

Cornerstone Christian School

Parent-Student Handbook

Cornerstone Christian School

3704 370 Plaza

Bellevue, NE 68123

402-292-1030

www.cornerstonechristianschool.org

office@cornerstonechristianschool.org

Table of Contents

Vision Statement.....	2
Mission Statement	2
Statement of Faith.....	2
Educational Philosophy	2
Location	3
Hours of Operation	3
Admissions	3
Transfer of Student Records	4
Re-Enrollment	5
Finances.....	5
Activity Fees.....	5
Financial Policies	5
Contributions	5
Withdrawals.....	5
Health Screening & Immunizations.....	5
Guidelines for Dispensing Medication.....	6
Responsibility of Parents and Students	6
Parental Involvement	6
Attendance Policy and Missed Work	6
Leaving and Calling for a Student.....	7
Inclement Weather	7
Emergency Information	7
Grade Reports.....	7
Classroom Visitation.....	7
Discipline Policy Statement	7
Code of Conduct	8
Behavior Expectations	8
School Dress Code.....	9
Disciplinary Steps	9
Fire, Tornado and Evacuation Drills	11
Toys, Cell Phones, Electronic Games	11
Lunches.....	11
Chapel.....	11
Library	11
Lockers	12
Multi-Cultural Education	12
Directory Information	13

Vision Statement

Cornerstone Christian School educates children to become learners - equipped with godly character and Biblical Truth.

Mission Statement

Cornerstone Christian School exists to provide an academic education correlated with Biblical Christianity. We meet this goal by:

1. *Focusing on an individual student's love for the Lord and a personal relationship with Him.*
2. *Accepting students from all racial and ethnic backgrounds with our love for the Lord being our connecting bond.*
3. *Integrating Christian perspectives into all academic subjects.*

Statement of Faith

“We believe the Bible to be the inspired, infallible, authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto everlasting, conscious punishment. We believe that heaven and hell are definite places. We believe in the spiritual unity of believers in our Lord Jesus Christ. To God be praise and honor and glory and power forever and ever. Amen”

One of the main objectives of Cornerstone Christian School is to teach Christian principles for application in daily life. It is necessary that the parents agree to their children being taught from the perspective provided in our Statement of Faith. Our faculty is sensitive to areas of difference among Christians who love the Lord and who obey the dictates of Holy Scripture. We choose to focus on the areas of agreement, not on issues which divide. It would be unacceptable for students or parents to seek to propagate doctrines that divide or are not in agreement with our Statement of Faith.

EDUCATIONAL PHILOSOPHY

It is our general purpose to provide an academic education, which is correlated with Biblical Christianity. Our educational objectives reach into the following areas:

1. To teach that the Lord Jesus Christ is the Son of God and that salvation is through receiving Him as personal Savior
2. To teach that God is the creator and the one who sustains the universe and man.
3. To teach that growth in the Christian life depends upon fellowship with God through Bible reading, prayer, and service
4. To teach that the Bible is the only inspired, inerrant Word of God and that it is practical and important to daily life
5. To teach the application of Biblical principles to every part of daily life
6. To teach academic subjects integrated with the Bible
7. To help students realize that they are created in the image of God and, as such, we want them to possess a positive self-image
8. To teach students love for one another as unique creations of God
9. To teach students their role in the community with non-Christians and with Christians who hold differing viewpoints
10. To teach our American heritage, a sense of honor and respect for our nation, and a Christian view of the current problems facing our country and the world
11. To teach students to think for themselves and to stand up for personal convictions in the face of pressure
12. To teach students to apply themselves to their work and to fulfill various responsibilities
13. To teach the student to work independently and cooperatively
14. To teach the knowledge and skills required for future study or for occupational competence

15. To encourage a desire and a discretion for wholesome physical and mental recreation
16. To teach civic responsibilities and prepare each student for adult responsibilities as a Christian

LOCATION

Cornerstone Christian School is located on the lower level of the Thanksgiving! Lutheran Church. The church is located on the corner of Highway 370 and 36th Street in Bellevue, Nebraska. The school's mailing address is 3704 370 Plaza, Bellevue, NE 68123. To reach the school office by phone, dial (402) 292-1030. The school's website is www.cornerstonechristianschool.org. The e-mail addresses are: tlschrag@cornerstonechristianschool.org and office@cornerstonechristianschool.org.

