Education/Science Camp
- 8th grade – Historical Studies Tour to selected Washington, D.C and other east coast historical sites.

*The costs of these trips are not included in tuition.*
**Character Education**

The primary emphasis in all areas of learning at Cornerstone Christian Schools centers on **character development**. While a strong emphasis is placed on the academic program, the entire school staff also works towards encouraging a strong and vital relationship with Jesus Christ. Our ultimate goal is to mold young lives into the image in which they were originally created by God; that is, the image of God himself as seen in the person of Christ.

Character Education is a priority at CCS and involves the entire school community – school leaders, parents, teachers, staff, and students. The focus is on shaping the hearts of our students as we endeavor to instill biblically based, positive ethical values, such as caring, good manners, respect, responsibility, fairness, and honesty.

**Student Owned e-Readers on Campus**

Cornerstone Christian Schools is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, CCS Middle School will now allow 6th through 8th grade students to use their own technology devices (iPads, Nooks, Kindles, and other approved e-Readers) during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and read the required, pre-approved loaded text books on their devices. These devices will not be used to access the internet during class. **Cell phones that have book readers installed will not be allowed to be used during the school day.** The current cell phone policy for students (see page 15) remains in effect and supersedes this program. CCS wireless internet access will not be granted to students who bring their own mobile electronic devices, with internet access capability, to school. Students who bring such mobile devices are expected to honor and comply with the CCS Internet “Acceptable Use Policy” as well as our “Standards of Expected Student Conduct”. CCS, therefore, does not assume any responsibility for internet sites accessed by students via the data connection services on their personal devices. Parents are strongly cautioned to monitor the internet activity on their student's devices and disable any email/text messaging settings. CCS is not responsible for the theft of or damage to a device nor is our IT department responsible for the service or support of these devices. However, students should immediately report any theft or damage to the school administration so the appropriate steps can be taken. For detailed information and FAQ's on the “CCS Guidelines for Bringing Student-Owned e-Readers to Campus”, please visit our website at [www.ccsed.org](http://www.ccsed.org) to access Forms and Agreements under the Parents menu tab. Students who have purchased e-Readers for the current school year will also receive the written guidelines and the from their respective teachers that will require a parent signature.

**On-Line/ Distance Education Concurrent Enrollment**

Students in grades 7 and 8 may enroll in any on-line distance learning institution, as approved by the administration. Approval is granted to those students who need to repeat a failed course or desire remediation to improve their grade in a particular course. Upon completion of the course, the final grade will be posted to the student’s CCS transcript. **Note:** A $20 proctoring fee is required from all students who must take their final exams on site at CCS.
Assignments

Responsibility for Assignments

The School will do its best to see that each student understands all academic responsibilities and is informed of any delinquencies in work. However, it is the School’s policy that the student and the student’s family must take the initiative and responsibility for being certain that the student understands and completes all assignments on time. It is vital to the educational process for students to learn to complete assignments when they are due. It is not appropriate for teachers to assume the responsibility of reminding students of delinquencies in required work; that responsibility rests with the student.

RenWeb School Management Software

CCS uses RenWeb, a web-based school management software, to enhance communications within our school community. RenWeb offers a comprehensive site for parents keep track of grades, report cards, progress reports, homework assignments, discipline, attendance, announcements, and more through a simple log-in access to ParentWeb. CCS uses RenWeb to communicate news and upcoming events to our families and is our most utilized form of communication to the home.

NOTE: We strongly encourage parents to set up a ParentWeb account to access up-to-the-minute information pertaining to their student(s). Setting up a ParentWeb account is simple. Please visit www.ccsed.org under the Parent tab you will find Parents Web and RenWeb Training on how to access this valuable tool.

Homework

Note: Check RenWeb regularly for daily homework.

Homework opportunities will vary as students move up through the grades.

K - 2nd grades: Emphasis is placed on finishing daily assignments, reworking activities to reinforce a particular concept, or extending students’ awareness of subject matter. Students in 1st and 2nd grade may be assigned about 20 – 30 minutes per day.

