

Cornerstone Christian Schools

Established 1981



2023-2024

Kindergarten through 8th Grade Parent/Student Handbook

*Developing students who are biblically grounded,
academically equipped, and globally prepared.*

1777 Arneill Rd.
Camarillo, CA 93010
(805) 987-8621
www.ccsed.org

Quick Reference Guide

Cornerstone Christian Schools

Address: 1777 Arneill Rd., Camarillo, CA 93010

School Website: www.ccsed.org

School Office Phone: (805) 987-8621

EDC Phone: (805) 889-5900

Office Hours:

Monday - Friday 7:45 A.M. – 3:45 P.M.

Summer Office Hours:

Monday - Friday 9:00 A.M. – 3:00 P.M.

Tax ID Number: 73-1707906

Established: 1981

Mascot: Eagle

Camarillo Christian Church

Website: www.camchristian.com

Phone: (805) 482-3116

FACTS Tuition Management

Website: www.factsmgt.com

Phone: (800) 624-7092

FACTS FamilyPortal Login

Website: <https://logins2.renweb.com/logins/parentsweb-login.aspx>

District Code: COR-CA

About Us

Cornerstone Christian Schools is an independent, private Christian School in Camarillo, offering preschool, elementary, and middle school. We are a member school of the Association of Christian Schools International (ACSI). Cornerstone was originally founded in 1980 by Camarillo Christian Church and is now an independent, non-profit organization. We share a campus with Camarillo Christian Church but are now governed by an independent School Board. Cornerstone is supported by tuition and fees, fundraisers, and donations. The church facilities leased to the school consist of an educational wing, as well as all of the regular church facilities. The church sanctuary is utilized for weekly chapels and special programs.

Mission

We exist to develop students, who are biblically grounded, academically equipped, and globally prepared.

What We Believe

We believe the Bible is the inspired, infallible and authoritative Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit (John 10:30, Matthew 28:19).

We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His vicarious death and atonement for sin by the shedding of His blood, His physical and bodily resurrection, His ascension into heaven to sit at the right hand of the Father and His personal and visible return in power and glory (John 3:16-19; Romans 3:23; 5:8-11, 6:23; Titus 3:5-6).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).

We believe that regeneration by the Holy Spirit is necessary for the salvation of lost and sinful men (Romans 8:13-14).

We believe in the present ministry of the Holy Spirit by whose grace and indwelling the Christian is enabled to live a Godly life (John 14:15-17; Romans 8:9-11).

We believe in Heaven and Hell; that Heaven is a place of eternal life and bliss with our Savior, the Lord Jesus Christ, and that Hell is a place of eternal death and separation from God for those who have rejected His Son (John 3:18-20; 5:24; Matthew 13:40-43).

We believe in the spiritual unity of all believers in the Lord Jesus Christ, all of whom are joined in His body, the Church (Romans 12:5; Ephesians 4:4-5).

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

We believe the Bible teaches that sexual activity may take place only within the bonds of marriage between one man, born male, and one woman, born female (Matthew 19:4-6; Thessalonians 4:1-8).

We believe that every person must be afforded love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31).

The New International Version Bible (NIV Translation) is the standard translation of the Bible that our students use in all classes at Cornerstone Christian. The use of only one translation facilitates learning and deeper understanding on the part of students as we discuss passages of Scripture.

For purposes of school doctrine, practice, policy, and discipline, the CCS governing board is the school's final interpretive authority on the Bible's meaning and application.

Spiritual Life

Our goal at Cornerstone Christian Schools is to nurture the spiritual growth of every student. To that end, we have regularly scheduled chapel times each week. In addition to daily Bible classes which are a regular part of the curriculum. Spiritual principles are integrated throughout the program and curriculum.

Weekly chapels bring students together for special times of worship, teaching, and singing. In addition to school staff, church leaders from the community at large often participate in these special times. Students are encouraged to attend church with their families. Please Note: If large group chapels are restricted due to Health Department concerns or regulations related to an epidemic or pandemic, a weekly chapel will be conducted in the classroom.