HOURS OF OPERATION

The school day begins at 8:30 A.M. Students are dismissed at 3:20 P.M. Students should not arrive before 8:10 A.M. Students will be counted tardy if they are not in their classrooms, ready to begin, at 8:30.

ADMISSIONS' REQUIREMENTS

Cornerstone Christian School is racially and ethnically non-discriminatory. We do not discriminate on the basis of age, gender, race, color, or national or ethnic origin. God shows no partiality, Acts 10:34, and Cornerstone Christian School will adhere strictly to this example. We accept students from numerous religious backgrounds, provided the parents truly want Christian education for their children and agree to support, in the home, what is taught in the school. As part of the initial application process, the parents and prospective students must interview with the school administrator for clarification of the application process and to discuss the documents required for admission.

1. Parents of the student must support the goals of Christian education and the standards of the school. *At least one of the parents, along with the student, must attend and participate in church services regularly at a Bible-based church.*
2. All students meeting the grade and age requirements are welcome at Cornerstone Christian School. Kindergarten students must be five before October 15.
3. The school does not have programs or personnel to meet the needs of remedial and/or learning disabled students, but can contract with the public school of the student's residence.
4. Admission to the school is obtained by written application.
5. Parents must interview with the school administrator before a student is admitted to the school.
6. All prospective students of an appropriate age must interview with the director.
7. All new students must have two written recommendations from a Sunday School teacher and prior school teacher. Kindergarten students should have recommendations from a Sunday School teacher and a close acquaintance.
8. Academic testing, as necessary, will be conducted prior to admission. Kindergarten readiness depends upon the Cornerstone Christian School administrator's decision that the prospective student would be ready for 1st grade the following year.
9. Information required from a previous school includes academic and behavioral records and standardized testing, where applicable, furnished to the school administrator. Admission will not be finalized until all records are received. If any psychological testing has been done, it should be furnished to the school.
10. **All new students are taken on a probationary status for the first nine weeks after enrolling.**

Cornerstone Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to sexual immorality, homosexual sexual orientation or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

TRANSFER OF STUDENT RECORDS

In order for the school to have access to your student records from a previous school, or for Cornerstone to forward student records to a new school, parents must sign a release form which is available in the office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible student should submit to the School administrator [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School administrator [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Re-enrollments are accepted for the following year during the month of February. This provides parents a chance to assure their children's placement in school. Enrollment is guaranteed only with the payment of the full registration fee. Enrollment is opened to the public on March 1. Due to the limited number of students accepted, early enrollment is strongly recommended.

FINANCES

The registration fee is \$250.00 per student. This fee is due and payable with the registration form to reserve classroom space. This fee is only refundable if the child is not accepted into the school.

FAMILY DISCOUNTS FOR MULTIPLE STUDENTS

Discounts are offered to families with more than one child enrolled in Cornerstone Christian School. They are as follows: 2nd student, \$150.00 less; 3rd student, \$400.00 less; 4th child in school with all older siblings, free.

ACTIVITY FEES

Activity fees are due September 1 and February 1. Fees are \$30.00 per semester to cover costs for field trips, special supplies, and other miscellaneous items. Students will not be allowed to go on field trips until the fee is paid. Academic meets and ACSI District Spelling Bee fees are not covered by this fee, but will be payable at the time of the meet.

FINANCIAL POLICIES

The school will assess a fee of \$25.00 in the case of insufficient funds' checks. If the payment is received after the 10th of the month, the family account will be considered delinquent, and a \$10.00 fee will be assessed. Only one "insufficient funds" check per account will be allowed per school year. A second returned check automatically puts the account on a cash or certified check basis for the remainder of the school year.

CONTRIBUTIONS

Cornerstone Christian School is not solely supported by tuition and fees. We rely on the generosity of school families and friends who have an interest in helping further the Lord's work. All contributions are an investment in young lives, which will pay years of future dividends in the lives of tomorrow's leaders. All donations to the school are tax deductible.