3rd – 5th grades: Students will have more subject assignments to complete in a given day. If a student does not finish the day’s assignments, those tasks become homework. In general, these assignments should take approximately one hour per evening. Please contact your child’s teacher for a conference if your child is consistently doing more than two hours of homework each evening. Teachers will periodically assign special projects which are designed to be completed at home over an extended time frame.

6th – 8th grades: In the middle school, homework includes regular daily assignments, studying for tests and quizzes, reading assignments, and preparation of weekly or long-term projects. Homework should take approximately two hours per evening. Through these assignments, the students are encouraged to learn to budget time and schedule workload. As much as possible, they should learn to avoid procrastinating until the night before long-term assignments fall due;
teachers assign such projects specifically so students will understand that several sittings are necessary to complete long-term projects in a satisfactory manner.

**Late Work**

Homework, generally assigned daily, is expected to be completed and turned in on time. Failure to do so will result in lowering of the grade, or a grade of zero, earned on that particular assignment, depending upon each teacher’s published “late work” policy.

**Test and Quizzes**

Students at the middle school level will have no more than two tests and one major announced quiz on any given day. Tests will always be announced ahead of time in class and on RenWeb. Pop quizzes are not considered as “major” and will not be announced. Project due dates will not be assigned on a date on which students already have three scheduled assessments. *(See page 30 for information regarding absences on a test day).*

**Grading**

**Grading Period**

CCS operates on a semester system, consisting of 2 semesters. Each semester is comprised of 2 quarters which run approximately 9 weeks. Each quarter marks the end of an “official” grading period, whereby a report card is issued.

**Grading Scales**

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>3rd thru 8th Grades</th>
<th>1st thru 5th Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st and 2nd Grades</strong></td>
<td><strong>3rd thru 8th Grades</strong></td>
<td><strong>1st thru 5th Grades</strong></td>
</tr>
<tr>
<td>E – Excellent</td>
<td>96.5 - 100% ... A+</td>
<td>E – Excellent</td>
</tr>
<tr>
<td>G – Good</td>
<td>93.5 - 96.4% ... A</td>
<td>G – Good</td>
</tr>
<tr>
<td>S – Satisfactory</td>
<td>89.5 - 93.4% ... A-</td>
<td>S – Satisfactory</td>
</tr>
<tr>
<td>N – Needs Improvement</td>
<td>86.5 - 89.4% ... B+</td>
<td>N – Needs Improvement</td>
</tr>
<tr>
<td>U – Unsatisfactory</td>
<td>83.5 - 86.4% ... B</td>
<td>U – Unsatisfactory</td>
</tr>
<tr>
<td><strong>Kindergarten Assessment Scale</strong></td>
<td><strong>3rd thru 8th Grades</strong></td>
<td><strong>1st thru 5th Grades</strong></td>
</tr>
<tr>
<td>+ – Above grade level</td>
<td>69.5 - 73.4% ... C-</td>
<td>O – Outstanding</td>
</tr>
<tr>
<td>✓ – On grade level</td>
<td>66.5 - 69.4% ... D+</td>
<td>S – Satisfactory</td>
</tr>
<tr>
<td>- – Below grade level</td>
<td>63.5 - 66.4% ... D</td>
<td>N – Needs Improvement</td>
</tr>
<tr>
<td></td>
<td>59.5 - 63.4% ... D-</td>
<td>U – Unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>59.4%&gt; ... F</td>
<td></td>
</tr>
</tbody>
</table>
**Incomplete**

There may be occasions when a grade of “Incomplete” (I) is warranted. Incomplete assignments which result in an “Incomplete” on the report card must be made up within two weeks, unless pre-approved by the administration because of extenuating circumstances. Work not made up within the allotted time will result in a grade of zero (0) which will be calculated into the overall grade for that grading period. This grade will replace the “Incomplete.”

A student earning a semester grade of “Incomplete” must also turn in all work within two weeks of the semester’s end date. In cases of serious illness, the administration will work with the student and his/her family to execute a student success plan for completion of the work. Final grades will be assessed based upon work tendered by the agreed upon deadline date.

**Progress Reports**

Progress reports will be sent home in the middle of each quarter to alert parents that their students are earning marks of C or below, or conduct codes of N or U.

