

Cornerstone Christian School

Parent-Student Handbook

2011-2012 School Year
Secondary Student Handbook



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School Information

Vision Statement

Cornerstone Christian School seeks to be families' first choice for K-12 education, known for:

- Academic excellence
- Active faith-based learning
- Competitive athletic and extracurricular programs
- Strong commitment to community
- Ideal teacher-student ratio
- Financial independence

Always bringing glory to God!

Mission Statement

Cornerstone Christian School educates children to become learners – equipped with Godly character and Biblical Truth.

We achieve our mission by:

1. Focusing on the student's love of the Lord and a personal relationship with Him.
2. Integrating a Christian worldview into all academic and extracurricular areas.
3. Encouraging a life of service to our community, our world and our Lord.
4. Celebrating student progress and achievement.

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.

Entrance and Admissions Standards

Entrance and Admissions Standards

The following standards have been established for entrance into Cornerstone Christian High School:

- Parents must be in agreement with our basic objectives and be willing to actively support and pray for our academic program. At least one parent must be a born again Christian.
- Families must actively attend and support an area Bible-believing church consistent with our Statement of Faith and receive a positive pastor's recommendation.
- The student's record of behavior at home, church, and school should reflect good citizenship, and the student must agree to abide by the standards and guidelines of the school.
- An initial interview with parents will be required as part of the enrollment process for all students applying for admission.

Upon completion of all steps of enrollment, parents are notified as to whether their child has been accepted to the school. All new students are subject to a probationary period that lasts until the student has completed one full grading period. This is to ensure that the child adjusts properly to our school.

Reenrollment

Students who are presently enrolled at CCS are given first opportunity to reenroll for the following year. Accounts must be current in order for a student to be eligible for reenrollment. Paying the student enrollment fee secures a place for your child for the coming school year. Enrollment is then opened to the community.

Teacher Standards and Qualifications

To be considered for employment at CCS, faculty and staff must be professing Christians, demonstrating a strong commitment to the Lord and actively attending a local church. In addition to other certifications, teachers must hold certification through the Nebraska Department of Education. CCS teachers are dedicated to serving the Lord through the ministry of teaching young people.

Teachers are carefully selected and prayerfully chosen by the administrator for approval by the Board of Education. The Board of Education reserves the authority to employ faculty and staff who will effectively meet the responsibilities of the classroom, both spiritually and academically.

Parents at CCS

A Word to Parents

Parents play a vital part in the total program of CCS. Working together, parents and teachers can strengthen individual students and provide an excellent school experience. Together, it will be our goal to help fulfill Proverbs 22:6 which says, "Train up a child in the way he should go and when he is old, he will not depart from it." The following list contains steps that parents can take to help this process:

- Pray regularly for the teachers, administration, and board of CCS.
- Give of your time and energy in ways that can make CCS more successful. Be faithful in fulfilling the duties for which you volunteer.
- Attend the meetings and parent functions of the school.
- Recommend CCS to others as opportunities arise.
- Help support the school financially as the Lord blesses.
- Promote CCS among family and friends who might be interested in giving toward Christian education.
- If problems arise, seek to resolve them with the person(s) involved rather than spreading criticism or negative attitudes (Matthew 18:15).
- Seek the advancement of CCS in all areas – spiritually, academically, and physically.

Volunteers

CCS offers and encourages opportunities for parents to volunteer at school. Regular volunteer opportunities include assisting teachers, working in the lunchroom, working in the library, and serving on the Parent Teacher Fellowship committee. In addition, several volunteers will be needed to work during special events such as Book Fair, Pastor Appreciation Breakfast, teacher luncheon, etc. Parents should take time to complete volunteer forms distributed at the beginning of the school year. Parents are expected to wear neat and modest dress when volunteering at school.

Parent Teacher Fellowship (PTF)

The overall goal of the PTF is to promote fellowship among parents and faculty, provide active support to the faculty, and help build a better school for the children. The involvement and support of parents is essential for a successful program. Meetings and fellowships will be announced.

The mission of the PTF is to promote unity in our school through coordination of programs, communication, fellowship, and encouragement to one another, our administration, and our teachers.

Conflict Resolution

The parties ascribing to an enrollment agreement for CCS believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to the agreement, including any claim or statutory claims, shall be settled by Biblically-based mediation.

As we seek to resolve problems, let us always remember that it is God's reputation, not our own, that we are seeking to promote. We do that best when we seek to do things His way. Guidelines to consider as we seek to do this are as follows:

1. Seek to gain knowledge of all sides of a problem before passing judgment on the matter.
2. Go to the source of the problem (i.e., teacher, finance office, etc.) and seek to resolve the problem at this level before going any further. Go with the assumption that everyone has your child's best interest at heart.
3. If the problem cannot be resolved with the initial source, present your concerns to the administrator. Make an appointment through the administrator's secretary.
4. Inability to resolve at the administrative level should lead to a request to be put on the board's agenda through the administrator's secretary. The following procedure is to be followed: (a) Fill out Grievance Resolution form from administrative secretary and (b) return completed form at least 2 days prior to board meeting.
5. The board will have final say in resolving the issue at hand.

Academics

All subjects are taught from the viewpoint of God's Word and are Christ-centered.

Bible. Through the specific study of God’s Word, students study passages and books from the Bible, systematic bodies of information from the Bible, and Christian philosophy and ethics focusing on life issues. Bible classes provide students with a working knowledge of God’s Word, guide students in Christian character, deepen their walk with Jesus Christ, lead them to a full commitment to Jesus Christ, and help them form a Christian worldview.

Art. Art is an opportunity to express beauty, orderliness and symmetry in design. All are taught from a basic body of knowledge, a series of skills, and their relationship to God’s principles. God is creative, interested in beauty, and has given man the capability to express these concepts in art.