We desire for each student to develop a vibrant, personal relationship with God through faith in Jesus Christ, and ask all students to measure their lives by scriptural standards of conduct.

Character Education

Character Education is a priority at CCS and involves the entire school community – school leaders, parents, teachers, staff, and students. The focus is on shaping the hearts of our students as we endeavor to instill biblically-based, positive ethical values, such as caring, good manners, respect, responsibility, fairness, and honesty.

Enrollment

Enrollment will be online. CCS admissions is now paperless and will send out links to prospective families when it is time to apply for admission. Re-enrolling families will also be able to continue enrollment by updating their information online.

Immunizations

Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers.

The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department.

Please reference “Parent’s Guide to Immunizations Required for School Entry” at: <https://www.shotsforschool.org/k-12/>

Starting January 1, 2021,

- Medical exemptions can only be issued through the California Immunization Registry-Medical Exemption website (CAIR-ME) by physicians licensed in California.
- Schools and child care facilities may only accept from parents new medical exemptions that are issued using CAIR-ME.

Immunizations need to be current for attendance to begin.

Other Requirements Needed for Enrollment

Students in first grade are required to have completed the Health Exam Form (required by the end of November in first grade school year).

Students in kindergarten are required to have completed the Oral Health Assessment Form(required by the end of May in kindergarten school year).

The Health exam form and the Oral Health Assessment can be downloaded from our school website.

Conflict Resolution Principles

There is no perfect school. We realize that over the course of the year problems and conflicts may arise between individuals or with the school. We expect these conflicts to be resolved according to Biblical principles laid out in Matthew 18:15-17 (NIV). *“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they refuse to listen, tell it to the church.”* This scripture instructs us to talk to people and not about people.

If a conflict arises, we ask that the following guidelines be observed:

1. Go directly to the individual first and share your concern. Going to other people, including friends, parents, staff, or board members only magnifies the problem.
2. If you feel that the problem was not resolved in an acceptable manner, meet with the person and the CCS principal.
3. If after working with that individual and the principal and the issue is still not resolved, please contact the school board chairman.
4. If a resolution has not occurred, the principal and school board chairman will arrange for a meeting of all parties before the School Board, if deemed necessary. There are no further appeals, and the decision of the Board is final.

Please keep the conflict only between the parties involved. Gossip only breeds more divisiveness and problems. Remember that everyone makes mistakes. Once a conflict is resolved, it is our responsibility to forgive, as our Father forgives, and continue on.

Academic Standards and Procedures

Cornerstone Christian School follows the basic curriculum guidelines required for study in California for public schools. Our objective is to provide educational opportunities that exceed or are comparable to those in public schools. CCS teachers and staff present lesson objectives from a Biblical perspective, so that students will learn the importance and relevance of the never-changing Word of God.

Achievement Tests

Cornerstone Christian uses IOWA Assessments, a national standardized test to measure student progress. This standardized testing is administered each spring to students in grades 2 – 8. Each student's test results are included with the year-end report card.

Elementary Curriculum Information

The elementary program at CCS consists of traditional elementary school classes taught from a Biblical worldview. The course of study includes Bible, Phonics, Math, Reading, Spelling, Science, P.E., Health, Safety, Social Studies, English, Art, Computers, Elementary Spanish, and Music.

Middle School Curriculum Information

The Middle School program at CCS consists of courses designed to prepare students for high school. These courses include the following core curriculum classes: Bible, Math, English, Health & Physical Education, Science, and Social Studies. In addition to the core curriculum, Cornerstone also offers various elective courses such as Art, Computer Technology, Leadership/Yearbook, Mock Trial, Spanish, and Personal Finance.

Community Service Requirements (Middle School)

Aligned with our mission of global preparation is our unique purpose to prepare students for effective service for Christ. Jesus Christ came to serve, not to be served (Matt. 20:28). For this reason, all CCS middle school students are required to complete community service as a part of our Bible curriculum, as outlined in the Bible course syllabus. The service hours requirements are as follows:

- 6, 7, 8th grades – 3 hours per quarter

Field Trips

CCS enhances the elementary and middle school instructional programs through a variety of field trips. These trips occur during classroom instruction and are integral to the educational goals of each distinct discipline. Some field trips may incur a small fee. Classroom teachers will notify parents at the beginning of the year of planned field trips and the expected cost of each. Parents will be asked to pay these fees in advance through their FACTS account.