**Report Cards**

Report cards are sent home at the end of each quarter for all students.

**Elementary school:** Report card envelopes are to be signed by the parents of elementary school students and returned to the teacher within one week.

**Academic Probation and Restriction**

**Probation**

Any middle school student earning less than a 2.0 grade average for any quarter will be placed on academic probation. Academic interventions, including but not limited to summer school make-up work, may be required as a condition of ongoing enrollment. By the first progress report time of the following quarter, the student must show improvement in deficient grades. By the end of that quarter, the student must have a 2.0 grade average for that quarter or the student may not be permitted to remain at CCS. Also, students with report cards that consistently reflect four or more marks of "N" or "U" for unsatisfactory behavior or work habits may have their enrollment terminated. Internal procedures are in place to give the necessary support to the student; parental effort and cooperation are critical to successful intervention.

**Restriction**

Students who earn a GPA below 2.0 for two consecutive quarters will be moved from academic probation to academic restriction. Students placed on restriction are not eligible to participate in athletics or co-curricular competitions or performances. (See page 39-40 for more information on athletic ineligibility).
Promotion and Retention Policy

In regular practice, each student is promoted to the next grade level each year. However, should the administration and teachers involved determine that a student is not prepared for the next grade level, that student may be retained in the same grade. Furthermore, if a student is not succeeding at a given grade placement during the course of the school year, the administration and teachers involved may recommend that the student be placed back a grade at that time, or that the student be placed in a modified or less rigorous program. Students must also maintain satisfactory citizenship during the year in order to remain enrolled.

Students applying for admission to the middle school program, and/or transitioning from the elementary to the middle school level, may be denied enrollment if they have not maintained a 2.0 grade point average or have an F for any semester grade. Low grades in the middle school may be raised through a summer program, with the approval of the Guidance Counselor.

Private Tutoring

Students who need and desire special academic help may secure the services of a private tutor. A limited number of the teachers at CCS are available for such outside help. This arrangement is handled on a personal basis between the student's parents and the tutor. Charges for tutoring services are determined by the two parties. Elementary teachers are discouraged from providing private tutoring services to their own students, however exceptions may apply. Administration may require a student be tutored as a condition of ongoing enrollment at CCS.

Student Awards and Honors

CCS students in grades 4 - 8 who earn a 3.5 grade point average at the end of a semester are awarded honor roll status. Deportment grades must all be E's or S's. Middle school students who earn a semester grade average of 3.75 or above earn Eagle Honor Roll. Golden Eagle Honor Roll status is awarded to middle school students with a grade average of 4.0 and above.

Year-End Awards

At the end of the school year, the school staff presents special awards to secondary students in recognition of superior citizenship, service, leadership and improvement. Awards are also given to the top student in each academic class. A Scholarship Award will be presented to the student with the highest grade point average at each grade level. The most outstanding Christ-like, all-around student at each grade level will earn the Eagle Award.
Athletics

Inter-Scholastic Sports

Cornerstone Christian Schools belongs to the Christian Athletic League to provide competitive sports opportunities for students in 5th through 8th grade. CCS views athletic competition from a Christian perspective. Our goals include:

1. Teaching skills and rules of the sport in which the student is involved.
2. Involving students in an activity that will nurture them spiritually, mentally, and physically.
3. Developing athletes whose Christianity permeates their every word and action.
4. Demonstrating and teaching Godly sportsmanship; how to win, lose, accept someone else's error, and forgive their own mistakes. To know that if you have done your very best it is a matter of attitude that determines if one is a winner in God's eyes, rather than whether the game has been won or lost.
5. Involving each student so that they become an important part of the team so that they accept, depend on, teach, encourage and learn from one another.
6. Developing a positive self image in each student by encouraging them, praising them, and providing situations in which they can be successful.
7. Teaching students to understand and accept their individuality; that God loves us as we are, with our abilities and weaknesses.

