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# Student and Parent Handbook

2026 – 2027

70 Souls Harbor Way

London, KY 40744

**606-862-0509**

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

We are excited that you have chosen Cornerstone as your child's school. 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 the academic skills and knowledge base that prepare them for post-secondary education. The quality of our curriculum is attested to by our yearly test scores and students' academic performance after graduating or leaving our school. We are overseen by the Association of Christian Schools International (ACSI).

CCS is a nondenominational, independent ministry and is not affiliated with any church. We seek 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 the Bible will serve as 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 members 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 of the educational program at CCS. Above all, we will count your family among our regular prayer partners 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 daily Bible study and 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 composed of 10 members 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 at least 1 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 the election and appointment of the administrative staff, promotion of the school's interests, securing adequate funds for excellent and expanding programs, and serving as stewards of funds, property, and equipment. The Board has the authority to determine the rules and regulations governing the school.

The Board is composed primarily of parents of students and members of Souls Harbor church, as the school uses the church's facilities.

### **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.

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

CCS provides an environment where students can acquire the ABCs of 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 be to families locally through our students and, ultimately, to the entire world. 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 their 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 the languages and cultures of other people, 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 Guidelines and Information

### A. Non-discriminatory Policy

CCS admits students of any race, nationality, 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

The plan of salvation will be presented to every student, with opportunities for each student 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. 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 ensure:
  - a. Parents desire a Christian education for their children.
  - b. Parents have read, understand, and have signed 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. At least one parent will sign a document stating they are a born-again Christian and are actively involved in a local church.
4. Parents must provide student records from the student's previous school(s) including attendance, behavior, grades, or other information as requested.
5. Parents must disclose if the student has, or has had, an IEP, 504 plan, has been diagnosed with an intellectual or learning disability, or has been diagnosed with any other condition that could affect or impede their academic performance or behavior.
6. High school students must submit a complete transcript prior to enrollment.

## **D. Admissions Review Criteria**

### **I. Acceptable**

a. Our ministry to students is greatly enhanced when the family is under the authority of a local church. Therefore, we encourage all our families to be active members of a local congregation. By applying to CCS, you certify that at least one adult family member in the home submits to the lordship of Jesus Christ and faithfully and regularly attends a local church.

b. Parents and students agree to place themselves under the authority of Cornerstone Christian School by signing the Student and Parent Handbook and Statement of Faith.

c. The principal feels that the student can best be served by the academic program at Cornerstone.

d. Each new student will be considered “probationary” during the first semester. The student’s progress will be evaluated by the faculty and principal after 9 weeks and again at the end of the first semester. The academic effort, attitudes, and conduct consistent with the standards of CCS are required for continued enrollment.

e. 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. For 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.

f. 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.

g. Each student’s progress will be evaluated yearly by the principal and teacher.

h. The parents must accept the grade level recommended by the principal and teacher. This is in compliance with Kentucky State Regulations.

The school is intended to operate in a way that meets all students' 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. IEP and 504 Plans – Cornerstone Christian School is a private Christian school and does not receive federal funding. As a result, we are not required to provide specially designed instruction through Individualized Education Programs (IEPs) or 504 plans. Additionally, we do not have the staff or resources to accommodate students who require these services. Therefore, students enrolled at Cornerstone will not receive IEP or 504 plan services.

## **II. 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 Cornerstone’s academic program will not best serve the student.
- 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 or attendance 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 enrollment.

Kentucky State Law requires 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 a 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 certificates are 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 the school office.

- Authorization to Consent to Medical Treatment - Can be obtained from the 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 in to the office before the end of the pre-registration period, along with the non-refundable registration fee. Current students who have had academic, attendance, or behavioral issues will be considered for re-enrollment on a case-by-case basis.

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 prospective students and parents. These factors will help CCS continue to uphold a Christian atmosphere for all our students. New students will receive a phone call to notify them of their acceptance 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 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 for paying tuition through the current month of the withdrawal. The withdrawal procedure will be complete and records forwarded to the new school when a parent has signed the

withdrawal form, cleared outstanding debts, and returned all library materials and textbooks.

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

All students are admitted to Cornerstone Christian School on a nine (18) week probation. Students seeking admission to Cornerstone Christian School must have the current year's 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>.
2. First – Twelfth Grades – Prospective students will be tested to determine placement level. It is necessary to meet certain criteria before entering first grade.

## **J. Preschool Admission**

The K-2 program is available for children who are two (2) years old by August 1st.

The K-3 program is available for children who are three (3) years old by August 1st.

The K-4 program is available for children who are four (4) years old by August 1st. Children entering the K-4 program should be potty-trained.

## **VIII. FINANCIAL GUIDELINES**

### **A. Financial Office Hours**

Office hours are from 8:00 AM to 3:30 PM.

### **B. Tuition and Fees**

1. **Tuition Payments & Plans** – Payments can be made over a 10-month (beginning in August) period through automatic bank draft (ACH). These payments can be made monthly on the 1st **or** the 15<sup>th</sup> or twice a month on the 1st **and** the 15th of each month. Any down payment will be deducted from the total before the remaining balance 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.