Field trip permission forms must be turned into the classroom teacher in order to attend. We already have your child's Annual Field Trip Release/Emergency Medical Form on file in the office. One copy stays in the office, and one travels with the child in the vehicle he/she is riding in.

All children under eight years of age or less than 4'9" tall, must be properly buckled into a car seat or booster in the back seat.

When we travel, we rely on parent drivers. Parents interested in driving on a field trip must complete volunteer screening. Please see the office for details. Additionally, drivers must have a valid copy of their automobile insurance and a copy of their current driver's license on file in the office, as well as sign a Driver/Chaperone Agreement form. All copies need to be in the office **no later** than one week prior to the field trip.

As a supplement to classroom instruction, students in grades 6th and 8th are provided with opportunities for extended, overnight, off-campus education, as follows:

- 6th grade – Outdoor Education/Science Camp
- 8th grade – Historical Studies Tour to select Washington, D.C, and other east coast historical sites.

The costs of these trips are not included in tuition.

Student Owned Devices on Campus

Cornerstone Christian Schools is committed to moving students and staff forward in a 21st century learning environment. CCS Middle School students will need to bring their own laptop or Chromebook device. See the school office for details. The cell phone policy for students remains in effect and supersedes this program. When students use a laptop and/or other electronic devices on campus, they are expected to honor and comply with the CCS Internet “Acceptable Use Policy” as well as our “Standards of Expected Student Conduct.” Additionally, there are internet filters in place for students when they are accessing the school’s internet, however, CCS does not assume any responsibility for internet sites accessed by students via the data connection services on their personal devices. Parents are strongly cautioned to monitor the internet activity on their student’s devices. CCS is not responsible for the theft of or damage to a device nor is our IT department responsible for the service or support of student owned devices. Students should immediately report any theft or damage to the school administration, so the appropriate steps can be taken.

Technology

Google

CCS uses Google for education throughout our K-8 school as a means to host and distribute digital documents, communication and collaboration through cloud-based technology. Starting at 3rd grade, students are assigned a school-based gmail that will be used to complete technology-based assignments. Students' Gmail accounts will be set up using the students' first name, last initial, and a number unique to each class.

Artificial Intelligence Usage

The use of Artificial Intelligence (hereafter AI) in education has become more prominent with the introduction of chatbots such as CHATgpt, Bard, and others. With regard to CCS academic policy, students, parents, and faculty should note the following:

- Students must have the expressed written permission of their teacher of record to use such tools on any type of assignment.
- Use of such tools without expressed written permission could be considered plagiarism and related academic policy consequences would apply to the situation. (Link to plagiarism policy).

- CCS does not specifically discourage the use of AI and chatbots in assignments guided by faculty with faculty permission. Like Google, Wikipedia, and Grammarly, some AI tools do have some educational merit under parameters set by faculty. However, students should be advised that teachers can use AI detection devices as a counter to plagiarism.
- If a student has consent to use an AI tool for an assignment and if that assignment requires documentation of sources used, the tool and its output should be properly documented with citations.

Assignments

FACTS School Management Software

CCS uses FACTS, a web-based school management software, to enhance communications within our school community. FACTS offers a comprehensive site for parents to keep track of grades, report cards, progress reports, discipline, attendance, announcements, and calendar of events. Parents are encouraged to use this school resource by accessing the **FamilyPortal**. FACTS is also used to communicate news and upcoming events to our families and is our most utilized form of communication to the home.

To set up a FamilyPortal account, use the district Code: COR-CA. If you need assistance, please call the school office.

Homework

Homework is used to amplify and reinforce classroom instruction, not replace it. Homework also develops individual study habits; promotes responsibility and organization; and encourages inquiring minds.

At home, parents can help their child develop a routine that will help him or her to complete homework assignments.