Cornerstone fields teams in the following sports at the middle school level:

- Fall: Volleyball, Flag football
- Winter: Boys Basketball, Girls Basketball
- Spring: Boys Soccer, Girls Soccer

Any student in good standing in the appropriate grade levels may try out for any of the teams. **There is a fee for each sport in which a student participates that is not included in tuition.**

Eligibility for Middle School Extra-Curricular Activities

Students in grades 6 – 8 must maintain a minimum of a 2.0 GPA to be eligible for extra-curricular activities. (This is based on the CIF requirement for high school athletics). Middle School athletes who fall below a 2.0 GPA or have two D’s, or 1 F, are considered to be on * athletic probation or ** athletic restriction.

* **Athletic probation** starts when the student receives their Report Card, and their grades are deficient. They may continue to participate in extracurricular activities but on a probationary status. This means their grade(s) must improve by the next grade reporting period.

** Athletic restriction starts the Monday following the quarter/semester grade reports are sent home. Students are ineligible to participate in any extracurricular activities: athletics, ASB, class or club offices, etc., until the next grading period. Students are off probation or restriction when their grades meet or exceed the minimum standards set above, at the next grading period.
Students who are ineligible are not prohibited from attending activities such as field trips, class parties, banquets, athletic events, etc.

Discipline: If a student is removed or suspended from school for disciplinary action, that student will be ineligible until reinstated back into school by the administration. Any student serving a detention may not be dismissed from school early to attend an athletic game or event. After the student has served their detention, they may join the team.

When it becomes necessary to fill vacated positions of responsibility due to ineligibility, the ineligible student may or may not be allowed to resume the previously held position. Final decisions on reinstatement will be made at the discretion of the faculty advisor or coach, and the administration.

Students must attend a minimum of 4 classes the day of a game to be eligible to play.

**Clubs**

**Associated Student Body (ASB)**

The Middle School ASB’s serve as organizational, service, and support groups to the secondary students. The prospective student body officers apply to join ASB and are evaluated by the advisors before admission to the group. ASB meets during lunch.

**California Junior Scholarship Federation (CJSF)**

CJSF is a prestigious organization for 7th and 8th grade students who meet certain academic and citizenship requirements for membership. Membership may be attained during the 7th and 8th grade years. Students must apply during the announced enrollment period each semester. Eligibility is based on grades earned the previous semester.

“Honor Membership” status is awarded to students who have achieved membership their first 3 semesters. Students who do will receive honor award recognition of their accomplishments during the 8th grade promotion ceremony.

**Wider Focus Service Club**

This service club focuses on serving and meeting the needs of the CCS and surrounding communities.

**Broadcast/Video Production Club**

This club is responsible for filming and broadcasting all school-wide and community announcements.
Debate/Mock Trial Club

Students in this club will participate in debate and mock trials in preparation for joining high school debate teams.

Robotics Club

The CCS Robotics Team participates in a nationwide thematic-based competition where students work together as a team to research and solve real world issues in the fields of science and technology (e.g. transportation innovation or biomedical engineering). The focus of our team is to build an autonomous robot using engineering concepts for competition.

Transportation to/from Campus

Vehicular Traffic on Campus

When driving on campus, please observe the **5 mph** speed limit. The safety of the students must be our foremost concern. Drivers are to enter the parking lot slowly, in one lane. Parking is permitted only in the designated “school parking” areas. There is no parking or stopping allowed along the red curbs or chain link fence. If at all possible, please park your automobile in such a manner that you will not need to back up; it is difficult to see smaller students who may be walking behind your vehicle. Also, do not drive into the barricaded areas which are reserved for playground use and student foot traffic. Do not move barricades or signs at any time. These are in place to assure the safety of all persons on campus. The parking spaces nearest to the building are for church office use only. No school parking is permitted in the “church only” parking area.

Bicycle Regulations

Any student may ride a bicycle to and from school. All of the general vehicular traffic flow patterns on campus apply to bicycles also. When arriving on campus or leaving campus, students are to walk their bikes while they are in the parking lot area. Bicycles may not be ridden randomly across the parking lot/playground area. Each student should have a lock for their bike, since they are not provided by CCS.