WITHDRAWALS

If it is necessary to withdraw a child, please notify the office as soon as possible, but no less than a week in advance. *The registration fee and the balance of the month's tuition are not refundable.*

HEALTH AND IMMUNIZATIONS

The State of Nebraska requires that all students entering kindergarten, seventh grade, or anyone entering from out-of-state or from home schooling have a physical examination by a physician and submit evidence of that exam.

All students entering school, whether for the first time or as a student transfer, must have a copy of their immunizations in the school office before their first day of class.

Parents are responsible to help the school maintain a healthy environment. If symptoms of illness are observed, or if a child should become ill during the day, the parent will be called to take the child home. It is imperative that the school has work phone numbers and other emergency contacts in order to contact families in case of illness or an emergency.

HEALTH SCREENING

Annual health screenings include height/weight and vision for kindergarten through grade six and for grade eight. Students in kindergarten through grade three and in grade six will receive a hearing screening. Postural screening will occur in sixth and eighth grades, with color vision screening being performed in first grade. Students may be screened upon the request of a parent or teacher at any time. Students with abnormal results at the initial screening will be screened again at a later date, and a parent will be notified of similar results. Annual hearing testing will be performed for students with abnormal hearing screening results during the previous year. School health screening is not diagnostic, nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems and to then seek appropriate medical evaluation.

The “Annual Student Health Update” is sent home at the beginning of the school year. It is important that it be completed and returned to school as soon as possible so that the school is aware of your child’s health status. This allows the school to have an action plan concerning students with certain health risks. It is the parent’s responsibility to notify the school office or school nurse if changes occur.

All kindergarten students, out of state transfer students, and home educated students entering CCS are required by the State of Nebraska to have a physical before entering school. The school must have a copy of immunizations on file before students enter school. Students must be up to date on their immunizations or the parents must sign a waiver before the students may enter school.

GUIDELINES FOR DISPENSING MEDICATION

If at all possible, it is best for parents to administer medication to students at home. If, under exceptional circumstances, a student is required to take oral medication during school hours, only designated personnel will administer the medication, in compliance with the regulations that follow:

1. The school is not staffed with a full-time registered nurse, and, legally, medication cannot be given without written permission of a physician.
2. Under no circumstances will medication be administered that is not brought to school **in the prescription container**, properly labeled, including child’s name, physician’s name, and directions for administering.
3. The school administrator retains the discretion to reject requests for administration of medicine and/or medical attention. Consult your physician on the timing of medication. Some prescriptions can be written so as to eliminate giving medication during school hours.
4. Over the counter medication (i.e., aspirin, cold tablets, etc.) will not be administered without a written order from a parent. This is the practice recommended by the State Department of Education and State Health Department in its “Policies and Procedures.”
5. Students may bring medication to school, providing the parent’s permission and physician’s statement are available in the school.
7. All medications to be administered by the school administrator or secretary are to be kept in the office.
8. All medication, not picked up, will be properly disposed of at the end of the year.
9. If medication must be dispensed to your child during school hours, a school medication form must be completed and accompany any medication to school.

RESPONSIBILITY OF PARENTS AND STUDENTS

We believe it is the God-given responsibility of parents to train their children in a manner, which is based upon scriptural principles, and reflect credit for the cause of Jesus Christ. We further believe that children should be obedient to their parents and to those appointed to guide and direct them in accordance with Romans 13:1-3. A strong mutual relationship of trust and obedience among parents, students, and teachers will develop an ideal educational environment.

PARENTAL INVOLVEMENT

Each parent is also expected to volunteer for service to the school during the year. A suggested amount of time is 40 hours per parent per year. At least one parent is expected to attend the mandatory September PTF meeting. This meeting is important as it provides any new information about school environment. Due to the importance of this meeting there will be a \$10 charge for non-attendance.

ATTENDANCE POLICY AND MISSED WORK

Students are expected to be in school every day during the school year. When a student misses school, valuable instruction time is lost and grades will suffer. Attendance is important, not only for the academic and spiritual progress of the individual student, but also for the class as a whole. Parents are expected to cooperate to insure that student absences occur only for legitimate reasons.

