

Below is a list of items that are required for your child's permanent school record upon enrollment.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

- \_\_\_\_\_ CCS Application for Enrollment
- \_\_\_\_\_ CCS Emergency Card
- \_\_\_\_\_ CCS Consent to Medical Treatment
- \_\_\_\_\_ Copy of Original Birth Certificate
- \_\_\_\_\_ Copy of Social Security Card
- \_\_\_\_\_ Original copy of the Commonwealth of KY Immunization Certificate **(the expiration date must be on the certificate)**
- \_\_\_\_\_ CCS Consent for Publishing: Photo Release - Media - Email
- \_\_\_\_\_ CCS Tuition Agreement Payment Form
- \_\_\_\_\_ CCS Electronic Information Resource Acceptable Use Policy (signature required) K5 & Up Only
- \_\_\_\_\_ CCS Anti-bullying Form

If Applicable:

- \_\_\_\_\_ K5: Preventative Health Care Examination
- \_\_\_\_\_ 1<sup>st</sup> Grade: Eye Exam
- \_\_\_\_\_ 6<sup>th</sup> Grade: Preventative Health Care Examination

**Required registration fee must be included with the enrollment application. If you have any questions, please call the school office at (606) 862-0509.**



# Tuition Payment Form

## 2020 – 2021

----- OFFICE USE ONLY -----  
Registration Fee      Paid      YES or NO  
Payment Type Cash-Check/# \_\_\_\_\_ Credit card  
Book Fee      Paid      YES or NO  
Payment Type Cash-Check/# \_\_\_\_\_ Credit Card

Student Name(s) \_\_\_\_\_  
Payer Name (s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Payment Plan

- ☐ Payment in full      Single payment due on or before August 1<sup>st</sup>, 2020  
☐ 10 Monthly Payments      Automatic bank drafts on the 1st or 15th, beginning August 2020 to May 2021  
☐ 12 Monthly Payments      Automatic bank drafts on the 1st or 15th, beginning August 2020 to July 2021  
☐ 20 Semi-Monthly Payments      Automatic bank drafts on the 1st **and** 15th, beginning August 2020  
☐ 24 Semi-monthly Payments      Automatic bank drafts on the 1st **and** 15th, beginning August 2020  
Day of automatic bank draft (ACH):      ☐ 1st of month    or    ☐ 15th of month  
Include Lunch in ACH:      \_\_\_\_\_ NO      \_\_\_\_\_ YES (balance at time of ACH will be deducted)  
Include After School Care in ACH:      \_\_\_\_\_ NO      \_\_\_\_\_ YES (balance at time of ACH will be deducted)  
Down Payment Option:      \$ \_\_\_\_\_ down payment amount intended.

You may make an initial down payment by August 1<sup>st</sup>, 2020 paid directly to Cornerstone, reducing your future monthly payments. Your remaining balance will be processed through automatic bank draft.

All accounts are to be paid in full by July 31st, 2021. An Overdraft fee of \$30.00 will apply for non-sufficient funds (NSF).

### Authorization Agreement for Direct Deposits (ACS)

I hereby authorize Cornerstone Christian School FIN 61-1222167, hereinafter called CCS, to initiate debit entries to my account indicated below at the depository financial institution, hereafter called bank, and to debit the same to such account. Applicable NSF charges of \$30.00 will apply for returned ACH or checks. I acknowledge the origination of ACH transactions to my account much comply with provisions of U.S. Law.

☐ New Bank Setup    ☐ Modify existing banking information on file    ☐ Reuse existing information on file

Bank Name: \_\_\_\_\_ Account Type Check one ☐ Checking ☐ Savings  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Please Enclose / Attach a Voided Check

Name (s) \_\_\_\_\_ Date: \_\_\_\_\_

Signature (s) \_\_\_\_\_ Date: \_\_\_\_\_



## APPLICATION FOR ATTENDANCE

### CORNERSTONE CHRISTIAN SCHOOL

P.O. Box 848, London, KY 40743 -70 Boggs Rd. Phone: 606-862-0509

Date: \_\_\_\_\_ Application School Year: 2020-2021

**APPLICANT INFORMATION:** Grade: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male or Female (circle)

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

### EDUCATIONAL INFORMATION:

Previous School: \_\_\_\_\_

Last Grade Attended: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Has applicant ever repeated a grade? \_\_\_\_\_ If yes, list grade and reason: \_\_\_\_\_