1. Homework is generally assigned every day. Ask your child if he/she has homework. By asking your child about homework, you are helping him/her to remember that there is an assignment to be completed. You may also check homework assignments via FACTS or Google Classroom.
2. Homework assignments should be completed by your child. Do not do the homework for him/her (see “Academic Honesty” section). You should observe whether your child has challenges with an assignment and is able to complete it. If there is a problem, contact the teacher.
3. Help your child to schedule a particular time to do homework each day and to remain with that commitment. Free him/her of other activities at that time.
4. Provide your child with a quiet place to work where he/she will not be disturbed.

Homework opportunities will vary as students move up through the grades. Please check with your child's teacher for more specific details regarding homework. The following is a general guide to our homework policy.

K - 2nd grades: Emphasis is placed on finishing daily assignments, reworking activities to reinforce a particular concept, or extending students' awareness of the subject matter. Students in 1st and 2nd grade may be assigned about 20 – 30 minutes per day.

3rd – 5th grades: Students will have more subject assignments to complete in a given day. If a student does not finish the day's assignments, those tasks become homework. In general, these assignments should take approximately one hour per evening. Please contact your child's teacher for a conference if your child is consistently doing more than two hours of homework each evening. Teachers will periodically assign special projects which are designed to be completed at home over an extended time frame.

6th – 8th grades: In middle school, homework includes regular daily assignments, studying for tests and quizzes, reading assignments, and preparation of weekly or long-term projects. Homework may take approximately two hours per evening. Through these assignments, the students are encouraged to learn to budget time and schedule workload. As much as possible, they should learn to avoid procrastinating until the night before long-term assignments fall due; teachers assign such projects specifically so students will understand that several sittings are necessary to complete long-term projects in a satisfactory manner.

Late Work

Homework is expected to be completed and turned in on time. Failure to turn in homework on time will result in lowering the grade earned on that particular assignment, depending upon each teacher's published "late work" policy.

Test and Quizzes

Students at the middle school level will have no more than two tests and one major announced quiz on any given day. Tests will always be announced ahead of time in class and on FACTS. Pop quizzes are not considered as "major" and will not be announced. Project due dates will not be assigned on a date on which students already have three scheduled assessments. **(Attendance Policies/Test day absences).**

Grading

Grading Period

The academic school year at CCS is based on a 2-semester system. Each semester consists of 2 quarters which run approximately nine weeks. Each quarter marks the end of an “official” grading period, whereby a report card is issued.

Grading Scales

Kindergarten, 3rd thru 8th Grades K thru 5th Grades 1st and 2nd Grades

Enrichment & 96.5 - 100% ... A+ Conduct Codes

E – Excellent 93.5 – 96.4% ... **A**

G – Good 89.5 – 93.4% ... **A-** **E** – Excellent **S** – Satisfactory 86.5 – 89.4% ... **B+** **G** – Good **N**

– Needs Improvement 83.5 – 86.4% ... **B** **S** – Satisfactory **U** – Unsatisfactory 79.5 – 83.4%

... **B-** **N** – Needs Improvement 76.5 – 79.4% ... **C+** **U** – Unsatisfactory

73.5 – 76.4% ... **C**

69.5 – 73.4% ... **C-** **6th thru 8th Grades**

66.5 – 69.4% ... **D+** **Conduct Codes**

63.5 – 66.4% ... **D**

59.5 – 63.4% ... **D-** **O** – Outstanding

59.4%> ... **F** **S** – Satisfactory

N – Needs Improvement

U – Unsatisfactory

Incomplete

There may be occasions when a grade of “Incomplete” (I) is warranted. Incomplete assignments which result in an “Incomplete” on the report card must be made up within two weeks unless pre-approved by the administration because of extenuating circumstances. Work not made up within the allotted time will result in a grade of zero (0) which will be calculated into the overall grade for that grading period. This grade will replace the “Incomplete.”

A student earning a semester grade of “Incomplete” must also turn in all work within two weeks of the semester’s end date. In cases of serious illness, the administration will work with the student and his/her family to execute a student success plan for

completion of the work. Final grades will be assessed based upon work rendered by the agreed-upon deadline date.