Excused Absences: Personal illness, doctor/dentist appointments, death in the family, acts of God, authorized school-related activities, and administratively approved limited absences are the only reasons for excused absences. Family vacations should be scheduled during the summer and scheduled school vacations, not during school days. Parents must call the school office 30 minutes after the start of the school day on the day a student is absent, to confirm the absence.

1. State law requires attendance. If your child is absent, please call the school office at 292-1030 to report the absence before 9:00 A.M.

2. If a child is absent for two hours during the day, it is a half-day absence.
3. Pre-arranged absences will be communicated to the school office and teacher by note. If advance assignments are expected, the teacher should be notified at least three days prior to the time of the absence.
4. Students will have two days for each day of absence to make up work. It is not wise to schedule vacations during the school year. **If students are going to be absent for any reason other than illness or an unexpected emergency, their work must be completed and handed in to the teacher before their absence.**
6. Students with 5 times tardy will be assigned a 30-minute extended school day in order to make up time lost.
7. When a student accumulates 6 absences, the family will meet with the administrator to arrange to make up in order to meet the state requirement for hours. (The school administrator will determine if the absences are excused, i.e., an extended illness or a funeral. Excused or approved absences may not have to be made up. The school administrator reserves the right to determine if they are excused.)
8. If a student must have doctor or dentist appointment, parents should do everything possible to schedule those appointments before or after school.
9. A 24-hour advanced notice for off-campus student appointments during school hours is recommended.

LEAVING AND CALLING FOR A STUDENT

Only persons known by the staff to be authorized to call for a student may take a student from school. Parents must provide the school with direct permission for someone else to do this.

Please observe the school hours. Students should not arrive more than ten minutes before school begins and should be picked up **promptly** at dismissal time. Your promptness will ensure your child is properly supervised at all times.

INCLEMENT WEATHER

School snow days (school closings) will be announced on radio station KFAB (1110 AM), and television stations KMTV (Channel 3), WOWT (Channel 6), and KETV (Channel 7.) The school administrator may close the school on days when factors affecting only Cornerstone Christian School necessitate its closing. Cornerstone Christian School does not follow the closing of other schools in the area. Whenever it is questionable, tune in to one of these stations.

EMERGENCY INFORMATION

It is of the utmost importance that parents keep current emergency phone numbers on file at the school, as well as information regarding the family physician.

GRADE REPORTS

The school issues report cards four times during the school year. Parents will receive the first and third reports during the fall and spring parent-teacher conferences. Students will bring home the other two report cards on the designated dates. Teachers will notify parents by mail via academic news notes if children are failing or near failing in any class for grades 3 - 8. Parents may schedule a conference with a teacher at any time during the school year.

CLASSROOM VISITATION

Parents are welcome in our classrooms. We ask that you please check in at the school office. If possible, please notify the teacher in advance of the visit. Keep the length of the visit reasonable. One hour is sufficient to get an understanding of a given classroom situation. Do not enter into discussion with the teacher during your visit.

If a conference with a teacher is desired, please call for an appointment. The teacher will then set up a meeting with you.

DISCIPLINE POLICY STATEMENT

Cornerstone Christian School (CCS) believes that discipline is necessary for the welfare of the student, as well as for the effective operations of the school. It is Cornerstone Christian School's ultimate goal to teach biblical principles that will guide a student's behavior and to encourage Spirit-led self control. We feel this goal will best be met by CCS maintaining a safe, well-disciplined, but nurturing environment for all our students. To that end we ask the students to endeavor to follow the example of Christ and to avoid attitudes and behavior which diminish their spiritual, mental, or physical purity and well-being. (Gal. 5: 12 – 26)

CCS recognizes that a student's education is the joint responsibility of the church, school, family, and child. All must work as partners to ensure the best education possible during a student's school career at CCS. Therefore, it is imperative that CCS families attend church, Sunday school, or a similar activity in order to encourage their attendance at regular weekly Christian education. (Heb. 10:25)

Each teacher is responsible for making and enforcing classroom regulations in keeping with the Cornerstone Christian School Code of Conduct. Teachers will discuss their classroom rules with the students at the beginning of the year, so that all students understand the standards under which they must function. A student who disobeys may lose privileges, be separated from the class, or be disciplined in some other manner, in accordance with this Discipline Policy. However, under no instances will corporal punishment or physical force be used as a measure of discipline.

