

# Cornerstone Christian School

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## Student and Parent Handbook

2020 – 2021

70 Souls Harbor Way

London, KY 40744

**606-862-0509**

Mr. Joseph Allen, Principal

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## **Welcome to Cornerstone Christian School!**

We are excited that you have chosen Cornerstone as the school for your child. We consider it a great privilege to provide Christian based learning to our community.

From its founding in 1992, CCS has lived up to its name in excellence. As a school, we are committed to equipping your children with academic skills and a knowledge base that prepares them for post-secondary education. The quality of our curriculum is attested by our yearly test scores and the academic performance of students after graduating or moving on from our school. We are overseen by the Association of Christian School International (ACSI).

Cornerstone seeks to serve families in the London and Corbin area and surrounding communities, working cooperatively with many evangelical churches. With them, our mission is to support and assist parents in fulfilling their God-given responsibility to bring up their children “in training and instruction of the Lord” (Ephesians 6:4).

Every aspect of our school life is characterized and controlled by the fact that we are a Christian school. Scholastically, it means that the Bible will be a foundational textbook for every subject. It is the source of TRUTH revealed by God that supersedes truth discoverable by human understanding alone. Relationally, it means that students will be guided toward a personal faith in Jesus Christ as Savior, Friend, and Lord. It is a relationship that bonds faculty, students, and parents as a member of a single body (Romans 12:5). Vocationally, it means that children will be encouraged to seek and follow God’s unique plan for their lives, the purpose for which He wisely and lovingly created and gifted them. Morally and ethically, it commits the CCS community to a distinctive lifestyle, “blameless and pure...in a crooked and depraved generation” (Philippians 2:15).

This is Cornerstone Christian School, a community of people committed to linking the influences of home, church, and school to produce young people who think and live biblically. We thank you, parents, for entrusting your children’s education to us, and we pledge the full use of our resources, including the resources of prayer, that each one may grow “in wisdom and stature, and in favor with God and men” (Luke 2:52).

As partners with us in this educational enterprise, we urge you to watch for and participate in the frequent occasions when your presence, counsel, time, energy, and yes, your money, will, with the participation of many others, enable us to advance the quality educational program at CCS. Above all, we will count your family as regular partners with us in prayer throughout this school year.

### **INTRODUCTION**

The primary purpose of Cornerstone Christian School is to provide an excellent education for children of all ages and backgrounds, and to impart the immeasurable love of Jesus Christ to each of these children.

Students will participate in Bible study daily and will be expected to do Bible memory work. We teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country.

## **I. Mission Statement**

Cornerstone Christian School's mission is to develop students with a heart for God, who grow as Jesus did "...in wisdom and in stature and in favor with God and man" (Luke 2:52)

## **II. Organization**

### **Governing Board**

Cornerstone Christian School is governed by a Board of Directors, which is made up of ten members who are elected to four-year terms. The board holds business meetings on the second Tuesday of each month. Parents are welcome to attend business meetings and voice their concerns on any topic. Parents and/or staff members must request to be on the agenda one week in advance of the board meeting. This request should be given to the principal and/or the Chairman of the Board. The Board of Directors serves without compensation of any kind. Legal responsibility is vested in the Board of Directors, which is the policy-forming body of the institution. The responsibilities of the Board of Directors include: selection and appointment of the administrative staff, promotion of the school's interests, securing funds adequate for an excellent and expanding programs, and stewards of funds, property, and equipment. The Board has the authority to determine the rules and regulations governing the school. Souls Harbor has members on the board due to the school using the church facilities.

The Board is made up primarily of parents of students.

CCS is a nondenominational, independent ministry and not affiliated with any church.

## **III. Affiliation**

CCS is accredited by ACSI (Association of Christian Schools International) and is certified through the state of Kentucky by the Kentucky Non-Public Schools Commission.

### **Church Attendance**

Our ministry to students is greatly enhanced when the family is under the authority of a local church. Therefore, we encourage all of our families to be active members of a local congregation. By applying to CCS you are certifying that at least one parent in the home is submitting to the lordship of Jesus Christ and attending a local church.

## **IV. Statement of Faith**

1. We believe the whole Bible to be the inspired, infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)

2. We believe there is one God, Creator of all things, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Deut. 6:4, John 1:1-3, ch10:30, Heb. 1:3)
3. We believe: In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16, John 5:25, Romans 3:23, Romans 5:8-10, Ephesians 2:8-10, Titus 3:5)
5. 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 the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

## V. Philosophy of Education Statement

The educational philosophy of Cornerstone Christian School is based first upon the fact that the Holy Bible is the only inspired, infallible, authoritative Word of God. It is our desire that all knowledge imparted to our students be based on and judged by scripture. As our students become versed in scripture and the precepts of God's Word, it is our goal that each one come into a saving knowledge of Jesus Christ through His free gift of salvation. Cornerstone believes that only through salvation can our students be openly led into the educational knowledge and spiritual discernment that will allow them to become true disciples of Jesus Christ, and thus discern His ultimate will for their life of service to Him.

*"But when He, the Spirit of Truth, comes, He will guide you into all truth. He will not speak on His own; He will speak only what He hears, and He will tell you what is yet to come."* John 16:13 (NIV)

As our students grow in the faith and knowledge of our Lord Jesus Christ, it is our desire that, through the joining together of their intellectual and spiritual knowledge, they will be able to fulfill the great commission as stated in the Gospel of Matthew:

*"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit; Teaching them to observe all things whatsoever I have commanded you."* Matthew 28:19-20a (KJV)

Our responsibility to our students also extends to the areas of social development and character training, as stated in I Timothy 4:12:

*"Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."* (KJV)

## VI. Christian School Goals/Student Outcomes

The Primary purpose of Cornerstone Christian School is to provide an excellent education for children of all ages and backgrounds, and to impart to each of these children the immeasurable love of Jesus Christ. Students will participate in Bible study daily and will be expected to do Bible memory work. We teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law and love for flag and country.

CCS provides an environment where students can acquire the ABC's for a Godly life.

**A**ccept Christ as Lord of their lives

**B**e the salt and light in their communities

**C**ommit their lives to the service of the one true God.

Cornerstone Christian School believes that only through ministering to the whole child—mind, body, and spirit—can we then train true witnesses to the community. It is our desire that our ministry will be to families locally through our students, and ultimately to the entire world. In order to accomplish this task, we have divided our goals into four areas of training: spiritual, educational, social, and physical. We desire the following outcomes:

### A. Spiritual Outcomes

1. The students will understand that the Bible is the inspired and the only infallible, authoritative Word of God (II Timothy 3:15-17).
2. The students will understand and commit to a personal relationship with Jesus Christ (Romans 10:9).
3. The students will know, understand, and apply God's word in their daily lives (Romans 12:1-2)
4. The students will develop the mind of Christ towards Godliness through Bible memorization and the development of intensive Bible study skills (I Timothy 4:7, II Timothy 2:3-7, Psalm 119:11, II Timothy 2:15).
5. The students will personally respond to and carry out the Great Commission locally and around the world in a culturally sensitive manner (Matthew 28:18-20).
6. The students will respect God's authority and His authority structure as demonstrated through the lives of parents, teachers, and staff (Ephesians 6:1-3).

### B. Educational Outcomes

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the Student realize their full academic potential (Psalm 139:14).
2. Students will develop self-discipline and learn to take responsibility for one's own life and actions (Proverbs 16:32, Romans 12:3).
3. Students will develop a Christian worldview by learning to discern all knowledge, thought and action from a Biblical perspective (II Peter 1:3).
4. Students will develop good study skills, thus becoming students who desire true excellence (II Timothy 2:3-7).
5. Students will know, understand, and apply God's word in daily life (Hebrews 4:15).
6. Students will develop a Biblical understanding of the history of the world through the eyes of God, and how our nation fits into God's plan for His church (Luke 7:15).