Progress Reports

Progress reports will be emailed each quarter to alert parents if their students are earning marks of C or below, or conduct codes of N or U. **When students receive an N or U on a progress report, they must attend their teacher's after school office hours and/or receive extra help until the grade improves.**

Report Cards

Report cards are emailed to parents at the end of each quarter for all students. At the end of the school year, however, printed report cards will be mailed home.

Promotion, Retention and Placement Policy

- 1 - Each successful student is typically promoted to the next grade level each year.
- 2 - If the administration and teachers involved determine that a student is not prepared for the next grade level, that student may be retained in the same grade.
- 3 - If a student is not succeeding at a given grade placement during the course of the school year, the administration and teachers involved may recommend that the student be placed back a grade at that time, or that the student be placed in a modified or less rigorous program.
- 4 - Students must also maintain satisfactory citizenship during the year in order to remain enrolled.

Student Awards and Honors

CCS students in grades 4 - 8 who earn a 3.5-grade point average or higher at the end of a semester are awarded honor roll status. Conduct, work habits, and enrichment grades must all be E's or G's.* **Classes that are not included in the GPA are Physical Education, Health, and Electives.**

*For citizenship, middle school students may not earn any grade below satisfactory.

In calculating the grade point average, the following scale is used:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

Year-End Awards

At the end of the school year, the school staff presents special awards to secondary students in recognition of superior citizenship, service, leadership, and improvement. The most outstanding, Christ-like, all-around student at each grade level will earn the Eagle Award.

California Junior Scholarship Federation (CJSF)

CJSF is a prestigious organization for 7th and 8th-grade students who meet certain academic and citizenship requirements for membership. Membership may be attained during the 7th and 8th-grade years. Students must apply during the announced enrollment period each semester. Eligibility is based on grades earned the previous semester.

“Honor Membership” status is awarded to students who have achieved membership their first 3 semesters. Students who do will receive honor award recognition of their accomplishments during the 8th-grade promotion ceremony or end-of-year academic award ceremony.

Extra-Curricular Activities: Clubs & Athletics

Interscholastic Sports

When the opportunity is available, Cornerstone Christian Schools offers competitive sports opportunities for students in 4th through 8th grade. CCS views athletic competition from a Christian perspective. We compete in a small private school league. Our sports goals include:

1. Teaching skills and rules of the sport in which the student is involved.
2. Involving students in an activity that will nurture them spiritually, mentally, and physically.
3. Developing athletes whose Christianity permeates their every word and action.
4. Demonstrating and teaching Godly sportsmanship; how to win, lose, accept someone else's error, and forgive their own and other's mistakes. To know that if you have done your very best it is a matter of attitude that determines if one is a winner in God's eyes, rather than whether the game has been won or lost.
5. Involving each student so that they become an important part of the team so that they accept, depend on, teach, encourage and learn from one another.
6. Developing a positive self-image in each student by encouraging them, praising them, and providing situations in which they can be successful.
7. Teaching students to understand and accept their individuality; that God loves us as we are, with our abilities and weaknesses.

Criteria for Student Participation in CCS Sports and Clubs

Student-athletes must regularly be in compliance with school behavior policies.

Student-athletes must earn a "C-" or better in each subject area. *If a student-athlete earns a grade average of less than a "C-" since joining a team, he/she will have two (2) weeks to bring up his/her grade to "C-" or better. During this time, the student-athlete will be able to participate in the practices and games, but the student-athlete will be required to attend the teacher's office hours for the affected subject area until the grade has improved.

It is the Administration's decision whether or not a student-athlete is eligible to participate in the athletic program concerning grades or behavioral situations.

Any student in good standing in the appropriate grade levels may try out for any of the teams. Students and parents will receive a Parent-Athlete handbook that provides more information and details about the policies related to sports and school at the beginning of each sports season. **There is a non-refundable fee for each sport in which a student participates that is not included in tuition and will be billed to the parents' account.**

Cornerstone generally offers the following sports (Subject to interest): Fall:

Flag Football; Girls Volleyball
Winter: Boys Basketball, Girls Basketball
Spring: Boys Soccer, Girls Soccer

After-School Clubs

Like athletics, Cornerstone views after-school clubs from a Christian perspective. Participation in after-school clubs serves to help children develop God-given talents, skills, and interests.