Business. The Business Department at CCS prepares students to successfully participate in an increasingly technological, economically interdependent world. Students are given opportunities to explore careers, develop occupational competence, build a foundation in business administration, develop and expand keyboarding skills, prepare for organizing and managing a business, become intelligent consumers of goods and services, develop a basic knowledge of economics, and manage personal finances. The mission is to educate people for and about today’s business world and to show how business affects the lives of everyone.

English. Language is the fundamental building block of all relationships. It is by language that God chose to reflect His nature to us through the Word and the Word made flesh in Christ. Our English curriculum teaches effective language skills to our students so, whether by speaking, reading, or writing, they have the capability to “preach the gospel to every creature.”

Mathematics. God created the wisdom by which all the natural and moral world operates. Galileo said mathematics is the language of the universe. Teaching mathematics allows students to understand the physical laws in the mathematical language in which it is described.

Music. God created man in His image, part of which is evident in man’s ability to create music. CCS students are encouraged to participate in musical groups, giving them the opportunity to reflect their Creator’s glory and sing “psalms, hymns, and spiritual songs” (Ephesians 5:19 and Colossians 3:16). The discipline of group rehearsal and performance benefits a student’s social adjustment, mental growth, emotional maturity, and spiritual expression. It is our goal to give Christian students the music skills needed for worship and ministry.

Physical Education and Health. Physical education provides a program of activities that develop the student spiritually, physically, mentally, socially, and emotionally (Acts 17:28).

Physical Education and Health classes include knowledge and skills to help students make constructive use of their leisure time and maintain that discipline throughout life, improving their overall health by increasing muscular strength and endurance, flexibility, cardiovascular fitness, body composition, speed, agility, power, balance, coordination, and reaction time.

Science. The science curriculum at CCS studies the physical aspects of God’s creation. At the core of our science teaching is the creation by God of the universe and all the laws of physics by which it is sustained; the curse on the earth, brought on by man’s sin in the Garden of Eden, and the catastrophic destruction of the earth by the universal flood at the time of Noah. All science teaching is consistent with Biblical truth.

Social Studies. The study of history and the social studies is the study of “His-story”. When history is looked at from the Christian viewpoint, we see the need for the redemption of man from

his sinful nature, the providence of God in the affairs of man, and the fulfillment of God’s Word over the ages. Social studies show us the implications of man’s philosophies, the destructive effects of sin in a social structure, the role and importance of the church, and how to be responsible Christian citizens.

Speech. In speech class, students develop physical skills, focus mental energy, and learn to trust God in what often seems a threatening situation. Students learn how to balance emotional, ethical, and logical appeal.

Graduation Requirements

Required Courses

(each class earns 5 credits per semester)

Department Required	Grade	Credits Required	Total Credits
Bible	9	10	40
	10	10	
	11	10	
	12	10	
English	9	10	40
	10	10	
	11	10	
	12	10	
Social Studies	Geography (9 th)	10	40
	World History (10 th)	10	
	American History (11 th)	10	
	American Government (12 th)	10	
Mathematics	Algebra 1 (or approved alternative)	10	30
	Algebra 2	10	
	Geometry	10	
Science	Physical Science (9 th)	10	20
	Biology (10 th)	10	
Fine Arts	Any selection from Art, band, choir, or drama	10	10
Physical Education	Any selection from Physical education and health (Athletics will not count towards this requirement)	10	10
Technology	Computer Applications	5	5
Practical Arts	Any selection to include woods, Business, foreign language, or		

	Technology over the minimum requirements	5	5
Electives			55
Total for Graduation (required through the Nebraska Department of Education)			240

Graduation Requirement – Course Information

Required Christian Service Hours

Each student is expected to complete 20 hours of service per work year. Hours are reported to Bible teachers. Most community and Christian service is acceptable but, if there is a question, please get approval from the Bible teacher or the administrator.

Recommended Sequence of Courses

Grade 9

Bible, English, Science, Algebra or Geometry, Foreign Language, Technology, Physical Education, Music

Grade 10

Bible, English, Geometry or Algebra 2, Biology, World History, Foreign Language, elective

Grade 11

Bible, English, Algebra 2 or Advanced Math, Science, American History, Fine Arts, electives

Grade 12

Bible, English, Mathematics, Government, electives

*Students are expected to register for 7 classes per day

Credits

Credits are given based upon the number of periods per week the class is in session. A class that meets every day of the week earns 5 credits per semester. Credits are accumulated in grades 9-12 for graduation requirements.

Course Repeats

A student may repeat a class with permission of his/her parent. Upon completion of the class the second time, the new grade will replace the old one and credit for the class will only be given once.

Course Withdrawal

A student may choose to withdraw from a course within the designated drop/add date. Dropping a class requires the approval of the student's parent, in writing, and the signature of the administrator. Dropping a course after the designated date may result in a designation of "Withdrawn Failing" or "Withdrawn Passing," at the discretion of the administrator according to the circumstances surrounding the withdrawal.

Course Information

Academic Probation

Students in grades 9-12 will be placed on academic probation for the following semester if they receive more than one “F” for a semester grade. In the semester of the probation, the student must receive no more than one “F” in order to return to school the following semester.

Off-Campus Classes

Students may request permission to take classes not offered at CCS off campus. CCS classes must take priority if schedule conflicts arise because of special schedules. Students are still required to be at their scheduled classes on time. Diplomas will be withheld until grades for required courses are received. Upperclassmen may request permission to take college courses off campus.

Study Halls

Study halls are designated for a time of study for the students. Students will be allowed to take one study hall per semester. Additional study halls must be approved by the administrator and only for special circumstances. General rules are:

- Students are required to bring something to study. Students are responsible for bringing a book, Bible, or other work to do if they are done with homework.
- Students will maintain a quiet study atmosphere.
- Students may not leave study hall without a pass from a teacher.
- Students who abuse bathroom or locker passes will not be allowed to leave.
- Study hall supervisors will take attendance and report absences to the office.
- No electronic games of any kind are permitted during study halls (Calculators may be used for schoolwork but not for games).