3. **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 or

arrangements for payment have been made. The Registration Fee must be paid before attending class. *Only one Registration Fee is required per family.*

**3. Book & Materials Fee** – The Book and Materials Fee is 50% refundable after July 1st and non-refundable after August 1st.

### **C. Past Due Accounts**

Past-due accounts 60 days or older will be reviewed by the school board for action and may result in the student's dismissal. Anyone with an outstanding debt will not be allowed to re-enroll until that debt is paid.

### **D. Fundraising**

Tuition payments do not cover all the costs. Cornerstone Christian School endeavors to keep tuition rates low to make Christian education affordable to as many Christian families as possible. We, therefore, depend on your support and God's blessing to keep our program operating. Fundraisers may be conducted throughout the school year.

### **E. Enrollment**

During the enrollment period, if a class is full, the student will be placed on a waiting list in case a second class opens. Families on the waiting list do not pay the Registration Fee or Book & Materials Fee until acceptance.

### **F. Transferring Students**

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

### **G. 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 it is determined that the full amount will not be used based on 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 on the number of days the student will be enrolled.

## **H. Tuition Assistance**

The Tuition Assistance Fund provides partial tuition assistance to students in Kindergarten and above. Families seeking assistance should complete the school-provided application form. Tuition assistance may be available to those who demonstrate actual need, regardless of nationality, gender, race, color, or ethnic origin. It is important to apply early, as funding is limited. Returning families and staff will receive priority if applications are received by June 1st.

All students receiving tuition assistance must maintain good academic standing, as determined by the teacher(s) and principal, and demonstrate good behavior and attendance.

## **I. 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, and auction items, are a tremendous help to the school in meeting our needs and stretching the budget. These gifts are tax-deductible. The Business Office will provide a tax receipt upon request.

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

### **A. School Day**

Our school day is from 8:00 a.m. to 3:00 p.m.

Students may be dropped off at the school beginning at 7:30 a.m.

- B. Preschool Arrival and Departure** - The parent will sign each child in upon arrival and sign the child out upon departure. Please do not allow your child to leave the building ahead of you. This will ensure your child's safety. Your cooperation in this matter is greatly appreciated.

### **C. Attendance**

Attendance at school provides a student with classroom experience. This experience consists of participation in class activities and direct instruction by the classroom teacher. Each teacher's instructional program is a progressive, 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 10 unexcused absences in a class for the semester shall lose credit for that semester. K5-5th-grade students who accumulate 10 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. 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 satisfactory passing grade in a given class. Extenuating circumstances and exceptions may be approved/considered by the principal.

Attendance and Tardy Policies do not apply to preschool students.

### **D. Excused Absences**

CCS recognizes (3) three reasons for excused absences:

- Illness or injury such that attendance would risk further impairment
- Medical or dental appointments (when possible, 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 their parents/guardians when they have a fever and should not return to school until they are fever-free and symptom-free for 24 hours.

#### **E. University/College Visit Days**

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

#### **F. 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 (teacher’s choice) on the first day back in class.

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

When returning 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’s office stating the date and time of the appointment. If a student misses part of a day due to an excused absence, he/she is responsible for turning in work for the class period missed that day. This also applies to taking tests and quizzes. A one-day grace period is permitted if the excuse is not presented on the day of returning to school.

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

- Absences 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 a 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, the student should be prepared to turn in/take tests the day he/she returns. It is the student's responsibility to make up for missed work.

## **I. Unexcused Absences**

- Extended absences without a written doctor's excuse.
- An absence due to a social or pleasure visit.
- Suspension from school.
- After a student has missed 5 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 8 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 10 or more unexcused, accumulated days are missed during the year, except by recommendation of the principal to the school board.
- Missed work or tests assigned during an unexcused absence may not be made up.

\*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, the absences will be unexcused.

## **J. Tardiness**

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

Students may be excused for up to 10 tardies if a parent's or doctor's note is provided to the school. Tardy students must check in at the office. If the teacher reports excessive tardiness, the principal will contact the parent about the possibility of further disciplinary action for the child. If a student receives five (5) unexcused 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) unexcused tardies/early pick-ups are equivalent to one absence.

### **K. 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 unexcused (5) early dismissals and/or tardies during the year, the student will not be eligible for end-of-the-year perfect attendance awards. Only the person(s), as listed on the student's "*Emergency Information Card*," will be permitted to sign out the student. The office will ask for a show of I.D. We also ask parents to come to the office first, rather than going *directly* to their child's classroom.

## **X. Academic Information**

### **A. Academic Standards**

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

### **B. Instructional Methodology**

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

### **C. Curriculum and Textbooks**

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

### **D. 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 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 to maintain a quality of excellence.
  
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 the student and the 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, the 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 them to succeed 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 about doing their best and handing in homework on time.
2. Late homework without an excuse may result in a reduction in grades.

**G. Parent Responsibilities:**

1. Parents should help their child(ren) to budget their time effectively in order to ensure the 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 Elective)	4 credits (Algebra I, II, Plane Geometry and Math
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

## **I. College Courses/Dual Credit**

Cornerstone Christian School junior and senior students are encouraged to take college classes if they are academically prepared. Cornerstone Christian School will accept Math, Bible, English, and History courses as dual credit toward high school graduation requirements. CCS will accept 1 high school credit for each of the 3 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 must obtain prior approval from the school principal and guidance counselor. Only credits from an accredited college/university will be accepted. Currently, CCS is accepting courses from the University of the Cumberland 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's 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 at least one semester before enrolling in dual credit courses. Juniors may take a maximum of two (2) dual credit courses.