Students should be in good standing in meeting academic and behavioral expectations. Students who join an after-school club are expected to follow rules and policies set by the club advisors. Students who cannot consistently follow club rules and policies will be withdrawn from the club. **There is a non-refundable fee for each club in which a student participates that is not included in tuition and will be billed to the parents' account.**

Cornerstone generally offers the following clubs (Subject to staffing and student interest):

Choir Club
Garden Club
Drama Club

Eligibility for Middle School Extra-Curricular Activities Students must attend a minimum of three classes (3 school hours) the day of a game or activity to be eligible to participate in a game, team practice, or club meeting/practice.

Policies

Notice of Non-Discriminatory Policy

Cornerstone Christian Schools admit students of any sex, race, color or national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admission policies, athletic and other school-administered programs.

Serving at Cornerstone Christian Schools

Parental involvement fosters a healthy interactive partnership. CCS recognizes that our parents are one of our most important resources. We encourage all families to donate their time during the course of the school year. You will be able to find out about the numerous service opportunities through our teachers, office staff, and the school website.

Dress Code

PLEASE NOTE: On school days, students must remain in school attire while on campus, unless participating in after-school sports.

The school's philosophy is that both dress and appearance should honor God and be clean, neat, and modest. Our current policy is a reflection of that belief. Dress code regulations are to be observed while at school or any school day function, including field trips unless permission is received directly from the administration.

School uniforms are a successful way to minimize competition and maximize modesty and focus in the classroom. We hope to make Cornerstone students a noticeable presence in our community.

Tops - Collared polo shirts (**school logo required**) in White, Black, Navy Blue, or Red. Must have buttons (2-4) and be standard in nature (no ruffled edges, etc...). – Logos may be applied by Coastal Embroidery 2263 Pickwick Drive, Camarillo

Bottoms – Long shorts, skorts (skirts with shorts attached underneath), or slacks in Khaki, Navy Blue, or Black. Shorts or skorts must be no higher than 3 inches above the top of the knee and may not “sag” below the knee. (**No sweatpants, oversized/baggy or skin-tight spandex or stretch pants are allowed**).

Outerwear- Only CCS sweatshirts or plain, solid-colored navy blue, gray or black jackets and sweatshirts are allowed. Any “Brand” logos must fit in one by one-inch square.

Accessories - Hats are not permitted inside the building, but can be worn for sun protection during recess and lunch. Headbands, bows, and hair accessories should be minimal and not distracting to others. No unnatural hair color, this includes streaks or highlights. Students may not write or draw on their skin.

*Jewelry - no chokers and/or necklaces with spikes may be worn. Girls may wear one pair of earrings only.

Shoes - Shoes must be closed-toed and closed-heeled. Sandals, slippers, Crocs, and flip-flops are not permitted. Heels in excess of one inch are not permitted. Socks must be solid color navy blue, black, white or gray.

Females – Black, white or navy solid-colored tights or leggings may be worn under skorts. However, no spandex pants, yoga pants, or other fitted leggings are allowed to be worn as a separate bottom. Skorts and shorts must be no higher than 3 inches above the top of the knee.

Males - Boys may not show piercings or wear nail polish. Hair must be kept neat and trimmed and moderately short, no longer than the bottom of the shirt collar. Shaved heads are not appropriate. No inappropriate hairstyles, colors, or accessories are allowed, including at extracurricular and after-school activities.

Spirit Wear - Spirit wear (t-shirts with Cornerstone logos) may be worn on Fridays with uniform bottoms. The regular uniform dress code will be followed Monday through Thursday. Exceptions to this rule are when CCS sports teams may wear team jerseys on game days and when our CCS worship team wears their team shirt on chapel days.