Books and Supplies

Textbooks are loaned to the student for a use fee that is paid each year. Good care must be taken so the books last several years. Book covers are to be used. If a book is damaged or lost, the student will be required to pay for it. Other supplies such as paper, pencils, rulers, binder, etc., are to be provided by the student. Certain classes, such as home economics and art, may charge a fee for additional supplies necessary (see Supply List). Some classes require a student to read specific paperback books that the student is encouraged (but not required) to purchase to enrich their personal library.

Grades – Honors – Ranking

Grades

A summary of grades will be issued to parents at the end of the first and third nine weeks. Semester grades are recorded on a student’s permanent record and consist of the quarter grades and semester test (if applicable). Grading system used is:

A+	100-99	4.2	C+	80-79	2.2
A	98-95	4.0	C	78-75	2.0
A-	94-91	3.7	C-	74-71	1.7
B+	90-89	3.2	D+	70-69	1.2
B	88-85	3.0	D	68-65	1.0
B-	84-81	2.7	D-	64-61	0.7
			F	60 or below	0.0

Report card grades marked with an asterisk (“*”) indicate a grade resulting from a modified curriculum not meeting standard course requirements. This student is not considered for class ranking.

School Work Assignments

All assignments must be handed in on time. Students will receive full-credit only for work that is handed in at the assigned time. Any work handed in late will be assessed a penalty that can range from partial credit to no credit, at the discretion of the instructor.

Honor Roll Requirements

Honor roll will be designated at each quarter and semester. The three levels of honor roll are:

- Gold: All students with an average of 4.0 or higher with no grade below A-
- Silver: All students with an average of 3.6 or higher with no grade below B-
- Bronze: All students with an average of 3.2 or higher with no grade below C-

A grade of D or 70% will disqualify the student from the honor roll regardless of grade point average.

Class Rank, Valedictorian, Salutatorian

The ranking of students in their class will be computed beginning with their junior year. It is based on the cumulative work of the students beginning with the ninth grade year. Students will be considered for valedictorian or salutatorian only if they have completed at least two years at CCS in grades 9-12, including the senior year.

Honors for Academics

Students will be recognized for their academic achievement. An “Honor Roll” is published at the end of each semester. The honor roll is divided into two categories. Students with a semester grade point average of 3.0 to 3.49 qualify for “Honors.” Students with a grade point average of 3.5 or above qualify for “High Honors.”

Advanced Placement, Honors, and Advanced Courses

Advanced Placement classes offered under the guidance of the College Board will be scaled as: A (5 points), B (4 points), C (3 points). College credit can be earned through the established scores on the Advanced Placement tests.

Honors and Advanced courses will be scaled as A (4.4 points), B (3.4 points), C (2.4 points).

Recommendations

Recommendations/Exceptions

To be considered full-time, a student in grades 9-12 must be registered for all eight periods in a combination of six to eight classes, no more than one study hall, and no more than one teacher’s assistant assignment. In consultation with parents, the administrator may approve a second study hall for a grade 9-12 student based on the need for additional study time or a one-period “early out” for juniors and seniors.

Students who take an approved course at another secondary or post-secondary institution may use one study hall for commuting time.

Exceptions to this policy will only be made under unusual circumstances. Exceptions will be recommended and approved by the administrator, and communicated by the Board.

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. Students at Cornerstone Christian School have the privilege and responsibility to represent, not only the school, but also the Lord Jesus Christ. 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.

1. Students should refrain from wearing suggestive or revealing attire, i.e. tank tops, low-cut, or backless tops, or extremely short skirts, skorts, or shorts. Shirt “advertising,” words or pictures must be of a wholesome nature. All girls’ skirts and/or shorts must be finger-tip length.
2. Pants should not be either excessively loose or excessively tight. Pants with holes and tears are not permitted. Bagging and sagging pants are not appropriate attire.
3. Coats are not to be worn in class unless the teacher gives permission due to adverse weather.
4. Hooded sweatshirts are allowed, but students may not put the hoods up onto their heads.
5. No body-piercing is allowed for boys and girls are allowed to wear pierced earrings. Girl’s jewelry and cosmetics should be appropriate, in moderation, and in good taste
6. Students may not wear hats or sunglasses in the school building.
7. No permanent tattoos or written markings are allowed.
8. Haircuts should be neat, out of the eyes, and should not draw inordinate attention to the students. Student’s hair should be a natural hair color. All hair in style and color should be well kept and not disruptive to classroom learning.
9. No sweatpants or athletic shorts may be worn during the school day except for physical education classes and athletic events.
10. Sleeveless shirts and dresses are permitted if the sleeve extends to the edge of the shoulder.
11. Walking shorts and golf shorts are permitted and need to be finger tip length.
12. Beards and facial hair are not permitted.

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.

The administration reserves the right to make discretionary judgment regarding the appropriateness of student hair, dress, and fashion not explicitly covered in this dress code. The final interpretation remains the responsibility of the administration.

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.

Student Support Services

Field Trips and Special Activities

Along with a strong emphasis on academics and scholarship, CCS incorporates informative events and activities that advance students' education while promoting social and spiritual development. These activities foster creativity and increase the excitement of learning. Field trips and other educational presentations will be scheduled throughout the school year.

Lunches, snacks, and refreshments are not usually provided by the school. Students may be asked to bring a snack or money for refreshments.

Dress for all field trips will follow the regular school dress code unless otherwise stated.

Inclement Weather

In the event of inclement weather that causes the cancellation of school, you may find notice of this as follows:

- On local TV and radio stations
- Recorded message on the school answering system

If no announcement has been made and there is not a message specifically announcing that CCS has been cancelled, parents and students should assume school will be open as normal. Before and after-school care will be closed any time CCS classes are cancelled.

Excessive snow days may be made up either during established school holidays, spring break, or at the end of the school year, as determined by the Board of Education.

It is not our school's general policy to dismiss early; however, if at any time a parent feels it necessary to pick up their child for travel safety, the absence will be excused.