### C. Social Outcomes

1. Students will develop a positive self-image, as one who is created in the image of God (Ephesians 5:21).

2. Students will be taught to treat everyone with love and respect since they too, are made in God's image.
3. Students will develop Biblical skills for a Christ like personal and social life (Psalm 119:9-16).
4. Students will have a critical appreciation of languages and cultures of other people's, dispelling prejudice, promoting inter-ethnic harmony, and encouraging Biblical hospitality for the alien and stranger (I Corinthians 12:12).

#### **D. Physical Outcomes**

1. Each student will respect his or her body as the "Temple of the Holy Spirit" (I Corinthians 6:19-20).
2. Students will understand that, through salvation, our bodies are to become a living sacrifice for God (Romans 12:1).
3. Students will have respect for all human life as being "fearfully and wonderfully" created by the almighty God (Psalm 139:14).
4. Students will be prepared to practice the principles of healthy, moral family living (Ephesians 6:1-3).

## **VII. Admission Information**

### **A. Non-discriminatory Policy**

CCS admits students of any race, national or ethnic origin, to all the rights, privileges, programs, and activities made available to students at the school. CCS also does not discriminate in the hiring of faculty or staff.

### **B. Evangelism of Students**

Cornerstone Christian School will accept students from non-Christian families providing that the families are in agreement with the Philosophy and Statement of Faith presented at Cornerstone.

The plan of salvation will be presented to every student, with opportunities for each student to come to accept Jesus Christ as Lord and Savior. Furthermore, each subject area shall present the Biblical perspective as truth with all other knowledge as theory. Each concept or fact presented as truth will then be critically measured against the Bible which is the ultimate source of all truth.

### **C. New Student Admission and Enrollment**

The process of new student enrollment at Cornerstone will include the following:

1. Submission of properly completed Application for Admission Forms and Registration Fee.
2. Board-approved placement tests are given to every new student, entering first grade or above, in math and reading to ensure placement at the proper grade/activity level.
3. Parent/student interview with the principal to insure:
  - a. Parents desire a Christian education for their child.
  - b. Parents have read and understand the Statement of Faith.
  - c. Parents have read the Parent-Student Handbook and are in agreement with it.



- d. Parents agree to place their child under the authority structure of Cornerstone, and support Cornerstone in prayer, conversation, and action.
  - e. The student has a desire to attend Cornerstone.
4. High school students must submit a complete transcript prior to being enrolled.

## **D. Admissions Review Criteria**

### **I. Acceptable**

- a. Parents and students, agree to place themselves under the authority of Cornerstone Christian School by signing the Parent Agreement form.
- b. The principal feels that the student can best be served by the academic program at Cornerstone.
- c. Each new student will be considered “probationary” during the first semester. The student’s progress will be evaluated after 6 weeks and again at the end of the first semester, by faculty and principal. Academic effort, attitudes, and conduct consistent with the standards of CCS are required for continued enrollment.
- d. The student must function with a “C” average or better, in the areas of math and reading, or not more than one grade level behind those students of the same chronological age who are already enrolled at Cornerstone. Any students, functioning below this level in math or reading, acceptance will be conditional upon an agreement to participate in a recommended tutoring program to bring the student up to grade level.
- e. The student may be asked to go back one grade level, if it is determined that he/she can best be served at that level.
- f. Each student’s progress will be evaluated yearly, by the principal and teacher.
- g. The parents must accept the grade level recommended by the principal and teacher. This is in compliance to Kentucky State Regulations.

The school is intended to function in a manner that meets all student learning needs. While we love all children, we are not equipped with staff or programs to meet all student learning needs. Any exceptions to these guidelines will be examined and approved by the principal and the Board of Directors.

### **I. Unacceptable**

- a. Refusal of parents or students to place themselves under the authority of Cornerstone Christian School’s Philosophy and Statement of Faith.
- b. Determination through testing or previous academic record that the student will not be best served by Cornerstone’s academic program.
- c. Through formal testing it is determined that the student is functioning two grade levels below his/her age-mates in math or reading.
- d. When the disciplinary history from the former school(s) is unacceptable.
- e. When parents refuse to accept the grade level recommended by the principal and teacher.

## **E. Documentation Required for Admission**

Immunization/Birth Certificates/Social Security Card/Emergency Information Card

High school students must submit a complete transcript prior to being enrolled.

It is required by Kentucky State Law that the following be on file in the school office by the first day of school for each student. If not, the student will not be permitted to begin school:

- Original Up-to-Date Immunization Certificate - Can be obtained from pediatrician or local health department
- Copy of legal Birth Certificate - Can be requested online at <http://chfs.ky.gov/dph/vital/birthcert.htm>. Wallet-size or unofficial hospital certificate not acceptable.
- Copy of Social Security Card - Can be obtained by Social Security Administration, 614 Master Street, Corbin, KY or call 1-800-772-1213.
- Emergency Information card - Can be obtained from school office.
- Authorization to Consent to Medical Treatment - Can be obtained from school office.

## **F. Continuing Enrollment Priorities**

A Pre-Registration period prior to open enrollment will be held for current students and their siblings. During this time, current students and their siblings must complete an Application for Continued Admission form. These are to be turned into the office before the end of the pre-registration period along with the registration fee, which is non-refundable. Current students who have had academic, attendance or behavioral issues will be considered on a case by case basis for reenrollment.

All accounts must be up-to-date before current student re-enrollment or sibling enrollment is accepted, unless other arrangements have been made through the Business office.

Following this pre-registration period, new students will be registered and enrollment will be at the discretion of the Principal and/or the Board of Directors based on (but not limited to) the following factors: Student's previous academic record, behavior and discipline history, parent's/student's representation in the community (including social media) and the date in which application was received. CCS requires current students and parents to uphold a Godly lifestyle and as such, we expect the same from perspective students and parents. These factors will aid CCS in continuing to uphold a Christian atmosphere for all of our students. New students will receive a phone call to notify them of their being accepted into CCS.

## **G. Retaining Student Seat**

Payment of the Book and Materials fee guarantees your child's seat. To retain a seat in the returning class, payment must be made according to the schedule listed in the Financial Guidelines section.

## **H. Withdrawal Procedure**

If a student withdraws during the course of the year, it is the parent's responsibility to complete the standard withdrawal procedure through the school office. It is preferable that parents notify the school at least one month in advance. Parents will be responsible to pay tuition through the current month of the withdrawal. The withdrawal procedure will be complete when a parent has signed the withdrawal form, cleared outstanding debts, and returned all library material and textbooks.