## **L. Grading Scale:**

<b><u>Kindergarten</u></b>	<b><u>Grades 1-12</u></b>
(E - Excellent)	90-100 – A
(S - Satisfactory)	80-89 – B
(N - Needs Improvement)	70-79 – C
	60-69 - D
	Below 60 - F

## **K. 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 retakes it, both grades will count toward the student's cumulative GPA.
4. Guide to letters used on 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.

## **L. 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.

## **M. Honor Rolls**

### **ELEMENTARY**

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

### **SECONDARY**

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.

## **N. Bible Memorization**

Students at CCS will memorize scripture weekly, with opportunities through tests, etc., to reinforce this memorization. Cornerstone Christian School will primarily use the NIV and KJV versions of the Bible for 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.

## **O. Physical Education**

1. Each student in grades K - 5 will participate in physical education class.
2. Students in grades PK-3 need to wear tennis shoes on P.E. days. Students will not be able to participate unless they have tennis shoes.
3. 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 by a parent/guardian stating the reason for non-participation. More than one week of non-participation will require a doctor's excuse.

## **P. Field Trips**

Educational field trips enhance classroom learning. These trips are part of the curriculum. If a child does not go on a field trip, makeup 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 the school property. *Phone messages are not acceptable.*

## **Q. Achievement Testing**

Achievement Testing will be given to students in grades K–12 during the fall and spring of each year. No class tests or homework will be given during these tests.

## **R. Special Needs Testing**

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

## **S. Tutorial Help**

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

## **T. Retention**

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

Pre-K: The decision to promote will be made by the teacher with parental input through conferences.

K–2nd grade: A retention recommendation 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 the minimum requirements to move to the next grade will be retained in their current grade and must meet a 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 nine-week period.

## **U. Cheating**

Cheating or any form of academic dishonesty 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).

As an evangelical Christian school, we believe that Holy Scripture is the final authority for the faith and practice of the people of God and, thus, for all aspects of the Cornerstone Christian School community. As members of this community, we are committed to living into the fullness of salvation as taught in Scripture, characterized by holy love that reaches into all aspects of our lives, including sexuality.

We affirm that humans are beings created in the image of God, male and female, and are of inestimable worth. We believe that it is only within the context of the covenant of marriage between one man and one woman that the full expression of sexuality is to be experienced and celebrated. This understanding of covenantal marriage and the practice of celibacy within singleness are the means by which we may experience a life of full human flourishing while glorifying God and honoring His Word.

A faithful interpretation of Scripture affirms the principle that sexual purity honors God and that all forms of sexual intimacy that occur outside the covenant of heterosexual marriage are sinful distortions of the holiness and beauty for which God intended. We also understand our responsibility to uphold biblical truth in our belief and practice, but in a way that reflects the grace that holiness produces.

We unashamedly insist that by the grace of God, we are called to live within the biblical boundaries of our sexuality and are empowered to live in obedience to God’s will and

alignment with His purposes as revealed in Scripture. We do not surrender the biblical standard of sexual purity to the prevailing secular culture, nor the definition of “male” and “female” to mean something more or different than an individual’s sex at birth.

Accordingly, Cornerstone Christian School will not recognize, support, or allow individuals or groups whose aim by statement, practice, or intimation is to promote a vision of human sexuality that is contrary to this understanding of biblical teaching. This belief will be supported by our admissions and student retention policies, as well as by facilities management. Further, we believe the above affirmations are consistent with the ancient and historic teaching of the Christian scriptures around the world and remain the guiding light for our practice.

### **A. Suspension**

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

1. The length of suspension will be from one to three days.
2. The reasons for suspension:
  - a. Failure to follow the teacher’s instructions.
  - b. Failure to respect the authority of staff.
  - c. Use of illegal drugs, tobacco, vaping, or alcohol.
  - d. Any situation that 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 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 the principal, with the consultation of the Board of Directors, has fully determined that no further correction of the student will yield positive results, or if the student has committed a major offense. The Board of Directors will have the final authority to expel a student.

### **C. 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 teacher will administer a loss of privilege (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 they are to sign and return by the next "school" 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 for 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 **will** be advised to take the student home for the remainder of the day.
5. If a student misbehaves after being picked up-by the parent, the student will be suspended for one day (up to 3) if the principal deems more days are appropriate. Other acceptable forms of punishment are one (1) day after-school detention. (Fee of \$12 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 \$12 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 that the student be expelled. If a student has been recommended for expulsion to the Board of Directors, that student will not be allowed on campus until the Board of Directors renders its decision.
6. In the event that a student intentionally hurts another student, or staff member, refuses correction, or verbally abuses another student, teacher, or principal, the principal has the right to suspend that student as deemed appropriate and/or recommend to the Board of Directors that the student be expelled. At the Principal's discretion, 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 principal will recommend permanent expulsion to the board.

**Discipline steps:**

Step 1- The student is warned by the teacher in class.