If a student's behavior continues to remain non-compliant with the school's or teacher's requirements, the student may be sent to the administrator's office. A first visit will include counseling, appropriate restriction, and parent notification. If the student continues to behave in a way outside of acceptable requirements, the administrator is authorized to deny that student continued admission.

Parental involvement and support is invaluable and expected in all areas of a student's development. Parents share the school's commitment to the educational success and spiritual well-being of their children; that is why they have placed their children at CCS and signed the Statement of Cooperation. Teachers and the administration will strive to keep parents informed and involved in their student's development of self-discipline. Parents are invited to share, by note or phone, any questions they have concerning discipline.

It is Cornerstone's intent to establish and develop practices that enhance parent involvement and reflect the specific needs of students and their families. It is Cornerstone's ultimate goal to encourage students in Christ-like behavior with discipline that includes love and understanding. Cornerstone wants to maintain a safe, well-disciplined, but nurturing, environment for all our students.

CODE OF CONDUCT

Cornerstone students will exhibit integrity and respect in dealing with others, including students, faculty, staff, and volunteers, while at school or at school-sponsored events. Students are expected to consistently display a Biblical attitude toward those in authority with willing, cheerful, immediate, and full compliance with the expectations placed before them.

Because all of us are created in the image of God (Gen. 1:27) students should respect all others and their property. (Ex. 20:15) Students should refrain from actions, language, or attitudes that are destructive or detrimental to the school and its reputation. Students are accountable for their behavior at school or school functions, whether or not they are under the direct supervision of school personnel.

BEHAVIOR EXPECTATIONS

The following are some expectations of all students at Cornerstone Christian School:

These expectations encourage students to exhibit integrity and respect toward faculty, staff, and volunteers with willing, cheerful, immediate, and full compliance. Because all are created in the image of God (Gen. 1:27) students should respect all others and their property. (Ex. 20:15) This includes treating other students in a polite and friendly way. Students should:

1. Be obedient to all teachers and other adults at school by paying attention to and following all instructions promptly and with a respectful attitude.
2. Follow classroom, playground, and lunch room rules as stated by teachers.
3. Give Christian consideration of both adults and other students, respecting their feelings and rights.
4. Complete all classroom assignments to the best of student's ability and turn them in on time.
5. Take care of all school books and other materials, furniture, hallways, and bathrooms.
6. Go directly to the classroom upon arrival each morning or wait in the hallway until permission is given to go to the classroom.
7. Receive permission before leaving the classroom.
8. Remain quiet in hallways, restrooms, and all places in the building.
9. Do not chew gum while on school premises during school or school activities or on field trips.
10. Eat only where directed.

11. Leave all radios, recorders, tapes, toys, comic books, posters, playing cards, and electronic games at home unless special permission is acquired. (Ex.: show and tell) Without special permission, the above items are subject to confiscation by school personnel.
12. Follow the school dress code in practice and in good spirit.
13. Never use foul language, curse, or swear. (Ephesians 5:4) Note: Euphemisms are not acceptable. Street language and slang are not appropriate.
14. Never cheat, lie, or be dishonest in school work or in dealings with others.

DRESS CODE

Cornerstone Christian School, recognizing that a student's grooming and the way the student dresses have not only a bearing on the way the student behaves, but also influences the way other students and the professional staff react to the individual, emphasizes that dress and grooming should be cleaned and well kept. If a style of dress and/or grooming demonstrates that it is disruptive of the educational process, constitutes a possible threat to the safety and health of the student or others, or is in violation of any statute, it will not be permitted in the school. Within these limits, Cornerstone Christian School believes that the final decision regarding attire and grooming should be a cooperative decision of the student, parents and administrative staff. Should a disagreement arise, the administrative staff shall make the final decision.