### **I. Specific Grade Requirements for Admission**

**All students are admitted to Cornerstone Christian School on nine (9) week's probation. Students seeking admission to Cornerstone Christian School must have the current year testing on file before being officially accepted, if no acceptable testing has been arranged:**

- 1. Kindergarten – Prospective students shall be five years old by August 1<sup>st</sup>. A**
- 2. First – Twelfth Grades – Prospective students will be tested to determine placement level. It is necessary that certain criteria be met before entering first grade.**

## **VIII. FINANCIAL GUIDELINES**

### **A. Tuition and Fees**

- 1. Tuition Payments & Plans** – Payments can be made over a 10-month (beginning in August) or 12-month (beginning in July - this option is not available to preschool students) period through automatic bank draft (ACH). These payments can be made monthly on the 1<sup>st</sup> *or* the 15<sup>th</sup>, or twice a month on the 1<sup>st</sup> *and* the 15<sup>th</sup> of each month. Any down-payment will be subtracted from the total before the remainder is set up on a payment plan. Payment in full may be made at any time. The paperwork for this will be included in the enrollment packet.
- 2. Registration Fee (Non-Refundable Deposit)** – Students are not considered enrolled and are not guaranteed a seat in class until the Registration Fee has been paid. The Registration Fee must be paid before attending class. *Only one Registration Fee is required per family.*
- 3. Book & Materials Fee** – If the Book and Materials Fee is not paid by August 1<sup>st</sup>, a \$25.00 fee will be added to each month not paid. The Book and Materials Fee is 50% refundable after July 1<sup>st</sup> and non-refundable after August 1<sup>st</sup>.

### **B. Past Due Accounts**

Past due accounts of 60 days will be reviewed for action by the school board and may result in the dismissal of the student. Anyone with an outstanding debt will not be allowed to re-enroll till that debt has been paid.

### **C. Enrollment**

During the enrollment period, if a class is filled the student will be put on a waiting list in the event that a second class is open. Families on the waiting list do not pay the Registration Fee or Book & Materials Fee until acceptance.

#### **D. Transferring Students**

**High school students transferring in from another school must provide proof of previous credits earned prior to enrollment. All other students must provide a complete copy of student records prior to enrollment.**

#### **E. Late Enrollment**

If enrolling after August 1st, the Registration Fee, Book & Materials Fee, and first month's tuition are due upon registration.

##### **Fees**

- **Registration Fee (Non-Refundable Deposit)** – Paid in full with no discounts.
- **Book & Materials Fee** – No discount will be given unless determined that the full amount will not be used based upon the number of days the student will be enrolled.

##### **Tuition**

- Students enrolling within 30 days of the first day of school will pay a full year's tuition.
- Students enrolling after the first 30 days will have their tuition prorated based upon the number of days the student will be enrolled.

#### **F. Tuition Assistance**

The Tuition Assistance Fund is to provide partial tuition assistance for students in Kindergarten and above. Families seeking assistance should complete an application form, which is available through the office. Tuition assistance is available to those who demonstrate actual need without regard to nationality, gender, race, color, or ethnic origin. It is important to apply early as limited funds are available. Returning families and staff will receive priority if application is received by June 1st.

All students receiving Tuition Assistance must maintain a good academic standing at the discretion of the teacher(s) and principal.

#### **G. Contributions and Gifts**

##### **1. Financial Contributions:**

CCS, like most Christian schools, is greatly dependent upon financial contributions. As a non-profit organization, all cash donations to CCS are fully tax deductible. The Business Office will record these gifts and provide you with an end of year statement. Contributions are greatly needed and appreciated.

##### **2. In-Kind Gifts:**

Non-cash contributions such as library books, computers, equipment, supplies, auction items, etc. are a tremendous help to the school in providing for our needs and helping to stretch the budget. These gifts are tax deductible. A tax receipt will be provided by the Business Office upon request.

## **IX. ATTENDANCE / TARDY POLICIES**

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up” and every absence represents a loss to the student as well as extra work for the teacher. 6<sup>th</sup>-12<sup>th</sup> grade students who accumulate more than 8 unexcused absences in a class for the semester shall lose credit for that semester. K5-5<sup>th</sup> grade students who accumulate 16 unexcused absences in a class for the year shall lose credit for that year. Absences for school sponsored activities are exempt. This policy will be applied to each class separately. Absence is defined as missing 15 minutes or more of class time. Additionally, if a student misses more than 15% of the school year (or 25 days total) after enrollment begins, (or for a specific course/class), excused or unexcused absences, with or without a doctor’s note, they may not be allowed to promote to the next grade level or earn a satisfactorily passing grade in a given class. Extenuating circumstances and exceptions may be approved/considered by the principal.

### **Excused Absences**

CCS recognizes (3) three reasons for excused absences:

- Illness or injury such that attendance would risk further impairment (Note from a physician required).
- Emergency medical or dental appointments (preventive and orthodontic appointments should be made for times when school is not in session).
- Attendance at a funeral.

Any absence greater than two (2) school days will require a physician’s note. Two (2) days or less - a Parent note is required for each day missed. A total of 10 Parent excuses can be used in a school year. After a Parent has used 10 excuses, a Physician’s note will be required.

Students should be kept at home by the parents/guardians when sickness is accompanied by a fever.

### **A. University/College visits days**

1. Students in their Junior year are allowed 4 days – must bring in a valid paper from University or College stating the student was there on those specific days.
2. Students in their Senior year are allowed 4 days– must bring in a valid paper from University or College stating the student was there on those specific days.

### **B. Educational Trips**

1. All trips must be validated ahead of time with the Principal.
2. If you are planning a trip, the Principal must validate / approve the trip at least one (1) week in advance if the child is to receive excused absences
3. There is a one (1) week (5 school days) maximum for excused absences.
4. Request must be made in writing to the Principal
5. Any exceptions must have prior approval from the Principal.

6. The student must do a report or class presentation (teachers choice) upon first day back in class .

### **Reporting Back to School After an Absence:**

When returning back to school after an absence, the student must bring a written note signed by a parent or guardian stating the reason for and the date(s) of the absence. The note is to be brought to the school office upon his/her return to school early enough that the student can be in his/her homeroom for the beginning of school. (The determination of the legitimacy of an absence rests with the principal.)

If a student leaves campus for a medical/dental appointment, he/she must return with a note from the doctor/dentist office stating the date and time of the appointment. If a student misses part of a day that is excused, he/she is responsible to turn in work for the class period missed on that day. This also applies to taking tests and quizzes. A one day grace period is permitted if the excuse is not presented the day of returning to school.

### **Make-Up Work for Excused Absence:**

- Absence due to personal illness or medical appointments, which could not be scheduled after school, or death in the family are excused absences. Make-up work with credit will be given.
- Students are responsible for turning in all assignments missed, because of absence from class. This requirement also applies when students are in school, but miss class, because of special activity. The student should confer with his/her teacher and clearly understand the due date of each assignment.
- The student has the same number of days to make up an assignment as the number of days he/she was absent (i.e. absent 3 days, 3 school days to make up.) If a student's work was clearly assigned before the absence, then the student should be prepared to turn in/take tests the day he/she returns. It is the student's responsibility to make up missed work.

### **Unexcused Absences**

- Extended absences without a written doctor's excuse.
- An absence due to social or pleasure visit when adequate notice and preparations have not been made prior to the absence. \*
- Suspension from school.
- After a student has missed 8 unexcused accumulated days during the year, the teacher will notify the principal. The principal will notify the parents by mail or phone of the number of days missed.
- After the student has missed 12 unexcused accumulated days, the principal will notify the CCS Board of Directors and schedule a conference with the parents.
- No student will be given credit for any grade level if 16 or more unexcused, accumulated days are missed during the year, except by recommendation of the principal to the school board.

- Unexcused absences may be made up with a 20% deduction assessed on all work missed, including tests and quizzes, as long as it is turned in on the assigned day. Further reduction will occur if not turned in on the assigned day.

\*We do not condone absence from school for a vacation of any kind. If the parent *chooses* to have the child miss the regular school sessions for this reason, it is the responsibility of the parent, and not the school, to compensate for the instruction time the child will miss. **Parents must notify the teacher and principal at least one week before the student will be absent, and make up work is due on the first day back to school after the absence.** Tests and quizzes will be arranged with the individual teacher.