Step 2 – The student is warned a second time, and the teacher will administer a loss of privilege (i.e., recess, free time, etc)

Step 3 – The student is taken to the Principal’s office, and an Office Referral will be filled out as soon as practicable. The student’s parents will be called for a loss of privilege in step 2 and/or work detail (i.e., trash removal, cleaning the classroom, sweep/mop, etc.)

Step 4 – After-school detention with a \$10 fee due on or before the detention. (may be up to 3 days, depending on the seriousness of the infraction or frequency of infractions)

Step 5 – The Principal will suspend the student for a minimum of one day (up to 3 days) if behavior/infractions continue after the student is sent home.

Step 6 – The principal recommends the student for expulsion to the Board of Directors.

**D. PRESCHOOL DISCIPLINE**

At CCS, we believe that good discipline is carried out consistently, in love. We teach that disobedience is against God. We partner with parents to direct the child’s path according to God’s standards. We use positive reinforcement and praise to encourage appropriate behavior. “Our discipline policy prohibits children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel.”

1. We endeavor to train the child in Godly character through Scriptural applications in all areas of our curriculum.
2. We use positive communication techniques. We want the child to become calm, express his or her feelings, and take responsibility for his or her actions.
3. We direct the child to another activity, sit, or play near the teacher when appropriate.
4. We give the child a brief period of “time-out” to consider his or her actions.
5. We take the time to counsel children.
6. If your child bites another child at school, he or she will be sent home for the day. Hopefully, this will make a strong impression on your child, and it will not happen again.

7. If inappropriate behavior continues, your child will be taken to the office to speak with the principal. (See the CCS Student and Parent Handbook for disciplinary steps from this point.)

#### Pre-School Disciplinary Procedures and Incident Documentation Process

To ensure a safe and nurturing learning environment, the following procedures will be followed when addressing behavioral or disciplinary concerns within the Pre-School program.

1. Guiding Philosophy

We are committed to promoting positive behavior through guidance, redirection, and developmentally appropriate expectations. Discipline will be handled with compassion, consistency, and in partnership with families.

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2. Incident Documentation Process

When a behavioral incident occurs that requires intervention beyond redirection (e.g., physical aggression, inappropriate language, or unsafe behavior), staff will:

- Complete a Behavior Report Form on the same day the incident occurs.
  - Include the following in the report:
    - o Date, time, and location
    - o Names of all children and staff involved
    - o Description of the incident and context
    - o Actions taken by staff during and after the incident
    - o Any observed outcomes or injuries
  - Submit the completed report to the Pre-School Director and School Principal by the end of the day.
  - A copy of the document is to be retained by the Pre-School Director or designated administrator in a file that can be reviewed by the School Principal(s) or School Board of Directors.
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### 3. Parent Notification

- Parents/guardians of all children involved in the incident will be notified the same day, preferably through a phone call followed by written communication through one of the school's approved communication methods.
  - A copy of the Incident Report will be sent home with each child involved, requiring a parent/guardian signature and return the next school day to confirm receipt.
  - Staff will be available to meet or discuss the incident further with families upon request.
- 

### 4. Behavioral Review and Follow-Up

- If a child exhibits recurring behavioral concerns, a meeting will be scheduled with the family to discuss:
    - o Patterns of behavior
    - o Classroom strategies already implemented
    - o Additional supports or interventions needed
  - An Individual Behavior Plan may be developed with input from the family, teachers, and administration.
- 

### 5. Escalation Protocol

If a behavior poses a serious risk to the child or others, or if prior interventions have not resulted in improvement:

- The child may be temporarily removed from the classroom (e.g., supervised calm-down space or office).
- Parents will be contacted immediately.
- A conference will be required before the child returns to class to establish next steps and expectations.
- In rare cases, short-term suspension from the program may be considered, in accordance with state regulations and licensing guidelines.

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## 6. Confidentiality

All reports and discussions related to student behavior will be handled with discretion. Information will only be shared with relevant staff and the families involved. Names of students cited for misbehavior may not be shared with parents of other children or anyone without a vested educational interest in the child.

## E. WITHDRAWAL/DISMISSAL

Attendance at Cornerstone Christian School is a privilege, not a right. Any student who does not comply with this school's standards and regulations may forfeit this privilege. The school may request the 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.**

## F. Anti-Bullying Policy

CCS takes all forms of bullying very seriously and has zero tolerance for it. As such, students are encouraged to report any form of bullying to a teacher or staff member. Students can speak to teachers/staff without fear of being punished or identified by their peers as informants. 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 regarding bullying will be kept confidential to promote free discussion of these matters.

The following definitions and examples of bullying are not meant to be exhaustive; instead, they are meant to delineate this issue within our particular context.

Bullying is unwanted, aggressive behavior among students that involves a power imbalance. Bullying also includes repetition of the unwanted, aggressive behavior or the potential for repetition. Furthermore, bullying disrupts the educational process as

students may be unable to concentrate on their learning because of the bullying behavior. Bullying may take place on campus or at school-sponsored events. It may also develop as cyberbullying via social media or through other electronic means, such as texting, direct messaging, etc. Additionally, a young person can be a perpetrator, a victim, or both. The entire community can be negatively affected by bullying behavior.