Does the applicant have a 504 or IEP currently in place? \_\_\_\_\_

Has applicant been referred for testing of 504? \_\_\_\_\_

Does applicant require medicine for management of health conditions and/ 504? \_\_\_\_\_

Does applicant require special accommodation's for learning environment for any reason? \_\_\_\_\_ If yes, what accommodation's, \_\_\_\_\_

Has applicant ever had discipline problems, warning letters, suspended or expelled from school, truancy or disciplinary referral for attendance? \_\_\_\_\_

Has the student ever been convicted of a misdemeanor or felony? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

### FAMILY INFORMATION:

MOTHER/GUARDIAN: \_\_\_\_\_

SS# \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Accepted Jesus Christ as Personal Savior: \_\_\_\_\_

Denominational Preference: \_\_\_\_\_

FATHER/GUARDIAN: \_\_\_\_\_

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_

Accepted Jesus Christ as Personal Savior: \_\_\_\_\_

Denominational Preference: \_\_\_\_\_

Legal Custody of Child: (Please Circle) Both Parents Mother Father

Other (Please specify): \_\_\_\_\_

Student Lives With: (Please Circle) Both Parents Mother Father

Other (Please specify): \_\_\_\_\_

Briefly, explain why you desire to enroll your child at CCS: \_\_\_\_\_

How did you hear about CCS? \_\_\_\_\_

Name of person who referred you: \_\_\_\_\_

Does this person attend CCS? \_\_\_\_\_

*\* CCS admits students without regard to race, color, national or ethnic origin.*

*\* Due to funding and staff limitations, CCS may not be able to accommodate all applicants' needs.*



## CORNERSTONE CHRISTIAN SCHOOL

*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*

### Parent Agreement

In signing this Statement of Enrollment & Financial Agreement, I agree that:

1. **STUDENT PLACEMENT:** I request that CCS reserve a place for my student for the entire school year or the remainder of the year, if my student enters after the beginning of the school year. I understand that all students are admitted on a probationary period of six (6) weeks.
2. **ACCEPTANCE:** Acceptance will not become official until CCS has received all fees, documents, forms, required testing has been completed, and an interview has been conducted with both parents and student.
3. **RULES AND REGULATIONS:** I agree to comply with the school's rules and regulations adopted by the administration and Board of Directors. These include rules of conduct and academic requirements to be met by the student. I also agree that the administration may discipline, dismiss or suspend my student if these rules or requirements are not met.
4. **STUDENT/PARENT HANDBOOK:** I have read and agree to comply with all written policies of Cornerstone Christian School and the procedures as detailed in the Student/Parent Handbook.
5. **WITHDRAWAL:** If students withdraw during the school year, a 30 day written notice needs to be given; otherwise, a full months tuition will be charged.
6. **TUITION AND FEES FINANCIAL POLICY:** By signing this contract, I agree to abide by the following financial policies:
  - The Registration Fee is non-refundable.
  - The Book and Material Fee refund policy: 100% by June 30, 50% after July 1<sup>st</sup>. It is non-refundable after August 1<sup>st</sup>.
  - Tuition and fees will be charged according to the "Schedule of Tuition and Fees" form. Monthly tuition payments are August – May.
  - If monthly payments are not made due to insufficient funds, causing a failed ACH withdrawal, the student may be withdrawn from school after 45 days and three failed attempts.

**EFFECTIVE DATE OF CONTRACT:** This contract shall be effective only upon my signature; receipt of this contract and acceptance by the school is subject to the final admission of my student to the school.

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*Signature of Parent or Guardian*

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*Date*



CCS Emergency Information Card – (Side One)

Please Print

Student's name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_ SSN# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ D.L.# \_\_\_\_\_ cell# \_\_\_\_\_ work# \_\_\_\_\_

Father/Guardian \_\_\_\_\_ D.L.# \_\_\_\_\_ cell# \_\_\_\_\_ work# \_\_\_\_\_

*Below is an authorized list of people who may pick up or assume temporary care of my child if I cannot be reached.*