### **Tardiness**

Being on time daily is an integral part of a good education. We realize this punctuality is to a large extent the responsibility of the parent who provides transportation for his/her children. We strongly urge you to plan your morning schedule, so that your children will be here before their class begins.

Tardy students must check in at the office. If there is excessive tardiness, reported by the teacher, the principal will contact the parent with the possibility of further discipline for the child. If a student receives five (5) tardies and/or is picked up early from school during the year, the student will not be eligible for end-of-the-year perfect attendance awards. Five (5) tardies/early pick-ups are equivalent to one absence.

### **Early Dismissal Policy**

Unless prior arrangements have been made through the office, we ask that you not pick up your child before their dismissal time. All students checking out before their dismissal time *must be signed out* through the school office. If a student receives five (5) early dismissals and/or tardies during the year, the student will not be eligible for end-of-the-year perfect attendance awards. Only person(s), as listed on the student's "*Emergency Information Card*", will be permitted to sign out the student. The office will ask for show of I.D. We also ask that parents come to the office first and do not go directly to your child's classroom.

## **X. Academic Information**

### **Academic Standards**

CCS believes in maintaining the highest possible academic standards. This, along with strong parental involvement, small classes, and a commitment to teach all subjects from a "biblical" perspective, has allowed Cornerstone to continue an educational program of the highest quality.

#### **A. Instructional Methodology**

CCS uses several biblically-based curricula as its guiding instructional format for all grade levels. The traditional methodologies, along with the "biblical" integration of subject matter, will ensure that the educational, spiritual, and philosophical goals of Cornerstone will be met.

## **B. Curriculum and Textbooks**

The main resources for teaching material that CCS chooses to use are A Beka, Bob Jones University, and Purposeful Design. We have chosen **all three** for their biblical basis, Christian worldview, academic excellence, and traditional teaching philosophy. Teachers use other resource material to supplement their teaching.

## **C. Homework Policy**

CCS believes that homework is a valuable part of each child's education. The Homework Policy is as follows:

1. Homework may be used to reinforce or practice important concepts taught during the day.
2. If a student does not finish all of his or her classwork, this should be completed at home.
3. Weekly or unit tests such as: math, history, language, spelling, phonics, health, science, etc., may require study sheets, which may be assigned as homework.
4. Unit projects may also require work at home in order for a quality of excellence to be maintained.
5. No homework/tests are to be due/given for Thursday. Wednesday evening is to remain open for church activities. Church activities on other nights should be previously coordinated on an individual basis between student and teacher.

## **E. Teacher Responsibilities:**

1. Teachers should give clear instructions to the student about the amount of work, type and variety of skills to be demonstrated upon the completion of the assignment, due date, and how grading will occur.
2. A timely response to homework assignments by the teacher ensures that the students will receive essential feedback to allow their success on the next homework assignment.
3. Teachers should coordinate the amount of homework with other teachers in order not to place too much of a burden on students at any one time.

## **F. Student Responsibilities:**

1. Students are to be conscientious to do their best and hand in homework on time.
2. Late homework without an excuse may result in reduction of grade.

## **G. Parent Responsibilities:**

1. Parents should help their child(ren) to budget their time effectively in order to ensure timely completion of an assignment.



## **H. Requirements for Graduation**

A Student must have a minimum of 24 credits to graduate from Cornerstone Christian School. A full credit is considered 170 days of instructional time per subject.

### **High School Diploma**

Bible	4 credits
English/Language Arts	4 credits (English 9, 10, 11 and 12)
Mathematics	4 credits (Algebra I, II, Plane Geometry and Math Elective)
Science	3 credits (Physical Science, Biology and Chemistry)
Social Studies	3 credits (World History 10, U.S. History 11, American Government (½ credit) and Economics (½ credit))
Health / PE	1 credit
Practical/ Performing Arts	1 credit
Electives	3 credits
Spanish	1 credit

## **H. College Courses/Dual Credits**

Cornerstone Christian School junior and senior students are encouraged to take college classes if they are academically prepared. Cornerstone Christian School will accept courses in Math, Bible, English and History as dual credit courses towards high school graduation requirements. CCS will accept one high school credit for each of the three areas (Bible, English, History and Math) in each of the student's junior and senior years for a total of 8 high school credits accepted. Students wishing to take college courses for dual credit will need to obtain prior approval through the school principal and guidance counselor. Only credits from an accredited college/university will be accepted. Currently, CCS is excepting courses from University of the Cumberlands and Somerset Community College. For available scholarships, students should see the Guidance Counselor. College courses taken for dual credit will be weighted according to the school grading system. A student wishing to partake in dual credit / College courses must have a Composite score of 18 on the ACT prior to being accepted into any dual credit courses. Students wishing to enroll in Math classes must have a score of 22 in Math on the ACT and a score of 18 in English to take English classes. Students must maintain a 3.0 GPA / B average to enroll in dual credit courses. Students must have attended CCS for a minimum of one semester before being enrolled in dual credit courses. Juniors may take a maximum of two (2) dual credit courses.

## **I. Grading Scale:**

Kindergarten	Grades 1-5	Grades 6-12
(E - Excellent)	93-100 – A	93-100 – A
(S - Satisfactory)	83-92 – B	83-92 – B
(N - Needs Improvement)	70-82 – C	70-82 – C
	60-69 – D	60-69 – D
	Below 60 – F	Below 60 – F

### **Projected Homework Time:**

- K: 10 minutes
- 1<sup>st</sup>: 25 minutes
- 2<sup>nd</sup>: 25 minutes
- 3<sup>rd</sup>: 30 minutes
- 4<sup>th</sup>: 45 minutes
- 5<sup>th</sup>: 45 minutes
- 6-8<sup>th</sup>: 45-75 minutes
- 9-12<sup>th</sup>: 60-90 minutes

## **J. Report Cards**

1. K-5<sup>th</sup> grade and 6<sup>th</sup> – 12<sup>th</sup> grades will receive a report card every nine weeks. Mid-quarter reports are available through RenWeb.
2. For grades that are taken for high school credit, quality points are assigned as follows in order to determine a grade point average:  
A=4.0 B=3.0 C=2.0 D=1.0 F=0
3. All courses that are taken at Cornerstone Christian School or dual credit courses during the high school years will count toward the student's G.P.A. If a student fails a course and takes it over again, both grades will count toward the student's cumulative G.P.A.
4. Guide to letters used on the report cards.  
F - Is doing failing (unacceptable) work  
I - Incomplete work - this work becomes an "F" if not made up by the next grading period.  
S - Satisfactory – Meets expected goals.  
N - Needs improvement – Improvement is needed to meet expected goals.

## **K. Academic Honors and Standards**

### **1. Valedictorian Award**

**The student with the highest academic standing in the senior class, with a minimum GPA of 3.75, will be designated as class valedictorian. Academic rank will be based on the completion of 15 grading periods of work beginning with the freshman year. At least seven of these grading periods must be completed at CCS.**

**2. Salutatorian Award**

The Student with the second highest academic standing in the class, with a minimum GPA of 3.5, will be designated as class Salutatorian. Academic rank will be based on the completion of 15 grading periods of work beginning with the freshman year. At least seven of these grading periods must be completed at CCS.

**L. Elementary Honor Rolls**

1. Principals Honor Roll – Students achieving all A's.
2. Honor Roll – Students achieving all A's and B's.

**Secondary Honor Rolls**

1. Principals Honor Roll – Students achieving all A's.
2. Honor Roll – Students achieving all A's and B's.

- A Principal's Certificate will be awarded to the student(s) who have earned straight A's throughout the year.