Lockers

- Lockers will be provided at the 6th through 12th grade levels.
- Lockers are to store textbooks and personal belongings.
- Lockers must remain neat and orderly.
- CCS is not responsible for lost, stolen, or broken items.
- Items of extraordinary value should not be brought to school.
- Locker decoration must be inside the locker and reflect Christian values. School groups, with administration approval, may decorate lockers to promote school spirit.
- A repair/replacement fee is assessed if a locker is broken or defaced in any way.
- A \$5 fee is assessed for lost or broken locks.

Library Guidelines

CCS maintains a library for the use of students, teachers, and parents. All materials are evaluated for inappropriate content prior to being placed in the library. The library is maintained and operated through the efforts of many volunteers and the school librarian.

Books may be checked out for a one-week period. Books are the responsibility of the individual signing out the book. Lost books will incur a minimum replacement fee of \$5 up to full replacement value. Books not returned will be charged to the last individual signing out the book. Overdue books will result in temporary suspension of library privileges. Unpaid library fees will prohibit grade cards being issued.

Emergency Care Plans

Any student with a chronic or severe medical condition (asthma, nut allergies, diabetes, seizures, etc.) must have an emergency care plan on file in the office.

- The office will provide copies of emergency care plans to all teachers, recess aides, and lunch attendants who have direct contact with the student.
- Teachers should review emergency care plans regularly to remain familiar with emergency guidelines.
- If a child has a severe allergy, parents should speak with the office manager regarding specific school procedures.

For your student's protection and the protection of others, students should be kept home when they have any of the following symptoms:

- Severe cold symptoms (chronic coughing, sore throat, etc.).
- Temperature. A child must have a normal temperature for at least 24 hours prior to returning to school.
- Upset stomach, vomiting, abdominal pain, and diarrhea. A child must be kept at home until there has been neither vomiting nor diarrhea for at least 24 hours. Questions should be referred to the office.
- Undiagnosed rash or skin lesions, red or discharging eyes (i.e., conjunctivitis/pink eye), earache, or swollen glands. A child must be kept home with any of these symptoms until diagnosed by a doctor and the student has been symptom free for at least 24 hours. Please notify the office in the event your child has been diagnosed as having a communicable illness.
- Head Lice. Students may not be readmitted to school until treatment has been accomplished and evidence of all live lice and lice eggs (nits) have been eliminated. Parents must report incidents of head lice to the office. The custodial staff will be notified to treat rooms, and the health staff will then take preventative measures to determine if other students have been affected.

If a student complains of illness, the school will:

- Check the child's temperature. If it is 100 degrees or more, the parent will be called to take the child home.
- If the student is still not feeling well one hour after an original complaint, the parent will be called to take the child home.
- If the child is vomiting and/or has diarrhea, the parent or emergency number will be called immediately.
- In the event of serious illness, accident, or injury to any child, the school shall follow the parent's written instructions for emergency medical care, with the prompt notification of the parent.
- The Bellevue Fire Department and Rescue Unit will be called if the administration deems it necessary.
- Information regarding the illness, accident, or injury shall be noted in the school's health log.

If there are any questions regarding a student's attendance at evening activities in the event he/she is absent due to an illness, please refer to the guidelines above.

Students who have been sent home during the day due to illness are not permitted to participate in any school activity that day due to the risk of exposure of others to potentially contagious or communicable diseases.

Resource Services

CCS has a number of resources available to meet students' educational needs. Please feel free to speak with your child's teacher if you feel there may be a learning issue for your student.

Student Health & Illness

CCS will adhere to the following procedures recommended by the Nebraska State Health Department when dispensing medication:

- All medications (prescription/nonprescription) shall be given to a child only with a signed Authorization to Administer Medication Form on file in the health clerk office.
- All prescription medicine/drugs shall be in the original container and labeled with the child's name, physician's name, and written instructions.
- Tylenol or Ibuprofen may be given with verbal or written approval of the parents.
- A log will be kept in the office to record each time medication is given.
- Minor cuts and scrapes may be dealt with in the classroom. More serious injuries should be dealt with in the office.

All students are required by the State of Nebraska to be current in their immunizations schedule. Students entering at the seventh grade or new students will have their records checked and immunizations must be current prior to starting school. Waivers for immunizations will be accepted for religious and health reasons. Exemption forms are available from the school nurse.

All students participating in athletics are required to have a physical examination by a physician before being allowed to practice.

Students who have become ill while at school will be evaluated by the school nurse or designated official who will give permission prior to a decision to be sent home. Students are not to call the parent until evaluated.

Any student missing five consecutive days due to illness must have a doctor's written recommendation on plan of care for either home or school.

Lunch Visits

CCS parents and alumni students are welcome to have lunch at CCS. As always, please stop by the front office to sign in and get your visitor badge. Any other guests must be preapproved by the administrator at least one day in advance. Their dress and conduct must be appropriate for our school environment. Finally, any guest that has not been preapproved will not be admitted into the school.

Secondary Attendance & Tardy Policies

Attendance

As partners in your student's education, we strongly encourage daily attendance. Written work and assignments can be made up, but class discussions and projects cannot be

replicated. Therefore, it is important that students be at school except for reasons of illness or unusual circumstances. The following guidelines are in place to help in the case of student absence:

1. Parents are required to call and tell why a student is absent from school. Parents need to call 292-1030 or email the office manager at office@cornerstonechristianschool.org by 9:30 a.m. to report an absence. To request homework assignments for absences of two days or more, parents should email teachers directly.
2. Each student is allowed two tardies during a semester. The third tardy will result in a detention. If a student is tardy to school, he/she must sign in at the office to be admitted to class.
3. To be considered in attendance for a school day, full-time students must be present for ½ day or more. This policy will be used to determine eligibility for athletic game participation.
4. If a student will be absent from school for more than one day for any reason other than illness, prior permission must be given by the administrator. Please stop by the office and complete a form.
5. Students who are absent more than 9 days in a semester in any given class may be in jeopardy of losing credit for that class. A letter to the parent will be sent home after the 6th absence.
6. All school days on the school calendar are considered full school days unless otherwise specified. All days, finals and special activity days, are considered compulsory attendance days. Any absence will be excused, per board policy, for the following reasons:
 - a. Illness
 - b. Death of the immediate family
 - c. A doctor or dental appointment that could not be scheduled outside of school hours
 - d. Out-of-town trips with prior approval
 - e. Unusual hardships
 - f. Inclement weather
 - g. Natural disaster
 - h. Car accident
7. Unexcused absences will lower a student's grade for that day by one full point (one letter grade).