Common examples of bullying include:

- Physical Bullying: hitting, kicking, tripping, or damage to or seizure of property
- Verbal Bullying: name-calling, persistent and/or aggressive teasing
- Social Bullying: spreading rumors, gossiping, and exclusion of others
- Cyber Bullying: includes but is not limited to social networking, texting, email, and other forms of electronic communication

#### Reporting Bullying

Students who believe they have been bullied should report the incident(s) to CCS faculty, staff, and/or administrators.

Students who think they have witnessed bullying of another student are also encouraged to report the incident(s) to faculty, staff, and/or administrators. Parents concerned about how students treat one another should discuss their concerns with the CCS administration.

Confidentiality will be honored in this process as much as possible by faculty, staff, and administrators. However, as bullying creates an unsafe environment for the community, confidentiality cannot always be upheld.

#### Responding to Reported Bullying

Upon receiving reports of bullying, the administration and staff will work together to gather and document information relevant to the incident(s). Gathering pertinent information will include interviewing the student(s) who brought the bullying charge, the student(s) accused of bullying, relevant student witnesses, and teachers and/or staff members who may have additional information about the event(s). Documentation of bullying incidents will include the persons interviewed, a summary of the incident(s), the frequency of occurrence, and a record of any consequences given. The documentation will be kept in confidential student files in the administrator's office.

Together, parents and administration will partner in modeling the principles of Biblical accountability and forgiveness. The administration will communicate any consequences to the perpetrator and their parent or guardian.

## **G. 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 websites. Examples of cyberbullying include, but are not limited to, mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. The administration reserves the right to take disciplinary action, up to and including expulsion, in such cases. Kentucky law, KRS 525.080, includes electronic communications within the definition of harassing communications, which is a Class B misdemeanor.

## **H. Public Display of Affection Policy**

Public displays of affection are prohibited on the school campus and at school-related events. This includes, but is not limited to, hugging, kissing, hand-holding, sitting on laps, and lying any part of the body on another student. We aim to create a learning environment free from distractions for all students.

## **I. Drug Abuse**

\*E-cigarettes and any electronic vapor devices and drug paraphernalia are strictly prohibited. Students suspected of trafficking in illegal substances will be subject to the same policies and procedures outlined for possession. Cornerstone is a tobacco-free campus for students, faculty/staff, and all visitors. This drug policy is not designated as a form of academic or school punishment.

## **J. School Medical Cannabis Policy**

No student may possess or use medical cannabis as defined in KRS 218B.010 on school grounds or at school-sponsored off-campus events.

School nurses, school staff members, and parents/guardians are prohibited from possessing and administering medical cannabis on school property, at school-sponsored off-campus events, or in the duties of their employment with the school.

A student may not be under the influence of medical cannabis while on school property or while participating in school-sponsored off-campus events.

A student's status as a medical cannabis cardholder or qualified patient, as defined in KRS 218B.010, is not an excuse for violations of this policy.

If a student is subject to a school-administered drug test, the student's status as a cardholder or qualified patient may be considered when analyzing the test results.

Nothing in this policy changes school policy regarding non-medical cannabis or any other prohibited substances.

## **K. Weapons Policy**

Possession of operational or non-operational weapons of any kind (including but not limited to guns, ammunition, knives, stun guns, electrical tasers, pipes, chains, throwing weapons, brass knuckles, blackjacks, fireworks, explosives, pepper spray, or other chemicals) or anything that might be used as a weapon is not allowed on the school premises.

In accordance with Federal Law, anyone bringing a weapon onto school grounds or to a school-sponsored event may be subject to criminal prosecution, which may result in the student's immediate dismissal.

Given the seriousness of this matter, students should not bring anything that resembles a weapon, even if it is not a threat. No mention or discussion of weapons or violent acts is allowed. To ensure the safety and well-being of every school community member, any discussion or comment that mentions weapons should be reported immediately to the administration. Such discussions will result in disciplinary actions.

## **L. Explanation of Consequences**

### **Probation:**

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

### **Reasons for Probation:**

1. Disciplinary - Persistent absences (5 unexcused or 20 total, or more), tardies (5 unexcused or more), or not following rules
2. Academic - Not being in good academic standing. Students must maintain a C average in each subject.

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 \$12 per day.

Suspension – The 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 the expulsion

## **XII. DRESS CODE – Kindergarten through 12<sup>th</sup> Grade**

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 of 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/Tops:

- Approved Uniform shirts include polo, oxford, short, or long-sleeve collared shirts (solid, patterned, or checkered). Single logos are permissible if they are small and inconspicuous.)



Acceptable



Unacceptable



Unacceptable

- CCS Logo t-shirts and sweatshirts are **the only approved** non-collared shirts that may be worn during the school day. Please contact the school office for information regarding CCS wear vendors.
- Sweaters may be worn over collared shirts.
- Tops must always cover midriffs and backs, whether standing, sitting, or bending.

#### Pants/Bottoms:

- Approved bottoms include properly-fitting, khaki, gray, or navy colored cotton blend pants or knee-length shorts. Pants may have cargo pockets and elastic at the waist and the bottom of the leg. Blue jeans and sweatpants are only permitted on designated “dress-down days.” Shorts that are more than 2 inches above the kneecap are unacceptable and must be changed.