Regulations for Skateboards

Students who ride skateboards to and from school must carry them while on campus; skateboards are not to be used at any time on campus. In the interest of safety, all students who ride skateboards or who walk to and from school must walk only on the sidewalk in front of the school/church building from Arneill Road to the school area.
Dismissal Procedure

Elementary students will be dismissed at 2:50 p.m. in accordance with the following procedures.

1. Parents are to arrive no earlier than 2:45. The students will be outside, waiting in the dismissal lines at 2:50.
2. Vehicles should enter the campus from the upper driveway (the one nearest Las Posas) and exit by way of the lower driveway. **DO NOT EXIT BY WAY OF THE UPPER DRIVEWAY during drop-off and pick-up times. Detailed instructions available from the office.**
3. Parents also waiting for middle school students should proceed past the elementary lines and park in a parking space to the east side of the parking lot. Do not turn right at the end of the dismissal lines. Wait for middle school dismissal.
4. Do not leave car unattended when running or not in a parking space.
5. Parents who plan for their students to walk or ride a bicycle home must submit a note granting that permission to the teacher for the office files.
6. Any elementary student who is not picked up by 3:05 will be checked into and be charged for Extended Day Care starting at 3:30. (See EDC policy on pg. 14)

Locker Policies

Each student in sixth through eighth grade will be assigned a locker. The policies involving the lockers are as follows:

1. Lockers are provided for the convenience of the students; abuse will result in indefinite loss of locker privileges and/or other disciplinary action.
2. Tampering with another student’s lock or locker will result in disciplinary action.
3. Lockers must be kept neat and clean; no writing, painting, stickers, or other marks may be made directly on the lockers, inside or outside.
4. Lockers may be searched at any time without prior notice. If it is deemed necessary to search a locker, the student’s lock will be cut and removed. CCS will not be responsible for the cost of replacing the student’s lock.
5. Items are not to be left around, under, or on top of lockers. If books are found, an impound fee will be assessed.
6. Be neat; trash around the lockers is to be picked up by the students.
7. One locker is assigned to each student. Students may not use any unassigned lockers, nor is there to be any changing of locker assignments. Students participating on CCS athletic teams may request a second locker for storage of sports equipment.
8. Students may purchase their own lock from any source, provided the lock does not obstruct another locker. Lockers should be kept locked when not in use. Students are responsible for remembering their own lock combination and for items maintained in the locker at all times. CCS bears no responsibility for items removed from unsecured lockers.
Lunch Procedures

CCS offers a lunch program for our students. A repeating weekly hot lunch menu will be offered. Sandwiches and various snacks will be available on a daily basis. Payments will be made to CCS on a daily cash basis for students purchasing lunch. Milk and other beverages are included with lunch purchases. Students may also bring their lunches to school. Parents may join their children for lunch after signing in and getting a visitor's badge/sticker in the school office.

1. Students may not have food delivered to school from restaurants. Parents who bring lunches to school for their children may deliver them to the office.
2. Students throwing or littering food during lunch may be required to pick up trash during detention and/or recess.
3. Students may not eat in the building without approved permission and adult supervision.

Dress Code

PLEASE NOTE: On school days, students must remain in school attire while on campus, unless participating in after school sports. Changing at lockers or in the parking lot is not acceptable.

The school’s philosophy is that both dress and appearance should honor God and be clean, neat and modest. Our current policy is a reflection of that belief. Dress code regulations are to be observed while at school or any school day function, including field trips, unless permission is received directly from administration.

All approved basic wardrobe items purchased from Mills Wear Uniform Co., with the exception of collar-less T-shirts, will be allowed (slacks, polos, skorts, shorts), within the guidelines listed below. However, other clothing items will also be permitted as listed.

Boy and Girl Scouts may wear their uniform to school on the day that they have meetings.

ADMISSION TO CLASS CAN BE DENIED for any violation of dress code. Parents will be called to bring appropriate clothing. NO EXCUSES for being out of uniform will be accepted, whether verbal or written. All listed items of dress code marked with asterisks (**) are required items or are standards that must be met.

| K – 8th grade |

**TOP – Collared polo shirts (school logo required) in White, Black, Navy Blue or Red. Must have buttons (2-4) and be standard in nature (no ruffled edges, etc…). Long sleeved shirts or tank tops that show are not permitted under polos.
**BOTTOM** – Long shorts, skorts (skirts with shorts attached underneath), or slacks in Khaki, Navy Blue or Black. Shorts or skorts must be no higher than 3 inches above the top of the knee and may not “sag” below the knee. No oversized/baggy or skin-tight pants are allowed. No cargo or jean style pants.