CCS recognizes that doctor and dental appointments are an important part of any health or hygiene programs and will honor appointments as follows:

1. Parents should call the receptionist at 402-292-1030 by 9:30 a.m. to report that the student will arrive late to school or needs to be dismissed early due to a doctor appointment. Parents do not need to call or email their student's teachers. The receptionist will inform all teachers.
2. Parents may send a note to school with their student advising that the student needs to leave school early. The note should be brought to the secondary receptionist before the start of school.
3. All students must sign out in the office before leaving for any appointments.

Closed Campus

CCS operates under a "closed campus" policy. After arrival at school, students may not leave campus by any means without permission from the office.

1. Parents must give permission by phone or note.

2. Any student with permission to leave school before dismissal must sign out at the front office.
3. Students violating this policy will receive disciplinary action that may include, but is not limited to, losing parking privileges, serving a Saturday detention, and/or suspension.

Makeup Work

When students are absent, they must make up work when they return.

1. Students should not wait for teachers to inform them of makeup work; this is the student's responsibility.
2. One day for makeup will be allowed for each class day absent.
3. If a student misses a class for a school activity (sports, field trips, etc.), he/she is responsible to get assignments ahead of absence and have them completed when returning to class.
4. If a student is gone for more than 5 days, an alternate solution for homework missed will be at the sole discretion of the school.

Attendance and Credit

A loss of credit may result at the 10th absence in a semester. Excessive tardies and/or absences will be referred to the administrator for appropriate actions.

Tardies

It is the student's responsibility to be in his/her class and at Wednesday morning chapel on time.

- The first tardy, students receive a verbal warning.
- The second tardy, students receive a verbal warning and discussion with the teacher.
- The third tardy, students receive a one-hour detention.
- Additional tardies will be subject to the school discipline policy.

Teachers will keep track of tardies for each period.

Students arriving after 8:15 a.m. must sign in and obtain an Admit Slip from the school receptionist to be given to the teacher upon entering class or Wednesday chapel.

Early Dismissal

If an early dismissal is absolutely necessary, the parent must call the receptionist at 402-292-1030 before 10 a.m. The receptionist will notify all of the student's teachers.

Students must sign out in the school office prior to leaving campus.

Hall Passes

Any student leaving an assigned class must have permission of the classroom teacher and be given a hall pass. Except for emergencies, students will not be permitted in the school office without a hall pass from the teacher.

Gym Rules

God has truly blessed us with outstanding facilities. In order to maintain these facilities and to ensure that the playing surfaces remain safe for participants, the following rules must be observed:

- Gym shoes are required for all activities. Your gym shoes should not be used outside prior to the gym period due to the dirt and rocks they will pick up and then “flake” off on the floor.
- No black-soled shoes are permitted.
- Everyone must wipe their feet off on the mats before entering the gym.

Hall Passing Rules

- Loud talking, yelling, or disruptive behavior will not be tolerated.
- No running in the hallways or stairways and no pushing or disruptive behavior.
- Individual students in the halls during regular class times must have a pass from their teacher.

Restroom Rules

- During class time, the restroom will be used only with the permission of the teacher. Pupils should not ask to be excused during class time except in an emergency.
- There will be no loitering in the restrooms during class time.
- There will be no destruction of school property in the restroom.
- Students will give respect to their fellow students and their property.
- All school rules will apply to restrooms.
- No loud voices are to be used in the restroom.

Study Hall Rules

- Study halls are to be quiet places of study and reading.
- Permission for playing games, eating, drinking, or talking is given at the discretion of the Study Hall teacher.
- Work must be brought to Study Hall.
- Only two or three students at a time may be checked out of a Study Hall.
- Music students may use a Study Hall for extra practice.
- Students may use computers during Study Hall with teacher permission and supervision.

Driving Policies

Cars will not be driven to CCS until students have a valid driver’s license or a school permit is obtained. All cars will be registered in the high school office.

- Students must get permission from the office prior to going to their car during the school day. The following policies govern student drivers at CCS:
- Student drivers must have registered their vehicles with the administrator’s office and filled out permission forms to drive to school. These forms may be obtained from the administrator’s office. Each student will be assigned a parking space.
- Students driving to school, once they have parked their cars, may not leave in them until normal dismissal, or by written permission from their parents. If leaving the school early, normal check-out procedures are to be followed.
- Student drivers must use extreme caution on the school’s parking lot and driveway. The established speed limit is 15 mph. Pedestrians always have the right of way.
- Reckless driving, speeding, leaving school without proper authorization, or failure to follow these established policies may result in the denial of further permission to drive to school and use of the school parking facilities.
- Students can be fined if they park in areas other than their assigned parking space. This fine is \$20.

Dancing

CCS hosts both the homecoming dance and prom in order to insure that these activities are done with integrity. We recognize that some of our association families do not agree with dancing and believe it to be counter to Godly living. Our goal is to provide a positive environment for our students in which to socialize. CCS dances are well chaperoned, well lit, and play positive music. Any students dancing inappropriately are given one warning; if they continue, they are asked to leave.

Homecoming

Held during the fall season, Homecoming has become the highlight of the school year. A homecoming court is voted on by the student body and the king and queen crowned at the Homecoming football game. Student Council has the responsibility for planning the Homecoming events.

Prom

This is the last major social activity of the school year and is held in honor of the departing senior class. The junior class plans and conducts the Prom.

Music

All music played at CCS, at school-sponsored activities, or used for performance purposes, will reflect our Christian principles.