**M. Bible Memorization**

Students at CCS will memorize scripture weekly, with opportunities through tests, etc., to reinforce this memorization.

In a case where a parent may have a doctrinal objection to a particular version of the Word, they may request in writing the use of another translation (not a paraphrase) by the student for memorization.

**N. Physical Education**

1. Each student in grades K - 8 will participate in physical education class.
2. Students in grades PK-3rd need to wear tennis shoes on P.E. days. Students will not be able to participate unless they have tennis shoes.
3. Students in grades 4 - 6 may bring clothes to change into for P.E. class. This includes tennis shoes, modest shorts, and a t-shirt (please refer to specific guidelines found in the dress code section), and any toiletries that will be needed (i.e. a towel, deodorant, etc.). Students will be given five (5) minutes to change clothes.
4. All students are expected to participate in P.E. class. The P.E. staff will moderate the extent of activity as necessary. Students must bring a note signed and dated from parent/guardian stating the reason for non-participation. More than one week of non-participation will require a doctor's excuse.

## **O. Field Trips**

Educational field trips enhance learning in the classroom. These trips are part of the curriculum. If a child does not go on a field trip, make up work could be required. Before each trip, parents will be notified with a permission form of where the students will be going, the arrival and departure times, etc. Parents must sign the permission form and return it to their child's teacher before the child will be permitted to leave school property. *Phone messages are not acceptable.*

## **P. Achievement Testing**

The Terra Nova Test will be given to students K-2<sup>nd</sup> grade and 3<sup>rd</sup> – 12th grade will be given the ACT Aspire test at the beginning and end of the school year. No class tests or homework will be given during these tests.

## **Q. Special Needs Testing**

If the principal and teacher recommend developmental, behavioral, or special academic evaluation for a student, this must be completed in a timely manner by the parent. Due to the size and educational programs, CCS is unable to offer children with certain special needs the appropriate instructional classes. After testing, the student will be re-evaluated.

## **R. Tutorial Help**

CCS may offer tutorial help to students, for a fee, if staffing becomes available through the efforts of classroom teachers and teacher's aides.

## **S. Retention**

Students who are performing at or above grade level will be promoted to the next grade level.

K3-K5 – The decision to promote will be made by the teacher with parental input through conferences.

K – 2<sup>nd</sup> grade

Recommendation of retention will be made by the administration and teacher only after careful evaluation of the child's performance, ability, social and physical development and age/grade placement. The student must maintain a 2.0 GPA / C average.

3<sup>rd</sup> - 8<sup>th</sup> grade

Students who fail two or more core subjects (language, social studies, math, science) for the year will be considered for retention. The administration and teachers will evaluate the student's progress to determine if the student will benefit most by being retained in his/her current grade. The student must maintain a 2.0 GPA / C average.

Failure of two or more classes in any grade will result in retention.

9<sup>th</sup> – 12<sup>th</sup> grade

In high school, to be promoted to the next grade, a student must earn:

1. 6 credits to be a sophomore
2. 12 credits to be a junior

3. 18 credits to be a senior
4. 24 to Graduate

Students who fail to maintain a 2.0 GPA will be placed on academic probation for nine weeks. Students who do not meet minimum requirements to move to the next grade will be retained in their current grade and must meet minimum GPA in the first nine weeks of the following school year in order to remain enrolled at CCS. In cases where retention is recommended, parents will be notified of the possibility after the 2<sup>nd</sup> nine week period.

### **Cheating**

Cheating will not be tolerated at any grade level. If caught cheating a zero grade will be given and the parents will be notified. If the behavior is repeated, the student will again receive a grade of zero and will also be suspended. If the student or parents continue to be uncooperative with the school, the student will be removed from the school.

## **XI. BEHAVIORAL GUIDELINES**

### **Policy on a “Godly Lifestyle”**

CCS will encourage all parents, staff members and students to live up to the precepts presented in Colossians 3:1-17: “Since, then, you have been raised with Christ, set your hearts on things above, where Christ is seated at the right hand of God. Set your minds on things above, not on earthly things. For you died, and your life is now hidden with Christ in God. When Christ, who is your life, appears, then you also will appear with him in glory”. “Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust, evil desires and greed, which is idolatry. Because of these, the wrath of God is coming. You used to walk in these ways, in the life you once lived. But now you must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips. Do not lie to each other, since you have taken off your old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator...” “Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity” (NIV).

### **A. Suspension**

The Principal has at all times the authority to suspend a student.

1. The length of suspension will be from one to three days.
2. The reasons for suspension:
  - a. Failure to follow teacher’s instruction.
  - b. Failure to respect the authority of staff.
  - c. Use of illegal drugs, tobacco, or alcohol.

d. Any situation which will place the students or staff in a dangerous situation, as determined by the principal.

3. Suspension is not to be instituted for discipline alone. It is the hope of staff members and the board that this time period will also be looked upon as:

- a. A physical time-out from an unmanageable situation.
- b. A time for renewal of communication between the parents and student about the student's behavior and attitude.
- c. A time for spiritual renewal and edification as the entire family unit seeks the will of God about this specific situation.

## **B. Expulsion**

A student may be permanently expelled from school at any time when it has been fully determined by the principal, with consultation of the Board of Directors, that no further correction of the student will provide any positive results, or if the student has committed a major offense. The Board of Directors will have final authority to expel a student.

## **Discipline Categories and Consequences**

Steps for Carrying out the Discipline Policy

1. The teacher warns the student stating the unacceptable behavior.
2. The student is warned again. The child will be taken to the Principal's Office. Loss of privilege will be given (recess, free time, etc.)
3. The student is taken to the principal, and asked to tell what the unacceptable behavior was. The teacher is to fill out an Office Referral Form documenting the behavior. The parents are to receive a copy which is to be signed and returned by the next day. The principal receives the signed copy which is placed in the student's records. The principal will talk and pray with the student. Emphasis is placed on asking forgiveness and receiving it immediately. This teaches a basic principle of our loving and forgiving Heavenly Father. The student also asks for and receives forgiveness from his/her teacher and/or an offended student.
4. If the student is taken to the principal a second time, the parent will be called and may be asked to take the student home for the remainder of the day. The parent may be given the option of coming to school and disciplining their child in private. Loss of privilege and /or work detail (trash removal, clean classroom desks, etc.)
5. If a student misbehaves, after being picked up-by the parent, the student will be suspended as the principal deems appropriate. Other acceptable forms of punishment are, One (1) day after-school detention. (Fee of \$8 per day-due on the day of detention) Depending on the seriousness of the offense 2-3 days of after-school detention will be given with a charge of \$8 per day due on the day of detention. If the behavior continues, the Principal can suspend the student and or recommend to the Board of Directors the student be expelled.

6. In the event that a student intentionally hurts another student, refuses correction, or verbally abuses a teacher or principal, the administration has the right to suspend that student as deemed appropriate and/or recommend to the Board of Directors the student be expelled. At the discretion of the Principal, he may skip from step one to expulsion during any corrective action he deems necessary.

7. If a student has been suspended on 3 separate occasions the administration may recommend to the board permanent expulsion.

**Discipline steps:**

Step 1- Student is warned by teacher in class.

Step 2 - Student is taken to the Principal's Office and loss of privilege (i.e. recess, free time etc.)

Step 3 – Student's parents will be called and loss of privilege in step 2 and/or work detail (i.e. trash removal, clean classroom, sweep/mop, etc.)

Step 4 – After school detention with an \$8 fee to be paid on or before the detention. (may be up to 3 days depending on the seriousness of infraction or frequency of infractions)

Step 5 – Principal recommends the student to the Board of Directors for expulsion.