**FOOTWEAR** - Socks must be solid white or black. Shoes must be closed toed. Sandals and flip flops are not permitted for safety reasons. Heals in excess of one inch are not permitted.

All clothing must be clean, neat, and in good condition. No frayed or un-hemmed pants are allowed.

**Females**

**HAIR** - Hairstyle should reflect neatness and good grooming. No inappropriate hair styles, colors or accessories are allowed, either on- or off-campus, including extracurricular and after-school activities.

**Males**

**HAIR** - Hair must be kept neat and trimmed and moderately short, no longer than the bottom of the shirt collar. Shaved heads are not appropriate. No inappropriate hair styles, colors or accessories are allowed, either on- or off-campus, including extracurricular and after-school activities.

**Accessories**

(Items not required but, if worn, must meet the standards listed.)

**Outerwear** should be plain and used solely for warmth (not fashion). This includes sweaters, sweatshirts, or jackets. They must be solid in color (no patterns, plaids, hearts, etc…) with no logo. College or CCS sweatshirts are appropriate. Sports teams, local businesses, or other advertisements are not permitted. No blazers or suit jackets are permitted.

**Hats** of any kind are not allowed inside the building for girls or boys, but can be worn for sun protection during recess and lunch. Headbands, bows, and hair accessories should be minimal and not distracting to others.

**Females** – Black, white or navy solid-colored tights or leggings may be worn. No Spandex pants, long underwear, or bike pants are allowed. Jewelry and makeup must not be excessive. No chains or other types of paraphernalia are permitted. Earrings only, no other visible body piercing is allowed. Tattoos or body art must be covered at all times.

**Males** - No earrings or other body piercing is allowed. No chains or other types of paraphernalia are permitted. Tattoos or body art must be covered at all times.

**FRIDAYS** - Students may wear CCS T-shirts or uniform polo shirts. Students may not wear other kind of T-shirts.

**GAME DAYS** - CCS athletes may wear team shirts in place of polos on game days. Standard uniform bottoms are required. A t-shirt must be worn under any tank team shirt.
Failure to abide by the dress and appearance guidelines will result in appropriate disciplinary action. Continual dress or appearance problems may result in further disciplinary action, including but not limited to: suspension, the student being put on probation, or termination of enrollment.

The responsibility for the enforcement of the above dress code and appearance rules falls upon the parents, administrators, teaching staff, office staff, and school aides.

**Free-Dress Guidelines**

On occasion, free dress privileges may be approved for students. In such cases, all students are expected to be dressed in modest apparel that follows our dress code guidelines. Short shorts, spaghetti straps, tight-fitting clothing, clothing with inappropriate logos and/or slogans, and flip flops are not allowed.

**Physical Education Dress (Middle School)**

Middle school students are required to wear the designated school P.E. clothes with appropriate socks and shoes. Failure to follow class guidelines will result in the lowering of the P.E. grade.

**Discipline**

A child's first encounter with authority is in the home, and CCS firmly believes that the basic responsibility for discipline resides with the home. Therefore, parents will be informed when unusual circumstances arise which call for disciplinary action. It is vitally important for parents to follow through in a Godly fashion should this occur; if parents are not supportive of our actions, we cease to work together as a team and the student will reap little of lasting value. Should the parents and the administration reach an impasse regarding disciplinary philosophy and/or general school procedures, the student may be dismissed from school since the basis for all future discipline and learning will be jeopardized.

**Students are expected to:**

1. Control themselves and their behavior, displaying Christ-like conduct.
2. Follow the directions of their teachers and all school staff quickly, quietly and completely.
3. Be courteous to their peers.
4. Obey all rules and regulations developed by the school for the orderly operation of our program.
5. Be personally responsible to behave in a way that helps create a positive learning environment and is not distracting to themselves and others.