Free-Dress Guidelines

On occasion, special free dress days may be approved for students. In such cases, all students are expected to be dressed in modest apparel that follows our dress code guidelines. Shorts must not be higher than 3 inches above the knee. Spaghetti straps, tank tops, tight-fitting clothing, clothing with inappropriate logos and/or slogans, and pajama-style clothes* are not allowed. Jeans, pants, or shorts should be in good repair, and not feature a ripped or torn fabric style. Closed-toed and closed-heeled shoes are required. Students who are not dressed according to dress code guidelines may have parents called to bring a change of clothes.

*Pajama clothes may be worn on special theme-dress occasions specified by the office or your child’s teacher.

Physical Education Dress (Middle School)

Middle school students are required to wear the designated school P.E. clothes with appropriate socks and shoes. Failure to follow class guidelines will result in the lowering of the P.E. grade.

All students (K-8) must wear athletic shoes on PE days. Boots and “flats” are not safe for physical activity on the grass and black top. Please contact your child’s teacher to learn when PE days are scheduled for your child’s class.

Cell phones

Students may have a cell phone and smartwatch on campus, but they must remain in their backpack at all times. Phones (including smart watches) may not be used at all during the entire school day, either during class periods or passing periods, during school activities, or during Extended Day Care. Students who are ill are not permitted to use their cell phones or smartwatches to contact parents directly. They must report to the school office so a school official can assess the situation and contact their parents. Misuse of any electronic devices including smartwatches will result in confiscation and parents will be required to pick up the item from the school office

Social Media Policy

Cornerstone Christian Schools recognizes the role and importance of social media in both education and today’s student culture. We embrace and affirm social media’s role in helping students socialize, evangelize, encourage, and maintain friendships. However, social media (Facebook, Twitter, Instagram, Snapchat, TikTok, blogs, YouTube, etc.) also provides students with unavoidable temptations.

Students are expected to honor Cornerstone’s Student Standards of Conduct when utilizing social media, whether in or outside the school setting. Those who violate our Social Media Policy may receive detention, suspension, or expulsion, depending on the circumstances, the severity of their actions, or the number of violations. The severity of discipline administered will be determined by the principal.

Students may not:

1. Post inappropriate or threatening messages (including gossip or slander) about or to another student, faculty member, or an administrator.
2. Post explicit photographs or videos of themselves or another student. Students should be reminded that explicit online photographs or videos of another student can constitute a criminal act.
3. Misrepresent, criticize or denigrate CCS or its employees in any way.
4. Use social media to share homework, quizzes, or test answers.
5. Misrepresent themselves by using another person’s identity.
6. Use other people’s intellectual property without their permission. It is a violation of copyright law to copy and paste other people’s thoughts. Students should be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Students must cite all sources appropriately, giving full credit to the respective authors.

Parent Guidelines

Parents should adhere to the following guidelines:

1. Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcasts, discussion forums, etc.
2. Parents will be asked to sign a release form for students when teachers set up social media activities for classroom use.
3. Parents will not attempt to destroy or harm any information online.
4. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
5. Parents will refrain from the use of social media to criticize, slander, or malign CCS, its faculty, staff, students, or families.
6. Parents are highly encouraged to read and/or participate in social media projects.
7. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
8. Parents should not upload or include any information that does not also meet the student guidelines above.

Student Physical Privacy Policy

In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this policy is enacted to advise school site staff and administration regarding their duties in relation to student use of restrooms and other school facilities where students may be in a state of undress in the presence of other students. Such facilities will be designated for use by one biological sex, and shall only be used by members of that biological sex. "Biological sex" means the biological condition of being male or female as determined at birth based on physical differences, or, when necessary, at the chromosomal level.

Harassment Policy

Cornerstone Christian is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, including between or among students under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the

individual's performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding activities available at or through this school.

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Visual conduct such as leering, making sexual gestures, displaying suggestive objects or pictures, cartoons or posters.
4. Verbal conduct such as making or using derogatory comments, epithets, slurs, innuendoes, and jokes.
5. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
6. Text messages, voice mail, e-mail, social network message posts, or other electronic submissions of a sexual or graphic nature.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.
8. Any act of retaliation against any individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Any student who feels that he/she is being harassed should contact his/her teacher or school staff member, by phone, in writing, by email, or by personal contact. School policy prohibits retaliatory behavior against a complainant or participant in the complaint process. Each complaint of harassment shall be promptly investigated to the extent possible in a way that respects the privacy of all parties concerned.