**WITHDRAWAL/DISMISSAL**

Attendance at Cornerstone Christian School is a privilege, not a right. Any student who does not conform to the standards and regulations of this school may forfeit this privilege. The school may request withdrawal of any student at any time that, in the opinion of the school, falls under any one or more of the following categories:

- Attitude incompatibility
- Uncooperative spirit
- Rebellion toward discipline
- Chronic complaining
- Sowing discord
- Lack of parental cooperation
- Nonconformity to standards of conduct and grooming
- Chronic unexcused absences or tardiness
- Fighting, stealing, lying, cheating, and open rebellion
- Immoral Conduct as defined by scripture such as fornication, homosexuality, etc.

The above **WILL NOT BE TOLERATED.**

**Cyberbullying Policy**

Cyberbullying is bullying that systematically takes place using electronic technology. Electronic technology includes any and all communication devices and equipment such as cell phones, computers and tablets, as well as communication tools including social media sites, text messages, chat and web sites. Examples of cyberbullying include: mean text messages or emails, rumors sent by email or posted on social networking sites and embarrassing pictures, videos, web sites or fake profiles. The administration reserves the right to use any disciplinary action up to and including expulsion in such cases. Kentucky law KRS 525.080 includes electronic communications within the definition of harassing communications, a Class B misdemeanor.

## **Bullying Policy**

CCS takes all forms of bullying very seriously and has a zero tolerance for any type bullying. As such, students are encouraged to tell a teacher/staff member if they see any form of bullying. Students can speak to teachers/staff without fear of being punished or identified to their peers as an informant. As Christians, we are called to love others and to look out for those who are weaker (I John 3:17-18). Any communication between teachers and students concerning bullying will be kept confidential to promote free communication about these matters.

## **Explanation of Consequences**

### **Probation:**

Probation will be permitted when a student needs an opportunity to correct a problem. If the problem is not improved in a satisfactory manner, the student may be asked to withdraw from the school.

### **Reasons for Probation:**

1. Disciplinary - Persistent absences (10 or more), tardies (15 or more), or not following rules
2. Academic - Not being in good academic standing. Students must to maintain a C average or better.

Loss of Privilege – No recess, lunch break, free time etc.

Work detail – Clean classroom(s), desks, sweep/mop, trash removal etc.

After-school detention – For one (1) hour immediately after school. Parents will be charged \$8 per day.

Suspension – Student is not allowed on school grounds for the duration of the suspension.

Expulsion – The student will not be allowed to return to school for one year after expulsion

## **XII. DRESS CODE**

There are three essential principles underlying Cornerstone's dress code:

1. As a school, the mission of CCS is to educate young men and women. Doing so includes giving them the opportunity to grow in wisdom as to their choices about their personal attire.
2. We further believe that honoring God and our neighbors with modest clothing choices is a biblical imperative (1 Timothy 2:9 ~ 1 Corinthians 10:31-32 ~ Romans 12:10 ~ Philippians 2:3-4), therefore we restrict student clothing choices to those that are appropriately modest and considerate for the School's environment.
3. Lastly, the School is a place that intentionally respects and requires serious work; therefore, our clothing must in no way distract from that work, but in fact suitably reinforce it.

Accordingly, during the school day and for school activities, the School requires that its students wear clothing that is suitable for a work environment, and modest, neat and clean—properly sized and without holes, rips, patches or frayed/ragged ends.

The following guidelines offer some clarity as to the definitions of "suitable, modest, neat and clean":



## A. Standardized Dress for K5-12<sup>th</sup> Grade

### 1. Young Men

#### Shirts:

- Approved Uniform dress shirts include polo, oxford, short or long sleeve collared shirts. Shirts may be any solid color (no patterns) as long as it has a collar. School logo is the only permissible marking or writing. Any label / logo showing is not permitted. Turtleneck sweaters may be worn during cold weather.
- CCS Logo wear: shorts, long sleeve or short sleeve are also permitted. The CCS sweatshirts and T-shirts are **the only approved** sweatshirts and T-shirts permitted to be worn during the school day. Please contact the school office for information regarding vendors of CCS wear.
- Sweaters: only solid sweaters may be worn over collared shirts.
- Must wear a dress code top that comfortably and completely covers (or layers under a dress code top that completely cover) their midriffs and backs at all times, whether standing, sitting or bending.
- Uniform shirts must be tucked in at all times.

#### Pants, etc.:

- Approved bottoms include: proper-fitting pants or knee-length shorts. Cargo pants are acceptable. Shorts should only be worn in warm weather. Pants/shorts should be solid colors of either navy, gray, black or khaki.
- 6<sup>th</sup>-12<sup>th</sup> grade boys Uniform pants must have belt loops.
- 6<sup>th</sup>-12<sup>th</sup> grade boys must wear a belt at all times when wearing a button up or polo shirt.
- Boys must be clean shaven and sideburns no longer than the middle of the ear.

**\*\*Please note: No sweatpants, pajama pants, workout pants, blue jeans or pants with elastic cuffs are allowed during non-dress down days.**

### 2. Young Women

#### Shirts:

- Approved Uniform dress shirts include polo, oxford, short or long sleeve collared shirts. Shirts may be any solid color (no patterns) as long as it has a collar and must be appropriately buttoned when buttons are included. Turtleneck sweaters may be worn during cold weather.
- CCS Logo wear: shorts, long sleeve or short sleeve are also permitted. The CCS sweatshirts and T-shirts are **the only approved** sweatshirts and T-shirts permitted to be worn during the school day. Please contact the school office for information regarding vendors of CCS wear.
- School logo is the only permissible marking or writing. Any label showing is not permitted.
- Sweaters: only solid sweaters may be worn over collared shirts.
- Uniform shirts must be tucked in at all times.

### **Pants, etc.:**

- Approved bottoms include: proper fitting pants or knee-length shorts, skirts, jumpers or skorts. Colors include khaki, navy, gray, and black.
- Shorts: should be no shorter than THE TOP OF THE KNEE when standing (even on designated “Dress Down” Days). Clothing more than two inches above the kneecap is not acceptable and will need to be changed.
- Skirts, jumpers, and skorts should be THE TOP OF THE KNEE when standing. Pants, if worn, should be full length and loose fitting with the exception of tights or leggings. Tights and leggings are acceptable in any solid color as long as they are worn under a skirt or dress.
- Must wear a dress code top that comfortably and completely covers (or layers under a dress code top that completely cover) their midriffs and backs at all times, whether standing, sitting or bending.

**\*\*Please note: No sweatpants, pajama pants, workout pants, blue jeans or pants with elastic cuffs are allowed during non-dress down days.**

### **3. All Students**

- Shoes--must be worn at all times. Laces are to be worn and tied in shoes that are designed for such. Tennis shoes are required for PE day. Students should wear socks with athletic shoes.
- K3-2<sup>nd</sup> grade: shoes must be Velcro or slip on. Please, no shoes which require shoelaces to be tied for K3-2<sup>nd</sup> grade.
- Club uniforms (i.e. boy/girl scout uniforms, archery uniforms) are acceptable on meeting days.
- Types of jackets/coats worn are to be of good taste and judgment. No symbols, characters, etc., that is disrespectful or promotes inappropriate behavior may be on coats/jackets, lunch boxes, backpacks, folders, books, etc.
- Sweatshirts – only official CCS sweatshirts (or hoodies) are permitted.
- All students should have clean, well-groomed hair. Boys’ hair should be neatly cut. The back length should be at or above the collar of a standard dress shirt and the side length should be off of the ears. No extreme hairstyles will be accepted for any student.