Student Government

The responsibilities of the student government of CCS are many and varied. They include promoting the Christian atmosphere of the school; sponsoring school social activities; fostering communication; advising the administrator; and working with the staff, faculty and administration to improve the overall quality of the school. We have established effective qualities for leadership as outlined in I Timothy 4:12 – “Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” The student body nominates their peers who they believe do an effective job of living out these qualities on a daily basis. All full-time students are eligible to be members of the Student Government. The list of nominated students is then given to the faculty to review. The faculty may remove any student they believe is not an effective example of the leadership qualities. The remaining students on this list are then invited to participate in student government.

Student government runs as a council with all members having equal authority. The council is facilitated by the senior class representatives. Student government representatives are involved in leadership development opportunities throughout the year to help them develop into more effective leaders.

Extracurricular Eligibility

CCS encourages students to be involved with extracurricular and co-curricular activities as an integral part of the educational experience. The eligibility standard for participation in these activities is to maintain a minimum grade point average of 1.67 (C-) and have no “Fs” on a weekly basis. An “F” is a cumulative grade in the class and not an individual test/assignment grade. The eligibility report will be printed on Tuesdays. Students not meeting the eligibility standard at the end of one week will be placed on probation for the following week. The

probation period will begin on Wednesday and end on the following Wednesday. Parents will be informed as soon as the list is available by telephone or email.

During the probationary period, students are required to attend practices and games as usual. At the end of that week, students who continue to have an F or below 1.67 will be ineligible to play for one week. They are able to take an eligibility form to their teachers at any time, but will not be eligible to play until they have been out for one week. If they have raised their grade in that one class, but have a new failing grade in a second class; they will be placed on probation for one week for the new class following the steps above.

Ineligibility is defined as no participation in practices and performances/games until the conditions for eligibility are met. The eligibility policy covers all non-graded school activities. Examples included but not limited to are: sports, student council, cheerleading, worship team, show choir, drama.

The eligibility for summer sports is slightly different. If a student fails 2nd semester of a class, they are ineligible for 20 days.

Extracurricular Good Conduct Policy

The following is a list of violations and consequences to behavior that is detrimental to the witness and testimony of CCS. The school administrator, athletic director, music director and/or coaches will be responsible for carrying out the following penalties.

LEVEL I: The use of drugs, alcohol, and tobacco (smoking and smokeless), stealing and vandalism are prohibited.

- 1st Occurrence: 1. Voluntarily admitted-off the team for 1/3 of the season
2. Not voluntarily admitted –off the team for one-half of the season

2nd Occurrence: Permanently removed from the team for the season

LEVEL II: Inappropriate language (swearing)

- 1st Occurrence: 1. Voluntarily admitted-off the team for one game
2. Not voluntarily admitted-off the team for two games

- 2nd Occurrence: 1. Voluntarily admitted-off the team for two games
2. Not voluntarily admitted-off the team for four games

3rd Occurrence: May result in missing up to 1/3 of the season

LEVEL III: Technical foul, taunting, retaliation, poor sportsmanship, and poor attitudes

1st Occurrence: Coach will meet with athlete and parent(s). Student will sit out for a portion of the next game

2nd Occurrence: Off the team for one game

3rd Occurrence: Off the team for two games

4th Occurrence: May result in missing up to 1/3 of the season or dismissal from the team

All technical fouls will be reviewed by the Athletic Director who will determine the severity of the foul. If it is due to retaliation, taunting, or swearing, then the athlete will be off the team for one game. If the violation occurs again, then the athlete will miss two additional contests. The third offense may result in missing up to one third of the season or dismissal from the team.

Ineligibility must be served before an athlete participates in any other sport. If the athlete is suspended at the end of one season or school year, then the ineligibility will carry over to the next sport or school year.

Homework Policies

Homework assigned by teachers at CCS must be completed by due dates. Teachers will keep students accountable for homework and require that it be completed. Homework that is

missed due to excused absences can be made up. The students are responsible to go to their teachers to find out what work should be made up. If the student is absent for longer than 2 days, you may email the teacher directly to see if there is additional work. One day will be allowed for make-up work for each day absent. All make-up work must be completed and turned in within 5 days after the absence unless other arrangements have been made with the teacher.

This policy does not apply to tests. Students who are aware of a prescheduled test may be asked to take that test when they return. If additional instruction is required after the student's return, the teacher will provide that and then schedule the make-up date for the test. NOTE: The previous procedure of "Gone a day, get a day" does not apply to tests.

Late work is work not turned in on time without good reason. Being gone for an illness or other excused absence is NOT late work. Teachers may choose to not accept any late work or accept it at a reduced credit level. It is clearly in a student's best interest to turn in he/her work on time.

Final Test Policies

Students will not be allowed to take final tests early or late. The only make-ups for finals are in the case of illness. Other reasons for absences will not be acceptable such as vacations, appointments, etc. **Students may forfeit the test grade if absent for these reasons. Families requesting an exemption from this attendance policy during final exams are to submit the form found in the appendix of this handbook at least 30 days prior to finals.** This written request is submitted to the administrator who, along with the superintendent, will approve or reject this request in writing. Rejected requests may be appealed to the board through the conflict resolution process.

Pictures for the Yearbook

Student pictures for the school yearbook will be taken in the fall and may be purchased by the students. A yearbook may be ordered in the spring and will be distributed in the fall of the following year. (Senior pictures for the yearbook must be a digital head-shot, measuring 2 ¼ " x 3 ¼ " billfold size submitted by December 1. An additional vertical pose of your choice should be turned in to the office for the wall composite picture.)

Search of Student Lockers, School Facilities

School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. Students and their lockers may be searched when there is probable cause to believe that the student possesses an item the possession of which constitutes a criminal offense under State Law.

Student Records

CCS maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification date, attendance date, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. Student records shall remain confidential, except according to the 1974 Privacy Act. The records of each student are located in a fireproof file at the school which he/she is attending.