Cornerstone Christian School requires all students to look neat, natural, clean, and modest. Students should refrain from wearing suggestive or revealing attire, i.e. halter, tank tops, crop tops, low-cut, or backless tops, or extremely short skirts, skorts, or shorts. Shirt "advertising," words or pictures, must be of a wholesome nature. Bagging and sagging pants are not appropriate attire. Hooded sweatshirts are allowed, but students may not put the hoods up onto their heads.

No body-piercing will be allowed for boys and girls are allowed to wear pierced earrings. Girls and boys may not wear hats in the school building. Girl's jewelry should be appropriate, in moderation, and in good taste.

No permanent tattoos are allowed. Haircuts should be neat, out of the eyes, and should not draw inordinate attention to the students. Boys may not wear "tails."

Unacceptable dress for girls may include but is not limited to:

Skirt, dress, or short hemlines above fingertip length

Skirts with slits or other openings which expose the leg above the kneecap and

Tight-fitting garments.

Heelies (sneakers with wheels) should not be worn during the school day.

The administrator will determine program dress. Students are expected to dress appropriately for field trips, academic meets, musicals, programs and certain other activities at the school.

If attire is deemed in poor taste or inappropriate, the School Administrator will call the student's parents to bring appropriate clothing for him/her. The student will wait in the office until the parent arrives with the clothing.

DISCIPLINARY STEPS

Unfortunately, there may be times when the above code of conduct is broken. In these instances, there will be a distinction between major, minor, and serious infractions as listed below. The list of infractions below is not to be an exhaustive one. There are some infractions that seem less serious than others. Any of these infractions may escalate from minor to major very quickly when they are repeated or done with ill intent. The severity of the infraction will be determined by the teacher and/or the School Administrator.

- Chewing gum
- Littering
- Minor disruptive behavior, such as talking during class time
- Bringing and using non-educational electronic equipment of any kind (CD players, games, pagers, cell phones, etc.)
- Possessing or using pagers or cell phones that are turned on
- Food or drinks inside the classroom (except by permission)
- Throwing balls at building or one another
- Throwing of objects
- Inappropriate behavior at chapel, assemblies, or other students activities
- Damaging or defacing property belonging to others or the school
- Stealing

- Inappropriate language, spoken or written (Note: Euphemisms are not acceptable. Street language and slang are not appropriate.)
- Continued or serious disruptive behavior
- Disrespectful and/or insubordinate behavior (rolling of the eyes, sighing, shoulder shrugging, etc.)
- Fighting with or endangering another person
- Dishonesty
- Cheating
- Bullying
- Gossip
- Profane or obscene language or gestures
- Harassment (Discriminatory insult, intimidation, overt or subtle, verbal or nonverbal)
- Sexual misconduct
- Possession of, giving, selling, using, or being under the influence of drugs, alcohol, tobacco, or other illegal substances
- Bringing firearms onto school grounds

The steps in progressive discipline for students with minor infractions are:

GRADES K – 6:

1. Verbal warning
2. 10-minute recess loss
3. Full recess loss
4. Visit to the Administrator, lunch detention, phone call to parent and written note to be signed by the parent
 - Repeat offender on Step 4, 3rd Time in a single quarter: Meet with parents and 1-day suspension from school.

GRADES 7 – 8:

1. Verbal warning
2. 10 minute recess loss
3. Full recess loss
4. Lunch detention
5. Visit to office, 1-day detention; phone call to parent

Repeat offender on Step 4, 3rd Time in a single quarter: Meet with parents and 1-day suspension from school.

The steps in progressive discipline for students with serious fractions are:

ALL GRADES:

1. Loss of recess
2. Call to parents, detention and written note to parents and phone call
3. 1-day suspension

Repeat offender on Step 3, 3rd Time in a single quarter: Meet with parents and expulsion from school. Parents will be notified at least one day in advance of an after-school detention.

Major Infraction

If a major infraction occurs, the teacher will immediately refer the student to the School Administrator. The Administrator will call the parents and the students will receive an immediate 3-day suspension.

If there is a major infraction involving criminal behavior, the school will immediately notify the proper authorities.