Cornerstone Christian enforces a progressive discipline system that has distinct levels of response. It is our desire to focus on students making good choices, doing what is right, and being productive. Classroom and playground rules are repeated systematically and are reinforced on a regular basis.
When students make inappropriate choices concerning actions or behavior, the following consequences will ensue at the elementary level.

1. There may be a simple verbal warning.
2. The teacher will have a conference with and/or discipline the student.
3. The teacher will have a conference with the parent and student.
4. The student will be removed from class to the appropriate administrator's office for discipline.

All discipline violations are recorded in RenWeb. Once the entry is made, an automatically generated parent notification of the recorded infraction and appropriated sanction is emailed to parents via RenWeb. Please note: the email is simply a copy of the brief description of the incident that has been recorded to RenWeb.

**Forms of Discipline**

When a student chooses to behave in an inappropriate manner, disciplinary actions will be carried out in a process which is fair, yet firm. The attitude displayed by the student during the discipline process plays a key role in the decision of how the student should be disciplined. While our goal is to be corrective, instructive and forgiving during this process, the student may choose any one of a number of responses spanning from heartfelt repentance to outright defiance. Therefore, the discipline process can follow a variety of options.

Some forms of discipline used at Cornerstone Christian School include:
- Positive encouragement.
- Conferences as warranted, involving the student, parents, teachers, and administrators.
- Changing seating.
- Temporary removal from the class.
- Writing of standards, rules, essays, etc.
- Detention.
- Classroom isolation.
- Clean-up of the school grounds/building.
- Loss of various privileges.
- Zeroes given for cheating.
- Financial restitution.
- Academic or disciplinary probation.
- Extra assignments.
- In-school suspension.
- Out-of-school suspension.
- Expulsion from school.
**Consequences for Plagiarism**

Students who engage in plagiarism will be held accountable for their actions and the following disciplinary action will be taken, along with other imposed consequences as deemed appropriate by the administration:

1. **1st Offense:** The student will be counseled, the teacher will award a zero for the assignment, and the student will be issued and serve a detention. The principal or assistant principal may expand the penalty depending on the circumstances. Teachers also have the option of allowing the student to come during office hours to correctly complete the assignment in the teacher’s presence for a maximum grade of 70%.

2. **2nd Offense and successive offenses:** The student will be counseled, the teacher will award a zero for the assignment, and the student will serve Saturday School. The principal or assistant principal may expand the penalty depending on the circumstances. At the 2nd and successive offenses, there is no option at the middle school level for completing the assignment.

**Consequences for Bullying**

Disciplinary action for students who engage in bullying will follow the consequences as outlined in the CCS Discipline Policy. Additional sanctions may be imposed at the discretion of the school administration.

**Suspension/Expulsion**

The following major offenses may result in suspension or expulsion from CCS:

- Bullying
- Insubordination/defiance against authority.
- Immorality; possession of obscene literature.
- Cutting class/truancy.
- Possession/use of narcotics, alcohol, or tobacco, or being under the influence of these substances on-campus or off-campus.
- Stealing, lying, cheating, gambling.
- Vandalism of school property.
- Possession of knives, dangerous weapons.
- Fighting; causing physical harm to another person.
- Sexual harassment or sexual misconduct.
- Behavior or actions that pose a threat to the campus community.

**PLEASE NOTE:** If a student is suspended, he/she is responsible for all class work but will receive no credit. Students are able to make up any missed tests. All major projects must be turned in on time to be eligible for grading.
Please note that all school-owned equipment – such as lockers, desks, and computer – are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or backpack for school personnel. If the suspicion involves a substance or object that may injure the student or other students, the search may include a bodily search of the student in the presence of an appropriate adult and the student’s parent.