The following information may be released to the public in regard to individual student of the school: name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, awards received, the last previous school attended by the student, and other similar information. Any student, parent, or guardian not wanting this information released to the public

must make objections in writing to the respective administrator, and this objection must be renewed at the beginning of each school year.

Visitors to School

CCS faculty and staff welcome parents, family, and friends to visit the school with an appointment. The following guidelines pertain to school visits:

- A parent, family or friend, who wishes to speak to a student, teacher, or staff member must receive permission from the office.
- A parent or family member should first report to the respective administrator's office.
- In order to keep classroom disruptions to a minimum, only prospective students will be allowed to visit during the school day.

Electronic Devices

All electronic devices (including, but not limited to, laptops, cell phones, PDA's, iPods, video iPods, MP3 players) may not be used during the school day. The only exception is with teacher/administrator approval for specific educational-related projects.

Students who have technology requirements in the Individualized Education Plan will be allowed to use that technology required.

Valedictorian/Salutatorian

CCS identifies the top students academically based on their cumulative GPA. The top student is identified as the valedictorian and the second ranked student becomes the salutatorian. This task is more difficult than it sounds, given the range of academic experiences our students engage in. We officially identify the rank in class (RIC) at the end of the first semester. This allows students to begin reporting their RIC to colleges to which they are applying through the remainder of the year.

If the cumulative GPA of two students is closer than .001, we officially rank them the same. This means there could be two valedictorians or salutatorians in a given year, which is acceptable.

Moral Conduct

God tells us in His Word, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (I Timothy 4:12)

It is the goal of CCS to maintain high standards of behavior. It is important that all students show respect toward spiritual matters as well as to teachers, staff, and anyone in authority.

Academic Integrity

The policy on academic honesty is more than a simple set of rules or guidelines that bind us to a certain standard of behavior. It is a statement of what is valued at CCS. It is more about who we are than what we do or do not do. To clarify this, please refer to the following definitions that have been adapted from Northwestern University:

- **Cheating:** using unauthorized notes, study aids, or information on examination; altering a graded work after it has been returned, then re-submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own

- name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- **Plagiarism:** submitting material that, whether in part or in whole, is not entirely one's own work, without attributing those same portions to their correct source(s).
 - **Fabrication:** falsifying or inventing any information, data, or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data was gathered and collected.
 - **Obtaining an Unfair Advantage:** stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using, or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
 - **Aiding and Abetting Academic Dishonesty:** providing material information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.
 - **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, progress reports, letter of permission, petition, ID card, or any other school document.
 - **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use of availability of computer systems or information.

Discipline Categories and Consequences

Category I

This includes activities that create minor disturbances or prevent classroom order and instruction. These are some examples of Category I rule violations, including but not limited to:

- Talking out of order
- Disturbing the work of another student
- Making disruptive noises
- Moving about the classroom without permission
- Disturbing another class from the hallway
- First and second dress code violations
- Hallway misbehavior (i.e. pushing, shoving)

Consequences of Category I Misconduct

Offenses may result in detention, additional work, note home, student-administrator conference, or category II consequences for recurring offences.

Category II

This includes activities and attitudes that show lack of respect for authority or property. Frequent and repeated violations of Category I rules. These are some examples of Category II rule violations, including but not limited to:

- Lack of respect for authority, including disrespect towards teachers, coaches, or staff
- Bullying

- Gambling
- Negative attitude toward other students or about CCS
- Cheating
- Swearing, cursing, or filthy language
- Third violation of dress code
- Consumption or possession of alcohol, tobacco, or illegal drugs

Consequences of Category II Misconduct

Offenses may result in student-administrator conference, parent-administrator conference, direct accountability to the character development coordinator, detention, in-school suspension, or Category III for recurring offenses.

Category III

Category III includes the most serious infraction and consequences. It would include activities that threaten the safety of a student or other students, activities that show a consistent lack of respect for authority or property, or activities that violate biblical moral codes in conduct. Category III also includes frequent and repeated violation of Category II rules. These are some examples of Category III rule violations, including, but not limited to:

- Bringing a weapon to school. Board policy demands automatic EXPULSION for a minimum of one year for a student who knowingly possesses and/or uses a firearm on school grounds, in a school vehicle, or at a school sponsored activity.
- Conviction of a civil crime
- Assaulting another student or staff member. Physical assaults may include flashing a weapon, hitting, shoving with intents to injure, kicking, spitting.
- Sexual harassment. This includes unwanted sexual advances, making gestures, displaying sexually suggestive objects or pictures, making or using derogatory comments, derogatory slurs or jokes, and sexually degrading words used to describe an individual.

Consequences of Category III Misconduct

Offenses may result in administrator-parent conference, suspension or expulsion.

Bullying

Bullying behaviors are defined as direct or indirect behaviors toward an individual that could involve a single or repeated incidences and cause feelings of isolation, exclusion, or distress. “Therefore encourage one another and build each other up.” (I Thessalonians 5:11) Bullying behaviors will not be tolerated.

Couples

Students involved in boyfriend-girlfriend relationships should be discreet in their conduct. They must refrain from physical contact such as holding hands, arms around each other, and so forth during school and school-related activities and on school property.

Physical Affection

Hand holding, kissing, and embracing are not proper in a school environment. Students are expected to act becomingly and appropriately as young Christian men and women.

Damaging School Property

Students will be responsible to pay for any damage they may cause to school property due to carelessness, horseplay, vandalism, etc. All students are expected to respect school property by not littering while in the building or on school grounds.

Disputes and Complaints

There are many interpersonal relationships important to the purpose and functions of CCS, and with these relationships are opportunities for misunderstandings, suspicions, and hurt feelings. When not immediately addressed, these may lead to gossip and slander that counter the work of the school and destroy its testimony for Jesus Christ.

The Aggrieved should first go to the source of the grievance in an effort to resolve the grievance. Many times grievances can be resolved at this level; i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the administrator, the administrator should speak with the School Board about a policy problem.