Individual teachers, or other designated school representatives at school functions, such as field trips, will handle problems of conduct in a manner consistent with the progressive discipline plan and the Word of God.

FIRE, TORNADO AND EVACUATION DRILLS

Fire drills are signaled by a continuous blast of the horns. When this happens, student should exit the building by walking quickly and quietly to their designated areas. They will line up by classes and wait for the teacher to take attendance and give the signal to return to the building.

Tornado drills are signaled by a designated tone through the school bell system. Students are to proceed quickly and quietly to the designated area of the building and stand in the assigned area.

Lock-down drills are signaled by an announcement code of the school phone system. Students are to quickly follow the teacher's instruction and are not allowed outside the classroom until clearance has been given.

TOYS, CELL PHONES AND BEEPERS

MP3 players, iPOD's or other electronic devices, with the exception of cell phones, are not permitted at school, in school vehicles or on school trips. Electronic devices brought to school will be confiscated and inspected. Parents will be required to pick up all confiscated items from the school office.

Students are not to use any electronic device at school without authorization of the teacher or administrator. It is acceptable to have cell phones as long as they are turned off during school hours and/or school events. If this policy is violated, the device will be confiscated and may only be retrieved by the parents.

LUNCHES

Students are to bring their own sack lunches. On Wednesday a hot lunch is offered for a nominal fee as a fundraiser for the school. Milk is provided for parents electing to include their children in that program. Because the lunchroom is carpeted, food that can be easily handled by children is preferred. Microwaves are not available for student use.

Cost for milk is \$.35 daily. Milk tickets may be purchased as needed in the office.

Students may bring treats for birthdays or other special occasions with advance notice. Please do not let your child bring candy or gum to school.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To File a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S. W. Washington, D. C. 20250-9410, or call (800) 795-32472 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provide and employer.

CHAPEL

Chapel services are held every Wednesday morning. Speakers include pastors from the students' churches, missionaries, and other special speakers, as they become available. A freewill offering is accepted to sponsor missions projects.

LIBRARY

The school library, which contains a growing collection of books and current periodicals, is an additional resource for students. All students are entitled to use the library with staff or volunteer supervision. Parents may also use the library.

We welcome donations of books and other materials to our library, reserving the right to evaluate their usefulness to our total program. Parents may give commemorative gifts to the library to aid in the development of the library.

All donated books to the library are evaluated for possible objectionable elements and usefulness. Parents are welcome to proofread donated books. We will provide criteria guidelines approved by our administration.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

Locker Guidelines

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others-even friends-to know a locker combination is the greatest cause for loss of personal items from lockers.
3. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
 - a. Stickers are not allowed on any part of the lockers.
 - b. Students must not place anything on the lockers that they cannot easily remove without defacing the surface of the locker.
 - c. Writing or painting on any part of the locker is not allowed.
6. All perishable foods must be removed on a daily basis.
7. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
8. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member with a locker key must be present to open the locker.
9. Students are responsible to pay for any locker damage they do in violation of the above rules.
10. Violation of any of the above rules can result in temporary or permanent suspension of locker privilege.
11. Any problems with a locker should be reported to the office or to a designated staff member.
12. The school is not responsible for lost, stolen, or damaged goods belonging to students.

MULTI-CULTURAL EDUCATION

People of different races, ethnic backgrounds, languages, and cultural heritages populate the world around us. God has created each of us in His image with special and unique qualities. It is important for us to know about, to live together harmoniously, and to be ready to minister to our fellow man.

Cornerstone Christian shall utilize the resources of curriculum, instruction, in-service, and guidance and counseling to reflect the racial, ethnic, language, and cultural differences found in the United States of America and the world in the following ways:

1. Select materials and methods that will eliminate bias and stereotype in our schools
2. Conduct in-service programs for our staff that will help them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties
3. Encourage all students to grow in self-esteem and to understand and develop their academic, personal, and spiritual potential
4. Guard against the grouping of students that reflect racial, ethnic, language, or cultural bias

Directory Information

The school office will publish an annual student directory of enrolled students. The directory will contain the student's first and last name, grade, parents' names, address and phone number. Should a parent not want to have his student included in the directory, please contact the office.