1. Name \_\_\_\_\_ D.L.# \_\_\_\_\_ cell# \_\_\_\_\_ relationship \_\_\_\_\_

2. Name \_\_\_\_\_ D.L.# \_\_\_\_\_ cell# \_\_\_\_\_ relationship \_\_\_\_\_

3. Name \_\_\_\_\_ D.L.# \_\_\_\_\_ cell# \_\_\_\_\_ relationship \_\_\_\_\_

4. Name \_\_\_\_\_ D.L.# \_\_\_\_\_ cell# \_\_\_\_\_ relationship \_\_\_\_\_

5. Name \_\_\_\_\_ D.L.# \_\_\_\_\_ cell# \_\_\_\_\_ relationship \_\_\_\_\_

*In case of accident of serious illness I request the school contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.*

Physician's Name: \_\_\_\_\_ Office phone # \_\_\_\_\_ Address \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_ Hospital phone# \_\_\_\_\_

Allergies: \_\_\_\_\_ other conditions \_\_\_\_\_

parent/guardian(signature) \_\_\_\_\_ date \_\_\_\_\_



*Continued authorized list of people who may pick up or assume temporary care of my child if I cannot be reached.*

|         |       |       |              |
|---------|-------|-------|--------------|
| 6.Name  | D.L.# | cell# | relationship |
| 7.Name  | D.L.# | cell# | relationship |
| 8.Name  | D.L.# | cell# | relationship |
| 9.Name  | D.L.# | cell# | relationship |
| 10.Name | D.L.# | cell# | relationship |
| 11.Name | D.L.# | cell# | relationship |
| 12.Name | D.L.# | cell# | relationship |
| 13.Name | D.L.# | cell# | relationship |
| 14.Name | D.L.# | cell# | relationship |
| 15.Name | D.L.# | cell# | relationship |

**ANY CHANGES/ADDITIONS THAT NEED TO BE MADE TO THE EMERGENCY CARD MUST BE DONE IN PERSON  
BY THE PARENT OR LEGAL GUARDIAN**



## Consent to Medical Treatment

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

I/we \_\_\_\_\_ and \_\_\_\_\_ are the parent(s)/legal guardian(s), with legal custody of \_\_\_\_\_ who is \_\_\_\_\_ and resides with us at \_\_\_\_\_ and attends Cornerstone Christian School. I/We give my/our permission to the school sponsor/representative to administer over the counter medication for any injury or illness that may occur to my child while in attendance. Below is the medication my child has permission to receive. (check one or more)

\_\_\_\_ Tylenol      \_\_\_\_ Mylanta      \_\_\_\_ Benadryl      \_\_\_\_ Ibuprofen      \_\_\_\_ Tums      \_\_\_\_ cough drops

I/We give permission, if warranted, for a licensed doctor, physician, or emergency treatment center selected by the school sponsor/representative to administer the necessary attention and aid immediately to our child should he/she become injured or sick while in attendance and do so without having to wait until I/we are contacted. I/We consent to any X-rays, examinations, anesthetic, medical, or surgical diagnosis, treatment and hospital care deemed necessary.

I/We understand the school sponsor/representative will endeavor to reach us should the nature of the injury or illness warrant it. However, we will not hold any of the school personnel responsible if efforts to contact me/us are unsuccessful.

I/We can be reached at:

Emergency Phone Number: \_\_\_\_\_

Mother's work phone \_\_\_\_\_

Father's work phone \_\_\_\_\_

Mother's/Guardian's signature \_\_\_\_\_ date \_\_\_\_\_

Father's/Guardian's signature \_\_\_\_\_ date \_\_\_\_\_





## **Photo Release Agreement**

*During the school year we often take photographs of and make videos of children in the classroom for classroom use, professional training, newspaper publication, yearbook, school website, social media and recognition of special accomplishments.*

*I give permissions for \_\_\_\_\_ (child's name) to be photographed or videotaped.*

*I do not give permission for \_\_\_\_\_ (child's name) to be photographed or videotaped.*

\_\_\_\_\_  
(parent signature)

\_\_\_\_\_  
(date)

## **Release of Educational Records to the Media**

*During the school year, we would like to release information concerning student's academic accomplishments such as grades and awards. This information would be released to the newspaper and possibly other forms of media.*

*I give permission for \_\_\_\_\_ (child's name) academic achievements to be released to the newspaper or other media.*

*I do not give permission for \_\_\_\_\_ (child's name) academic achievements to be released to the newspaper or other media.*

\_\_\_\_\_  
(parent signature)

\_\_\_\_\_  
(date)



## Cornerstone Christian School

### Anti-Bullying Signature Sheet

KRS regarding bullying

AN ACT relating to education. Be it enacted by the General Assembly of the Commonwealth of Kentucky: ®Section 1. KRS 158.148 is amended to read as follows:

(1) (a) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or

2. That disrupts the education process.

3. Cyber-bullying

- Mean, vulgar or threatening email
- Forwarding a private communication to others
- Humiliating text sent over a cell phone
- Web site mocking others
- Posting embarrassing photos or video
- Impersonating someone else to spread rumors
- Intentionally excluding someone from an online group
- Posting sensitive, private information about another person

I, the undersigned, have read both the definitions of, and consequences of, any hazing behaviors listed above.