The final decision regarding all discipline consequences will be left to the discretion of the administration. Being ambassadors for Christ and representatives of Cornerstone Christian Schools, all students are expected to adhere to all CCS behavioral standards during school time and also after school hours — 24 hours a day, 7 days per week. Infractions incurred may result in disciplinary measures whether the incident takes place on- or off-campus.
CCS DISCIPLINE POLICIES, 2013-2014

Our goal at Cornerstone is to nurture spiritual growth and self-discipline within students, and our desire is for every student to demonstrate godly conduct, by attitude and behavior, and a life committed to following Jesus Christ. Being ambassadors for Jesus Christ and representatives of Cornerstone, all students are expected to adhere to all CCS behavioral standards during school time and also after school hours. Infractions incurred will result in progressive disciplinary measures. This may apply whether the incident takes place on- or off-campus.

1. There may be a simple verbal warning.
2. The teacher will have a conference with and/or discipline the student.
3. The teacher will conference with the parent and student.
4. The student will be removed from class to the appropriate administrator’s office for discipline.

<table>
<thead>
<tr>
<th>Level</th>
<th>Violation/Rules</th>
<th>Discipline Form</th>
<th>Consequences</th>
</tr>
</thead>
</table>
| 1     | Failure to follow school rules and procedures (1) | Detention | 1st offense – 1 Detention  
        2nd offense – 2 Detentions  
        3rd offense – 1 Day Suspension on campus  
        At 4th offense becomes ‘Willful Defiance’ |
| 2     | Rude or discourteous behavior, invasions of privacy, insolence, copying/plagiarism, disrespect, class disturbance/disruption, failure to serve detentions, dangerous behavior that could result in injury to themselves or others, scuffling, vulgar language or swearing, racial slurs. | Detention | 1st offense – 3 Detentions  
        2nd offense – 1 Day Suspension on campus  
        3rd offense becomes ‘Willful Defiance’ |
| 3     | Possession or use of tobacco; ‘willful defiance of authority; insubordination, lying to authority, cheating; fighting or threats; truancy; bullying, cyberbullying, sexual immorality/harassment (2); obscene acts; minor damage to property, stealing; possession or use of contraband (3). Inappropriate texting, email and/or voice messages. Misuse of social media (blogs, Twitter, content communities, Youtube, social networking sites, Facebook, etc.) | Conduct Referral | 1st offense – 1 Day Suspension off campus  
        2nd offense – 3 Days Suspension off campus  
        3rd offense – 5 Days Suspension off campus  
        4th offense - Expulsion |
| 4     | Possession or use of alcohol, tagging, verbal abuse of a teacher; fire alarm; intimidation of others; satanic or gang symbols or references. | Conduct Referral | 1st offense – 3 Days Suspension / Police  
        2nd offense – Expulsion |
| 5     | Possession or use of weapons, explosives, drugs; robbery, extortion, major theft or stealing; receiving stolen property; felonies; gang membership; assault, threats of a violent nature, major vandalism or destruction of property. | Conduct Referral | 1st offense – Expulsion / Police |

School rules and procedures include, but are not limited to:

1) Use of bikes and skateboards on campus, locker abuse, possession of gum on campus, being out of bounds, use of cell phones on campus, jay walking, food or drink in unauthorized places, littering, public displays of affection, grooming in class, running in the building, throwing objects, sitting on tables. Also included are teasing, name calling, failure to follow rules or procedures on field trips, distracting class, failure to turn in school equipment or materials, failure to follow official requests.

2) “Bullying” means any form of physical, verbal, or emotional harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Both include inappropriate forms of texting/cyber-bullying.

3) Contraband includes obscene materials, pictures or articles; unauthorized electronic devices or items distracting to school; lighters.

**To ensure a safe environment, the administration reserves the right to add rules, interpret rules and violations, and alter consequences. Our intent is to examine the student’s actions and attitude in light of a spirit of obedience and Christ-likeness, not just the letter of the rules. Teachers will have their own rules and consequences in their rooms and students are expected to comply. At any time a teacher may refer a student directly to the office for discipline.

It is expected that students would follow these rules and policies 24/7 – 24 hours a day, 7 days a week! This is in keeping with our commitment as Christians.
Cornerstone Christian School is a private Christian school in Camarillo, California. The school covers grades Preschool to 8th. It was established in 1981 and covered high school grades for 30 years until 2011, when the final four grades were eliminated due to falling enrollment (as class sizes increased). The school fielded small athletic teams that participated in the Condor League.