### 2. Young Women

#### Shirts/Tops:

- Approved Uniform shirts include polo, oxford, short, or long-sleeve collared shirts (solid, patterned, or checkered). Single logos are permissible if they are small and inconspicuous.)

- CCS Logo t-shirts and sweatshirts are **the only approved** non-collared shirts that may be worn during the school day. Please contact the school office for information about CCS wear vendors.
- Sweaters may be worn over collared shirts.
- Tops must always cover midriffs and backs, whether standing, sitting, or bending.

### **Pants/Bottoms.:**

- Approved bottoms include properly-fitting, khaki, gray, or navy colored cotton blend pants or knee-length shorts. Blue jeans and sweatpants are only permitted on designated “dress-down days.” Shorts that are more than 2 inches above the kneecap are unacceptable and must be changed.
- Skirts, jumpers, and skorts should be khaki, gray, or navy colored and at THE TOP OF THE KNEE when standing.
- Solid tights and leggings are acceptable as long as they are worn under a skirt or dress.

### **3. All Students**

- Shoes--must be worn at all times. Laces are to be worn and tied in shoes 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 that 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.
- Jackets/coats worn are to be of good taste and judgment. Single logos are permissible if they are small and inconspicuous. No symbols, characters, etc., that are disrespectful or promote 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 the ears. No extreme hairstyles will be accepted for any student.

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

- a. Fatigues, military attire, camouflage, work uniforms, or overalls may not be worn.
- b. Studded bracelets or collars, heavy wallets, or neck chains may not be worn.
- c. Boys may not wear earrings.
- d. Girls should wear jewelry in moderation and with 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. Visible tattoos of any kind are unacceptable.
- i. Hats, sunglasses, or other such accessories should not 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.
- p. Masks of any kind.
- q. Any clothing that covers the face or head. (Including, but not limited to, hats and hoods)
- r. Blankets and “snuggies.”
- r. Any clothing that is deemed by the school administration to be inappropriate or which causes an educational distraction.
- s. School Administration reserves the right to make all interpretations of inappropriate dress.

**B. Dress Down Days**

Dress-down days will be set and communicated by the school Principal.

Dress-down days are subject to change at short notice. However, the school will make every effort to inform students if such a change is necessary.

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 that is disrespectful or promotes inappropriate behavior. Examples of inappropriate dress are items that portray martial arts, rude remarks, aggressive characters, and obscene or occult themes.

Jeans must not sag, must fit properly, cannot have holes or frayed edges, and must adhere to all other dress code guidelines. T-shirts with logos, slogans, or designs contradicting Biblical principles are prohibited. All other dress code guidelines are to be observed on dress-down days.

### C. Consequences

For dress code violations involving modesty, the student will be sent home to obtain proper clothing or to the office until the clothes arrive. In either case, the student will not return to class and will receive unexcused absences until appropriate clothing is obtained.

## XIII. DRESS CODE – Preschool

Please dress your child in play clothes with simple fasteners, which encourage independence in caring for personal needs. Please follow these guidelines:

1. Shorts or pants with elastic waistbands work best. Try to avoid clothing with belts, buttons, snaps, shoulder straps or suspenders.
2. Closed-toed shoes and socks are required by all students. Velcro fasteners are preferred.
3. All preschoolers are required to be potty-trained; however, we all know accidents do happen! A change of clothes, both summer and winter, including socks and underwear, should be sent to school in a Ziploc bag on or before the first day of school. Please label each item.
4. Please keep in mind that we use different art materials such as markers, paint, Play-Doh, etc. These may or may not come off certain fabrics, so play clothes are ideal!

We ask that you label the following items:

1. All apparel that can be taken off.
2. Any money that is given to the preschool should be in an envelope or Ziploc bag with your child's name and purpose on it.
3. Lunch boxes and containers, if applicable.
4. Stuffed animal to sleep with, if applicable.
5. Sleeping bag, pillow, blanket, etc., if applicable.

## **XIV. STUDENT GUIDELINES**

### **A. Bible Version for Classroom Use**

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

### **B. Birthdays**

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

### **C. Toys**

Toys may not be brought from home. Toys can become a distraction in class. The school may make exceptions to this from time to time, such as "show and tell" days, field days, etc. When allowed, the school or teacher will communicate this to you in advance.

The preschool has many toys and enrichment activities to entertain the children.

### **D. Preschool Nap Time**

A nap time is scheduled each day for our full-day preschoolers. A blanket, a small pillow, or a small sleeping bag should be brought in for nap time. Bedding will be sent home for laundering every other Thursday. A stuffed animal may be brought in to rest with. During this time, students often listen to classical music, the Bible, or children's stories, or other music.

### **E. Gum, Food, and Drinks**

Food, chewing gum, and drinks are only allowed in the classroom with the teacher's authorization.

### **F. Chapel**

Students will meet for corporate worship weekly during the school year. There are weekly or bi-weekly chapel programs that 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.