I, the undersigned, have also visited the website listed above and discussed the consequences with my child(ren).

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Parent Signature

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Date



Cornerstone Christian School developed an anti-harassment/ anti-bullying policy which was approved by the Board of Directors on September 11, 2018. Cornerstone wants to ensure the safety and well being of each student. We want to create a godly atmosphere in which student can attend school. Please read the policy and then sign and return the signature sheet. Working collaboratively, we can strive for excellence academically, socially and spiritually. Thank you for your cooperation and may God bless you!

Yours in Christ,

A handwritten signature in black ink, appearing to read "Joe Allen". The signature is fluid and cursive, with the first name "Joe" and last name "Allen" clearly distinguishable.

Joe Allen, Principal



## **Indicator 6.6**

**Biblically based plans and procedure are developed that educate the school community regarding harassment, intimidation, and bullying.**

*Adopted by the Board on 9-11-18*

### **Student Standard of Conduct**

We expect our students to act in a manner worthy of the gospel of Jesus Christ and an important part of our mission as a school is to train our students to become mature, responsible, and generous adults marked by their love for others. We have however, put in place disciplinary procedures that we will endeavor to follow when a student's behavior violates this handbook and the Student Standard of Conduct set out in this handbook.

The behaviors described below take away from the dignity of both victims and perpetrators and may lead to their psychological or physical harm. These actions offend our Lord and greatly corrupt the Christian community and society at large. As a Christian community, we must be about the promotion, not diminution, of human dignity.

Therefore, the Cornerstone Christian School community remains committed to its standard of conduct:

***CORNERSTONE CHRISTIAN SCHOOL seeks to prepare young people for living according to Christian principles, and here and now we seriously intend to be a community that lives together in harmony with the teachings of Jesus Christ.***

Specifically, we share the values of:

- **Glorifying God:** We seek to glorify God in all activities and relationships;
- **Respect:** Each person is created in God's image and therefore will be treated with respect;
- **Honesty:** Our relationships and academic performance will be based on honesty and fairness.

We also affirm God's righteousness as the foundation of our belief and practice. The Scriptures remind us of God's creation of all human beings in His image, His



Cyber-bullying: any of the above actions taken through electronic media such as, social networking sites, email, or instant messages

Physical hostility: poking, pushing, shoving, kicking, hitting a fellow student, or seizing his belongings

An implicit threat of further hostile behavior.

### **Hazing**

**Hazing** is any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. The victim's consent to being subjected to this behavior will not make this behavior allowable.

This behavior is also characterized by some of the following:

- whipping, beating, branding, forced calisthenics, exposure to the weather
- forced consumption of any food, liquor, beverage, drug or other substance
- harassing or demeaning younger or less experienced members of a club or team by verbal or physical intimidation, which includes demanding any duties of them because of their age or lack of experience
- any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or Cornerstone Christian School of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Incidents of bully and hazing are serious violations that threaten the security and wellbeing of the CORNERSTONE CHRISTIAN SCHOOL community. Students should report incidents of such behavior to a teacher, a staff member, or the administration.

The Principal will investigate any report of bullying or hazing.

Consequences for the offending student(s) will seek both to ensure that the School is a place where all of its members are safe and to promote the growth and maturity of the offending student. The consequences for such behavior will



CORNERSTONE CHRISTIAN SCHOOL reserves the right to, as the occasion requires and in its sole discretion, deviate from the processes set out below.

**1. Reporting the incident or behavior.**

It is important for students who think they have suffered harassment, bullying, hazing or sexual harassment to promptly report the incident and file a complaint. Any such complaint shall be pursued according to the procedures described below. All such allegations will be immediately investigated.