When dealing with a grievance, the Aggrieved and the Source should adhere to the following guidelines:

- Prayer: Pray for God's wisdom – James 1:5
- Discussion of the Complaint: Discuss the grievance only with those that are part of the problem or part of the solution (Matthew 18:15).
- Openness: Be open, friendly, willing to listen, and seeking peace.
- Understand the Complaint: Make certain the complaint is understood and all circumstances surrounding the grievance are clarified. Both parties should have the facts.
- Implement the Solution: If there has been a solution, allow adequate and reasonable time for the solution to be implemented before proceeding to the next higher authority. Notify the source of the grievance of a hearing where the next higher authority will be sought.

Internet Use

Computers are supplied by CCS for student academic use only. Computer resources belong to the school and are not guaranteed to be confidential. If necessary, the administration can inspect material on the system and/or restrict use of system resources. Computer use is for classroom work only. Computer use is a privilege. A formal usage policy will be handed out in the fall of each year to insure the computers at CCS are used efficiently, ethically, and legally. Students will be asked to sign a Computer Policy Agreement.

Pets at School

A student bringing a pet from home must have permission of the classroom teacher.

Alcohol, Tobacco, and Illegal Drugs

The Bible speaks of our body as the temple of the Holy Spirit (1 Corinthians 6:19-20). The use of tobacco, alcoholic beverages, or illegal drugs is prohibited.

Possession and/or consumption of alcohol and tobacco products is prohibited at all times. Students violating this policy are subject to Category III consequences and if members of any athletic team or extra-curricular activity, they will be dismissed from that activity for a period of no less than 90 calendar days. Certain privileges may be revoked and the student placed on disciplinary probation.

Students who use drugs are subject to immediate discipline review by CCS and appropriate legal authorities will be notified.

Sexual Activity

CCS has the responsibility to maintain Biblical standards and discipline in accordance with those standards. Any voluntary sexual activity that is outside of the marriage relationship is

against God's standards. The school is not the primary institution in dealing with fornication; responsibility is with the parents and the student's local church. The school's responsibility will be based on the maintenance of conduct standards and the presentation of a Biblical role model.

Gambling

Gambling of any sort or nature involving any exchange of money or goods on school grounds, or during school-sponsored activities, is prohibited.

Discipline

Explanation of Consequences

- Additional work: Work assignments done before or after school. Assignments may be in academics or the student may be assigned a labor task.
- Note home: A report of the misconduct sent to a parent via phone or email.
- Detention: Student spends time (typically 30 minutes) under supervision of a teacher or administrator. The time spent comes from the student's time before school. The time and place are set by the teacher or administrator.
- In-School Suspension: Removal of the student from the classroom. Work assignments are completed in suspension and due on time.
- Out-of-School Suspension: A student may be suspended from school only after a parent-principal disciplinary conference has been held. Very specific changes in attitude and actions will be required for re-admission. A re-admission parent-administrator conference will be necessary for the student to return to school. Disciplinary probation begins when a student is suspended from school.
- Expulsion: Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of the student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probation. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendation for expulsion will require the approval of the CCS Board. Out of school suspension will be put in place until the Board approves of the expulsion. Conditions of an expulsion at CCS require that the student who is expelled is not allowed to return to the campus of CCS for any reason. This includes, but is not limited to, before and after school and during classes, lunches, and activities.

Probation

Probation is instituted when a student has a serious problem in the area of academic performance, discipline, or attitude. The purpose of probation is to give the student an opportunity to correct the problem. If the problem is not corrected, the student will be dismissed from the school. The following are reasons for probation:

1. Academic: A student who failed two classes at the semester.
2. Attitude: A student who demonstrates a rebellious spirit after attempts have been made to change his or her attitude. The negative attitude persists and is influencing other students.
3. Disciplinary: A student who displays continued deliberate disobedience or commits a serious breach of conduct inside or outside of school that has an adverse effect upon the testimony of the school.

Categories I, II, and III are not all inclusive. The final interpretation of discipline and consequences remains the responsibility of the administration.

Emergency Procedures

Fire Drill Evacuation Procedures

CCS will conduct fire drills throughout the year. Teachers will assist students in identifying exits from each classroom, the cafeteria, gym, and chapel. It is the responsibility of each student to know ALL emergency procedures for each room in which he/she has class.

The procedures for fire drills during class are as follows:

- All students will walk single file out of their assigned exits in a orderly manner. Do not stop for belongings.
- No one is permitted to talk during the drill. All must listen to the teacher's directions.
- All classes are to stay in single file facing the building.
- Attendance will be taken outside as soon as the students are lined up.
- Missing students will be reported to the assigned staff members for that area.
- Rest rooms will be checked immediately.
- A student monitor should be selected to help handicapped or injured students.
- The signal to return to the building will be given when all is clear.

The procedures for evacuation during while changing class are as follows:

- All students will exit the building at the nearest point.
- Once outside, all students will report to the nearest classroom teacher for line-up and roll call.

The procedures for fire evacuation during dismissal from the building are as follows:

- All students will exit the building at the nearest point.
- Once outside, all students will report to the last period teacher for line-up and roll call.
- Students will return to class and be dismissed.

The procedures for fire evacuation during lunchtime are as follows;

- All students assigned to the cafeteria will report to the front of the building. The faculty members and the administrator will keep order.
- Exit will be through the exits nearest the cafeteria.

Lockdown Procedures

There may come a time when a dangerous person(s) may attempt to enter the building intent on causing harm to our students. Lockdown procedures put a locked door between students/staff and the dangerous intruder. This lockdown will include classroom doors as well as the external doorways leading into the school. In this way we can control access to the building and the students inside. Students will remain in a locked and secure area until the potential threat is neutralized. Communication with parents about a lockdown will be made using the most efficient mode possible.

Tornado Drill Procedures

Tornado drills will be conducted during the school year.

A series of short blasts will indicate the beginning of a tornado drill. Students must be in a formed shelter area within two (2) minutes. Students must remain quietly in the shelter throughout the drill. A signal will be given when all is clear.