## **G. Preschool Health Guidelines**

Cornerstone Christian School's Preschool follows the guidelines listed below regarding children who are ill or become ill while in attendance:

1. We are not permitted to accept children with any of the following symptoms:
  - Elevated temperature within the last 24 hours.
  - Upset stomach within the last 24 hours, including diarrhea or vomiting.
  - Unidentified rash.
  - Sore throat, pink eye, stiff neck, difficulty or rapid breathing, severe coughing.
  - Yellow or green drainage from the nose.
  - Any other unusual signs or symptoms of illness.
  
2. If the child should become ill while in attendance at school, he or she will be isolated from the other children, and the parent or designated contact person will be notified and required to pick up the child ASAP. Parents are to provide current emergency contacts along with their contact information.
  
3. If the child should become injured while at school, only minor first aid treatment will be given. Parents will be notified of all significant accidents and injuries.

For re-admittance to class, a student who has been diagnosed with a contagious illness such as CHICKEN POX, PINK EYE, SCABIES, STREP THROAT, etc., must have a doctor's note. In the case of LICE, a student must be checked by the office before returning to class. If a child is found to have nits in their hair, they will be sent back home to prevent further spread of lice.

## **H. Communicable and Infectious Diseases**

Students and staff members will be in good health and will not have any communicable or infectious diseases that would endanger the general health of others. Please keep all children with a fever or contagious symptoms of sickness at home. It is the parents' responsibility to notify the school of any limitations on their child's activities and whether their child has a physical condition that 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, pinworms, scabies, ringworm, impetigo, and 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 will be made.

### **I. 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.

### **J. Electronic Devices**

All electronic entertainment devices, such as iPods, iPads, handheld gaming devices, etc., except for educational devices necessary for schoolwork 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 use is permitted only with the express permission of a teacher or staff member and should be limited to emergencies.

### **K. Cell Phone Policy**

All cell phones are prohibited in class. Cellular devices must stay in purses, backpacks, or gym bags (not in pockets) and be 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 on the following school day
- 2.) Second offense = Parent will pick the phone up in the 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 and high school may use their phones only with the Teacher's permission and during non-instructional time.
- 6.) Phones will not be used to play games, take photos, text, use social media, or in an inappropriate way.

#### **L. Wireless Earbud Policy**

The use of wireless earbuds during school hours is prohibited. Earbuds that connect directly by wire to an educational device may be used with permission from a teacher or Principal.

#### **M. 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.

After School Care is available from 3:15 pm – 5:00 pm at a rate of \$5.00 before 4:00 pm and \$10.00 after 4:00 pm per child. After School Care closes at 5:00 pm. There is an additional charge of \$1.00 per minute for each minute past 5:00 pm. This payment is to be made directly to the teacher on duty. If you will be delayed, please make arrangements to have an approved person on file in the office to pick up your student(s). Payment for After School Care is to be paid by ACH on the 1<sup>st</sup> or 15<sup>th</sup> of each month. If you choose not to pay for this service via ACH, payment must be made in advance.

#### **N. First Aid Procedures**

At the beginning of each school year, all students must have an Emergency Information card on file. The information on the card includes the parents' names, addresses, and phone numbers, the name and phone number of the doctor to be notified, and other information. An Authorization for Medical Treatment Card must be signed and dated. This gives the school permission to provide medical care to the child in an 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 ensure the treatment being given is sufficient or to determine whether 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 assume responsibility.
- Internal medication will be given only by the order of a physician.

#### **O. Lost and Found**

We reserve the right to dispose of any article left unclaimed for more than 4 weeks.

#### **P. 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 the school permission 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.

#### **Q. 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 celebrating 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 for our parents' support in keeping these holidays "Holy Days." Therefore, there is no observance (in the form of food, dress, worksheets, or decorations) within Cornerstone concerning Halloween.

#### **R. Prayer**

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

## **S. School Hours**

School starts at 8:00 am and is dismissed at 3:00 pm.

Before-School Care (free) is available at 7:15 a.m. We ask that students leave no later than 15 minutes after school dismisses, unless they are staying in After School Care (hourly fee begins at 3:30).

## **T. School Programs**

All students are expected to participate 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.

## **U. Telephone**

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

## **V. Visitors**

All visitors, including parents, must register with the office before entering any classroom 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.

# **XV. STUDENT ACTIVITIES**

## **A. 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)

## **B. 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, with at least a C average in all 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 appointments or funerals will be excused.

## **C. Extracurricular Activities**

**Archery** is for grades 4 through 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. The cost for archery will include a team shirt, tournament registration fees, and equipment fees.

**Basketball** practice locations and times will be determined after the school year begins.

# **XVI. PARENT INFORMATION**

## **A. School Communication**

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

## **B. Food and Lunches**

Your child may buy a school lunch or bring a healthy lunch from home

State preschool regulations **require** that their lunch include one of each of the following food groups:

1. Meat
2. Vegetable
3. Fruit
4. Bread
5. Milk or Juice (if not purchased at school)

Creating a healthy, appetizing lunch or snack for a child to bring to preschool can be a daily challenge. You want the meal you send to be nutritious, but most of all, you want to encourage your child to eat it. New and different foods can be fun, and variety will encourage a lagging appetite.

Sandwiches, the old brown bag standby, can be spruced up with a little imagination in bread types. Pita bread, rolls, muffins, rice cakes, and bagels offer a new outlook on an otherwise ordinary sandwich. Dips or spreads with crackers offer another option. Soft drinks are not permitted. Milk or juice can be purchased at school.