In addition, any other student who suspects or has knowledge of an incident of harassment, bullying, hazing or sexual harassment is required to report that information to the Principal immediately and to fully cooperate in the investigation of the incident.

Any other claim that a student has violated the Standard of Student Conduct shall be reported and handled as set out below.

CORNERSTONE CHRISTIAN SCHOOL will not tolerate either mishandling of complaints by authorized personnel, or negative behavior responses to student after making a complaint.

Complaints against employees of CORNERSTONE CHRISTIAN SCHOOL shall be handled under the policy found in the Employee Handbook, as amended from time to time.

**Allegations in Bad Faith**

CORNERSTONE CHRISTIAN SCHOOL also recognizes that knowingly false accusations, especially of sexual harassment, may have serious effects on innocent persons. Students found to have knowingly made false accusations of Harassment, Bullying, Hazing and Sexual Harassment will be subject to appropriate disciplinary action, up to and including suspension, or expulsion.

Please note: This is not meant to include allegations that were made in good faith and reasonable belief of their accuracy, but which were later determined to be insufficient or unsubstantiated so as to not prompt remedial action, in which the complainant had done nothing improper. This provision is meant only to cover



Neither audio recording nor audiovisual recording of any hearing shall be permitted without the written authorization of the Fact-finder. Such recording shall be controlled by the Fact-finder.

The Fact-finder will render a decision ordinarily within 10 working days of the date the complaint was submitted. The complainant will be informed of the resolution of the matter, as deemed appropriate in the discretion of the Principal. The decision may but need not be written.

Whether a decision becomes a part of a student's academic record is a matter within the discretion of the Principal.

#### **4. Potential Sanctions**

Possible sanctions against violation of the Standards of Life and Conduct may include, but are not limited to, detention, probation, suspension, or expulsion.

**A. *Detentions*** may be imposed by any staff, administration, or faculty member for violations of the Standards of Life and Conduct. *Notwithstanding anything to the contrary above, no complaint, fact finding or hearing is required before imposing detention.*

At CORNERSTONE CHRISTIAN SCHOOL there are four levels of detention:

- I. Personal, with a teacher after school
- II. Office: after school, 20 minutes
- III. Office: after school, 60 minutes
- IV. Saturday, 8am – 12pm

Students will be notified of detentions in advance so arrangements can be made for transportation, if necessary. Personal detentions and twenty-minute Office detentions will be served the day of the infraction, or on a day determined by the Principal. Sixty-minute Office detentions must be served during the next scheduled afternoon detention period. For all detentions the following priorities must be followed.

Rules of priority for after-school responsibilities:

- 1. classes and scheduled academic extra-help sessions
- 2. detentions
- 3. extra-curricular activities (including sports)



address and nothing herein is intended to replace any statutory rights of redress either under state or federal law.

#### **5. Appeal.**

A student may appeal a sanction of suspension or expulsion to the Principal. The Principal shall review the Decision and the record of the disciplinary process. In his sole discretion, the Principal may, but shall not be required to, speak to one or more of the parties involved, any witnesses or the official rendering the decision. The principal's decision on any appeal shall be final.

#### **6. Modifications of the Procedures.**

The above procedures are designed to promote fairness, and will be adhered to *as faithfully as possible*. Exceptional circumstances may dictate variation from these procedures but no variation will invalidate a decision unless it prevented a fair hearing.

Notwithstanding the foregoing, if the Principal believes that a student's presence poses a significant threat to his or her physical or emotional Cornerstone Christian School or well-being, or may disrupt the Cornerstone Christian School or well-being of another student, faculty, staff, guest, or other school community member, CORNERSTONE CHRISTIAN SCHOOL may take any action that it believes to be appropriate and reasonable under the circumstances without respect to the Disciplinary Procedures.

In addition, CORNERSTONE CHRISTIAN SCHOOL reserves the right to take unilateral action against students for off-campus conduct that has an adverse effect on CORNERSTONE CHRISTIAN SCHOOL community, or in the event that a student is charged with or convicted of a crime. Under those circumstances, CORNERSTONE CHRISTIAN SCHOOL may suspend the student immediately.

Reinstatement shall be at the sole discretion of the Principal.