**\*\*Please note: No sweatpants, pajama pants, workout pants, blue jeans or pants with elastic cuffs are allowed during non-dress down days.**

#### **\*\*Specifically NOT permitted\*\***

- a. Fatigues, military attire, camouflage, work uniforms, or overalls may not be worn.
- b. Studded bracelets or collars, heavy wallet or neck chains may not be worn.
- c. Boys will not wear earrings.
- d. Girls should wear jewelry in moderation and good taste.
- e. Visible body piercings, other than appropriate earrings, may not be worn.
- f. Girls' make-up should be worn in moderation.
- g. Flip flops, open-toed shoes, house shoes, sandals or shoes without back-straps
- h. Tattoos of any kind are unacceptable.
- i. Hats, sunglasses, or other such accessories are not to be worn inside the school building.
- j. Mustaches and beards.

- k. Garments that are very thin, semi-transparent or see-through.
- l. Colored undershirts or undershirts with lettering or designs that show through the uniform shirt.
- m. Tight-fitting, clinging, low-cut or high-slit garments.
- n. Leggings/legging-style pants may not be worn as pants.
- o. Hats are not permitted even on dress down days.

The school reserves the right to make all interpretations of inappropriate dress.

## **B. Dress Down Days**

All students are encouraged to participate in dress down days. Students are to come to school clean, neatly dressed, and well groomed. On “dress-down” days, including designated field trips or school events, students are not to wear clothing which is disrespectful, or which promotes inappropriate behavior. Examples of inappropriate dress are items that portray martial arts, rude remarks, aggressive characters, and obscene or occult themes.

Dress code violations that are a matter of modesty, either the student will be sent home to obtain proper clothing, or the office until the clothes arrives. In either case, the student will not return to class and will receive unexcused absences until proper clothing is obtained.

Dress down guidelines

Jeans must not sag, must fit properly and cannot have holes or frayed edges. Also, they must adhere to all other dress code guidelines.

Shirts do not have to be tucked in.

T-shirts must have a traditional fit.

T-shirts with logos, slogans or designs that contradict Biblical principles are not allowed.

Sports-related shirts, sweatshirts, outerwear and warm-ups may be worn on designated dress down days.

All other dress code guidelines are to be observed on dress down days.

P.E. days will be designated as “Dress Down Days. **Notice:** P.E. days are subject to change with short notice. However, we will make every effort to let the students know if such a change has to be made.

Dress down days for students not in P.E. class will be on Fridays.

Additional Dress Down Days will be announced throughout the year by administration.

## **C. Consequences**

Students who are observed to be out of dress code will be required to change into appropriate attire. They may be kept from class until such clothing is found or brought from home.

# **XIII. STUDENT GUIDELINES**

## **Bible Version for Classroom Use**

Our teachers at Cornerstone use two versions of the Bible. For memorization purposes the King James and New International version, are used.

## **Birthdays**

If you wish to celebrate your child's birthday with his/her class, please inform your child's teacher at least one week in advance of the party.

## **Gum, Food, and Drinks**

No gum is allowed in any classroom. Food and drinks are only allowed in the classroom by authorization of the teacher.

## **Chapel**

Students will meet for corporate worship weekly during the school year. There are weekly or bi-weekly chapel programs which include pledges, singing, and a brief devotion. Parents are welcome to attend. Attentive, courteous conduct is expected of all students, with no talking during the service.

## **Communicable and Infectious Diseases**

Students and staff members will be in good health and will not have any communicable or infectious diseases which would endanger the general health of others. Please keep all children with a fever or contagious symptoms of sickness at home. It is the responsibility of the parent to notify the school of any limitations on your child's activities, and whether they are subject to a physical condition which requires special treatment in an emergency.

Upon verification of the following communicable diseases, a student must have written consent from a physician to return to school: strep throat, pink eye, slap-cheek, chicken pox, measles, mumps, pneumonia, whooping cough, pin-worms, scabies, ringworm, impetigo, mononucleosis.

Upon verification of the following infectious diseases; HIV, Tuberculosis (TB), Meningitis, Hepatitis, or sexually transmitted diseases.

The policies below apply to students:

- A student known to be infected will not be admitted or permitted continued enrollment in the school without the unanimous approval of a screening committee composed of at least the student's physician, the school principal, and a Cornerstone board representative.
- A recommendation from the committee will then be taken to the board and a decision made.

## **Drug Abuse & Premarital Sex**

Scripture instructs us to remember that our bodies are the "temple of the Holy Spirit," I Corinthians 6:19b (KJV). Any unlawful drug use is prohibited, under Kentucky and Federal Law, and will be reported immediately to the appropriate legal authorities. Cornerstone students are expected to maintain total abstinence from tobacco, alcohol, illegal drugs, pornography, and premarital sex. In most situations students will be expelled for disregarding this policy.

## **Electronic Devices**

All electronic entertainment devices such as iPods, iPads, hand-held gaming devices, etc. - except educational ones necessary for school work and approved by the teacher - are not to be used during the school day. Cell phones must remain off during the school day. Cell phone usage is only permissible with express permission of a teacher or staff member, and should be limited to emergency use.

## **Cell Phone Policy**

All cell phones are prohibited in class. Cellular devices must stay in purses, backpacks or gym bags (not in pockets) and turned OFF when entering school in the morning until 3:00 pm.

Consequences for failure to adhere to the policy:

- 1.) First offense = Parents are notified via letter that must be signed and returned the following school day
- 2.) Second offense = Parent will pick phone up in school office at the end of the day.
- 3.) Additional infractions = Cell phone privileges on campus are revoked for the remainder of the semester
- 4.) Repeated infractions will be considered defiance of authority and could lead to suspension or expulsion
- 5.) Students in middle – high school may use their phone only with Teachers permission and during non-instructional time.
- 6.) Phones will not be used to play games, take photos, texting, social media or in an inappropriate way.

**\*\*If a student sees another student using a cell phone inappropriately or against school policy, they should notify their teacher and the teacher will make sure that student receives punishment from the list above.**

## **Extended Care**

Extended care services are provided before and after school for CCS students only. Any student not picked up by 3:15 pm. will go into after school care. Grade levels offered and cost will be determined at the beginning of the new school year. Please contact the school office for additional information if your family will be using this service. After school care rates do not begin until 3:30 pm. If the child is picked up before 4:00 pm the rate is \$3.00. If the child is picked up between 4:00 pm – 5:00 pm, the rate is \$6.00 per hour.

## **First Aid Procedures**

At the beginning of each school year all students must have on file an Emergency Information card. The information on the card includes the name, address, and phone numbers of the parents, name and phone numbers of the doctor to be notified, and other information. An Authorization to Medical

Treatment Card must be signed and dated. This gives the school permission to administer medical care to the child in case of emergency.

- First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
- Parents will then be notified. If parents cannot be consulted, the physician will be notified to make sure the treatment being given is sufficient or if the child needs to be taken to the Emergency room.
- A member of the school staff will stay with the child until the parents can be notified and assumes responsibility.
- Internal medication will be given only by the order of a physician.

### **Lost and Found**

We reserve the right to dispose of any article that has been left unclaimed for more than four weeks.

### **Medication Policy - Prescribed and Non-prescribed Drugs**

Students are not to bring any medications to school unless it is absolutely necessary. If a student must bring medication to school, it must be registered in the office, in the original container, with a note from the parent giving permission to the school to administer the medication, and indicating the time and dosage. The only exception to this policy is asthma related medication, or insulin. No student, at any time, may be given medication by another student. The only exception to the above policies is asthma related medication or insulin. Your child will only be given medication(s) that have been authorized by the parent/guardian on the Authorization to Consent to Medical Treatment Card from the school office.