Sandwiches need not always be the staple. Quiche, soups, salads, and spreads provide some different choices. Alternating hot and cold meals add a variety. A wide-mouth thermos can also be used to keep hot foods hot and cold foods cold.

Instead of cookies, cakes, or chips, try adding a few natural sweets, such as fresh or dried fruit, fruit juices, or fruit cut into bite-sized pieces. Healthy snacks such as carrots and celery sticks, broccoli and cauliflower buds, combined with dips that add interest to routine lunches. Cheese cubes are another healthy alternative to high-sugar or high-sodium foods.

#### **HELPFUL HINTS**

1. Create interest in the lunch by having your child shop for and help prepare lunch items.
2. Offer foods with various shapes, colors, and textures.
3. Avoid foods high in sugar, fat, and sodium. (READ THE LABEL!)
4. Set a good example. Food preferences and eating habits of parents are often imitated by their children.
5. Pack one of your child's favorite foods to encourage interest in lunch.

**DUE TO FOOD ALLERGIES, NO CHILD IS TO BRING PEANUT BUTTER, EGGS, OR NUTELLA. PLEASE MAKE SURE ANY FOOD ALLERGIES ARE REPORTED ON YOUR RENWEB APPLICATION, AND YOUR TEACHERS ARE INFORMED. THANK YOU!**

### **C. School Snow Delays/Closings**

Cornerstone will follow its own schedule. Delays/closings will be announced through FACTS Parent Alert texts, on our Facebook page, and the following television stations:

- o WLEX Channel 18 Lexington
- o WYMT Channel 57 Hazard

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

### **D. Volunteer Service**

All parents are expected to participate in school activities. Your donation of time and ideas is essential to CCS's growth. Parents wishing to volunteer in areas involving direct contact with students must complete a background check through the school and receive confidentiality training.

### **E. Parent-Teacher Conferences**

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

- Parents and teachers will have the privilege of meeting together once each semester for Parent/Teacher Conferences 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 regarding academics and/or disciplinary progress or lack thereof.

### **F. Biblical Grievance Policy**

Step-by-step procedure for parents to follow when addressing a problem with a CCS staff member. 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, the staff member, and the principal. If a solution cannot be found, proceed 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 ensure that everyone has the means to be heard fairly without the crippling effect that gossip and rumors can have on your school.

## **G. Deadlines**

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

## **H. Student Driving Policy**

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

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

Students must agree to the following:

- 1.) Obey all traffic rules on campus.
- 2.) Park in the designated area by school administration only.
- 3.) Students are not allowed to sit in their vehicles. They must come into 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 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 the 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\*\*\***

## **I. 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. 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 grants parents certain rights regarding their children's education records. These rights transfer to the student when he or she reaches age 18 or enrolls in a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents of minor students 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 that 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 interests.
- 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.

## APPENDIX A

### Cornerstone Christian School Preschool Behavioral Incident Report

*(To be completed by staff and shared with parents/guardians)*

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Child's Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Class/Group: \_\_\_\_\_

Staff Member Completing Report: \_\_\_\_\_

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#### 1. Brief Description of Incident

*(What happened? Keep language factual and objective — no opinions.)*

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#### 2. Location of Incident

Classroom     Playground     Bathroom     Lunch/Snack Area

Other: \_\_\_\_\_

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#### 3. Behavior Observed

Hitting     Kicking     Biting     Throwing objects     Running away

Other: \_\_\_\_\_

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#### 4. Actions Taken by Staff

Redirected to another activity     Provided calming space

Restorative conversation with peer(s)     Parent contacted immediately

Other: \_\_\_\_\_

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**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director Signature (if needed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Parent/Guardian Comments:**

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**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Note to Parents/Guardians:**

Our goal is to work together to support your child's growth in social, emotional, and behavioral skills. If you would like to discuss this incident further, please contact us.

**APPENDIX B**

**CORNERSTONE CHRISTIAN SCHOOL  
OFFICE (DISCIPLINE) REFERRAL FORM**

Teacher		Date:
Grade / Class		
Student's name		

**Please state the student's conduct in the space below.**


Previous Discipline: (Teacher)	

Discipline taken: (Principal)	

Principal Signature /	Date:
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Parent Signature /	Date:
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Parents, this form must be returned to CCS on the next school day. The student will not be allowed to return to school until this signed form is returned to CCS.

**APPENDIX C**

**Cornerstone Christian School Accident Report Form**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Grade: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Other Witness(s): \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Type of Injury/body location of injury: \_\_\_\_\_

Details of the incident: \_\_\_\_\_

Action Taken:  First Aid Treatment in Office  Referred to Dr. Office

Referred to ER Permission to treat on file:  YES  NO

Was First Aid Given?  Yes  NO

If yes, by whom? \_\_\_\_\_

Description of First Aid treatment: \_\_\_\_\_

**Disposition:**  Taken home  Taken to Dr. Office  Taken to ER

Treated in office Parent/Guardian Notified?:  Yes  NO

By whom? \_\_\_\_\_,

If not, why? \_\_\_\_\_

Type of Notification:  Phone call  Email  Letter

**Signatures:**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Office Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_