## **Electronic Information Resource Acceptable Use Policy**

**FOR SIGNING INSTRUCTIONS, READ ENTIRE AGREEMENT AND FOLLOW INSTRUCTIONS AT THE END. AGREEMENT SHALL STAND FOR DURATION OF STUDENT'S TIME AT CORNERSTONE OR UNTIL REVOKED BY NOTIFICATION OF THE PRINCIPAL.**

**Changes to the agreement must be signed as they occur or the original agreement signed shall stand.**

Cornerstone Christian School strongly believes in the educational value of electronic services and recognizes the potential of such to support the curriculum and student learning on our campuses. The goal of Cornerstone Christian School in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Cornerstone Christian School will make every effort to protect students from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent of Cornerstone Christian School is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is believed that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school and school staff supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on the school computers and or/ network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The school computers and technology equipment is provided for students to conduct research and other necessary educational activities. Access to technology equipment and services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Each student is held responsible for how he/she conducts himself/herself and how he/she use these services and privileges.

Individual users of the school's computer network are responsible for their behavior and communications during use. It is presumed that users will comply with school standards and will honor this Acceptable Use Policy. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files kept on the file servers to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school school computers will always be private.



equipment must also meet the standards of acceptable use outlined in this document..

- **Use of other organization's networks or computing resources** must comply with rules approved by Cornerstone Christian School Coordinator of Technology Services. This includes unauthorized use and access of wireless networks and the installation of personally owned network equipment.
- **Transmission of any material in violation of any United States statutes and laws or other state organizations laws is prohibited.** This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
- Sending or displaying offensive messages or pictures, using obscene language, and harassing, insulting or attacking others is prohibited.
- Violating copyright laws, using another user's password, trespassing in another user's folders, work or files is prohibited.
- Use of commercial activities by for-profit institutions is not acceptable.
- Use of product advertisement or political lobbying is also prohibited.
- Inappropriate use of electronic information resources can be a violation of local, state and federal laws and the individual can be prosecuted for violating any of those laws and this may result in loss of computer access privileges.
- **Privileges:** The use of Cornerstone Christian School information system is a privilege, not a right, and inappropriate use (as defined above) will result in a cancellation of those privileges. Cornerstone Christian School system administrator(s) (operating under the aegis of the Board of Education, Head of Technology Dept. and Cornerstone Christian School Admin.) will decide what appropriate use is and their decision is final. The system administrator may close an account at any time deemed necessary. The administration, staff, or faculty of Cornerstone Christian School may request that the system administrator deny, revoke, or suspend specific user accounts.
- **Services:** Cornerstone Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Cornerstone Christian School will not be responsible for any damages suffered while using this system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Cornerstone Christian School specifically disclaims any responsibility for the accuracy of information obtained through its services.
- **Security:** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the classroom teacher, computer lab instructor or the school principal at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account (or general Student account if no individual account has been assigned to you). Never distribute your password to other users. Any user identified as a security risk will be denied access to the information system. Examples of security risk behavior include attempting to access the account of another user, attempting, in any way, to access data or software that the user has not been given privileges to, attempting to modify the configuration of a computer workstation or server in order to gain access to restricted data or software and distributing your password to others.
- **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, executing, uploading or creating computer viruses, and any attempt to disrupt network services. Vandalism includes any activity that can be described as "hacking, "cracking," and the like. Vandalism also includes the intentional damage of computer hardware, peripherals, and other technology, media or electronics. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.



-----EMAIL OR RETURN ENTIRE AGREEMENT INCLUDED BELOW THIS LINE-----

#### STUDENT AGREEMENT

I understand and will abide by the provisions and conditions of the Cornerstone Christian School Acceptable Use Policy FOR THE DURATION OF MY TIME AT CORNERSTONE. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to Cornerstone Christian School system administrator. Misuse can come in many forms, but it is commonly viewed as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described in the Electronic Information Resource Appropriate Use Policy. All the rules of conduct described on our handbook apply when I am using the network.

#### PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the Cornerstone Christian School Acceptable Use Policy and understand that the information system and the network is designed for educational purposes. I understand that it is impossible for Cornerstone Christian School to restrict access to all controversial materials, and I will not hold Cornerstone Christian School responsible for materials acquired on the network. I also agree to report any misuse of the information system to Cornerstone Christian School system administrator. Misuse can come in many forms, but it is commonly viewed as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described in the Electronic Information Resource Appropriate Use Policy. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. If I do not want my child to participate in this program FOR THE DURATION OF HIS/HER TIME AT CORNERSTONE, I will notify the school principal.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Email address (optional)