### **Parties and Holidays**

The students will have class parties during the school year for which we will need parental assistance with refreshments. Individual teachers will request your attendance if needed to help supervise a class party. CCS is single minded in the celebration of Christian holidays such as Christmas and Easter. The true meaning of these celebrations is drawn from the birth, death, and resurrection of our Lord Jesus Christ. We ask the support of our parents in keeping these holidays "Holy Days." Therefore, there is no observance (in the form of food, dress, worksheets, or decorations) within Cornerstone, concerning Halloween.

### **Prayer**

We at CCS seek to share with our students the special privilege of prayer to the Lord throughout the day. We begin each day with prayer. Students are also encouraged to pray individually for themselves and others.

### **School Hours**

School hours will be determined as traffic flow is considered. Before-School Care (free) is available at 7:15am. We ask that students leave no later than 15 minutes after school dismisses, unless staying in After School Care (hourly fee begins at 3:30).

## **School Programs**

All students are expected to take part in school programs throughout the year, unless prior arrangements have been made. Parents will be notified in advance and are expected to have their child(ren) take part in these school activities.

## **Telephone**

Students will not be allowed to use the school phone except in an emergency. Permission must be given from the office.

## **Visitors**

All visitors, including parents, must register with the office before proceeding to any of the classrooms during a regular school day. A pass will be given to the visitor. Students may receive special permission to have visitors from another school if it is first cleared with their teacher and the principal.

# **XIV. STUDENT ACTIVITIES**

## **Christian Athletics**

The Christian philosophy of athletics must stem directly from the school's Christian philosophy of education. The ultimate goal must be "to be conformed to the image of Jesus Christ", (Rom. 8:29), and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body," (I Thessalonians 5:23). It is the goal that the athletes develop positive Christ-like character qualities and express them through the avenue of athletics. (4.096-1)

## **Student Athletic Eligibility**

- For Basketball - No student may participate in a scheduled practice or game unless he or she has submitted a physical exam form from his or her physician.
- All athletes must be in good academic standing in all of his/her classes during the current grading period. If a student is not in good academic standing, they will be reviewed every two weeks until they become academically eligible.
- Probation and/or suspension will be the result of unacceptable conduct.
- Athletes must be in attendance the entire school day in order to participate in practice or games. Doctor/dentist's appointment or funerals will be excused.

## **Extracurricular Activities**

**Archery** is for grades 4 thru 12. Students do not need to have their own equipment; they are encouraged to use the School's equipment until they are sure this is a sport they enjoy. CCS attends 7 or 8 tournaments in the local area. The cost for archery will include team shirt, registration fees for tournaments and equipment fee. The total cost for 2019-20 school year will be \$75. Coaches are: Cheryl Winters, Jon Brummett and Tammy Creech. They invite you to join our CCS team.

**Basketball** for boys will be offered for grades 4 and 5. Wayne Gentry is the boys' basketball coach. Basketball for girls will be offered for grades 1 thru 6. Jamie Crase is the girls' basketball coach. Locations and times of practices will be determined after the school year begins.

## **XV. PARENT INFORMATION**

### **School Communication**

CCS makes every attempt to keep parents informed of school functions, class activities, policies, and deadlines. Our RenWeb program is available at all times with announcements and calendar items. To log in, please contact the office for your personal credentials.

### **School Snow Delays/Closings**

Cornerstone will follow their own schedule. Below is the list of television and radio stations the delays/closings will be announced on:

#### Television Stations:

- WLEX Channel 18 Lexington
- WKYT Channel 27 Lexington

#### Radio Stations:

- WCTT-FM 107.3 Corbin
- WYGE-FM 92.3 London

If school is in session, but you feel that the roads are unsafe to travel, please call the school and your child's absence will be excused and will not be counted against perfect attendance records.

### **Parent/Teacher Association (PTO)**

We have an active Parent/Teacher Organization (PTO) group which meets monthly through the school year. Parents are strongly encouraged to attend all of these meetings, and to participate actively in any Community Outreach, student activities or fund-raising program the PTO votes to implement. These programs enable our school to add much needed equipment and supplies.

### **Volunteer Service**

All parents are expected to participate in school activities. Your donation of time and ideas are very essential to the growth of CCS.

### **Parent-Teacher Conferences**

CCS believes that it is very important for parents and teachers to work together and to communicate effectively. To insure that this takes place:

- Parents and teachers will have the privilege of meeting together once each semester for Parent/Teacher Conferences in order to discuss the child's progress.
- Another conference may be needed if a student falls below a C at mid-term in any subject.
- Parents may request a conference with the child's teacher at any time to discuss their child's progress in class.



- Teachers may request a conference with parents at any time, to address issues with regard to academics and/or disciplinary progress or lack thereof.

### **Biblical Grievance Policy**

Step by step procedure for parents to follow when addressing a problem with a staff member of CCS. In keeping with the spirit of Matthew 18:15-17, below are the verses (KJV) and the steps to be taken:

*v.15 Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: If he shall hear thee, thou has gained thy brother.*

*v.16 But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.*

*v.17 And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an "heathen man and a publican."*

Step 1 - Parents should meet with the staff member in the spirit of love and cooperation. If the problem is not resolved, go to the next step.

Step 2 - The principal will meet with the parent and staff member. If the problem is not resolved, go to the next step.

Step 3 - The Chairman of the Personnel Committee will call a meeting with a voting majority of the board, the parent, staff member, and principal. In the event a solution cannot be found, go to the next step.

Step 4 - The parent has the right to present the problem to the full board. This should be presented in writing. We strongly urge parents to follow this procedure. It is our goal to insure that everyone has a means to be heard fairly without the crippling effect that gossip and rumors can have on your school.

### **Deadlines**

Deadlines are necessary for permission slips for field trips, tuition payments, and numerous other things. We frequently send letters home with students in order to keep parents abreast of the activities going on at Cornerstone. We expect and appreciate a timely response from parents. These deadlines are set so we may operate the school in a prudent manner. It is not our intention to burden parents, however, the school must also strictly adhere to deadlines and policies.

### **Student Driving Policy**

Students who wish to drive to school at CCS must provide the following to the school office:

- 1.) Copy of a valid Kentucky driver's license
- 2.) Copy of valid vehicle registration form
- 3.) Copy of current auto insurance card

Students must agree to the following:

- 1.) Obey all traffic rules on campus.
- 2.) Park in the designated area only.
- 3.) Students are not allowed to sit in their vehicles. They must come in to the school upon arrival. Students must exit the parking lot when dismissed.

- 4.) Return to their cars only when leaving school for the day.
- 5.) Transport only members of his/her family to and from school unless other passengers are listed on the Student Release Form.
- 6.) No loitering around, on, or in anyone's care for at any time while on school property.
- 7.) Reckless driving on school property may result in the loss of driving privileges to school for the remainder of the semester.
- 8.) Students are required to be regular in attendance and on time daily.
- 9.) Seat belts must be worn when car is in motion.

Any violation of the student driving policies will result in disciplinary actions and/or loss of driving privileges on school property.

**\*\*\* \$25 per semester for parking permit\*\*\***

### **Handbook Amendments**

The Cornerstone Christian School Board of Directors reserves the right to amend this handbook at any time and will inform parents of any changes or additions that are made. Family Educational Rights and Privacy Act (last updated from website 3/25/2012)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with Tuition Assistance to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.