Outside agencies, such as law enforcement, and or Child Protective Services, may be notified or consulted, as appropriate.

Bullying Policy

In an effort to instill Biblical values and create a more loving and accepting environment, Cornerstone Christian Schools has adopted a bullying policy. Periodically, conflict can occur within the school setting. However, while bullying may occur, it is never acceptable. We seek to implement a clear structure for handling bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is aligned with Biblical standards.

The following actions, in an ongoing form, may be forms of bullying:

- Physical aggression - including hitting, punching, kicking
- Teasing or verbal abuse - including putdowns, insults, name-calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences

- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written/verbal/ electronic messages that contain threats, put-downs, gossip, or slandering
- Cyberbullying through social media (e.g. Facebook) or other electronic means

Policy Statement

When relating with others in a large community such as a school, conflict, and offense can occur. Students can often be unkind to one another. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others. However, this is never acceptable. Cornerstone's response to bullying is based on Jesus' mandate, found in His Word, as to how we ought to relate to one another. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in His image. Our policy is based on the principle that bullying is "not OK at CCS." We recognize that not all behaviors should be considered bullying or willful violation of this policy. To communicate the importance of a bully-free school community, CCS utilizes an "Anti-Bullying Pledge" for both students and parents. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

Procedures

- Upon the receipt of an allegation or report of bullying, by CCS staff and/or administration, an investigation begins with all parties being spoken to - victim, bully, and sufficient bystanders, to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- A conduct referral will be issued by the teacher and given to the principal. All incidents will be documented, and written reports will be kept on the behavior.
- Staff will be informed of all incidents so that they may be aware of any ongoing issues between students.
- Acknowledgment of the allegation of bullying and assessment of student safety will occur within one day of the report. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim(s) and bully, students will be monitored to ensure the incident is resolved satisfactorily.
- Disciplinary action will follow our discipline policy. Additional sanctions may be imposed at the administration's discretion. The school will take serious disciplinary action in cases of retaliation.

Responsibilities

STUDENTS ...

- Should ask the offending student to stop.
- Being bullied should report it to staff, parents, or another adult.
- Those who are aware of bullying should report it to the teacher.
- Should take appropriate steps to discourage or prevent bullying.
- Should be willing to resolve bullying situations, utilizing forgiveness and changes in behavior.

PARENTS ...

- Are encouraged to report bullying concerns, expressed by their children, to the classroom teacher first before informing an administrator.
- Need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Not satisfied with the action may refer to administrators if the need arises.

STAFF ...

- Non-teaching staff should refer all allegations of bullying to the teacher then the administration.
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff are to refer to administration with allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of the report).
- Bullying incidents will be followed up, and students monitored to ensure the incident is resolved satisfactorily. CCS will take serious disciplinary action in cases of retaliation.

Biblical illustration of relationships: *John 15:12*

“My command is this: Love each other as I have loved you.” (NIV)

Student Insurance

Our insurance carrier requires CCS families to demonstrate proof of medical insurance in order to avoid redundant expenses. At the time of enrollment or re-enrollment, all families must complete and return the proof of insurance information on the Annual Field Trip/Emergency Medical Form. Families who would like to purchase student accident insurance may do so through Student Insurance. An application can be obtained by going online to <https://studentinsuranceusa.com/> or by calling (800) 367-5830.

Health Standards

Your child's health is a matter of importance to all of us. To that end, all CCS students should be free of contagious diseases, and all immunization records are to be in good standing. To prevent the spreading of germs to other children and adults, it is recommended that a child does not come to school sick. Children who are ill are sent to the health room in the school office.

The office staff will take the temperature of any child who seems ill during the school day. Any child running a significant temperature of about 99.5 will be sent home in order to minimize infection to others.

Please keep your child at home if he/she has any of the following:

- A yellow or green discharge from a runny nose
- Has begun antibiotics in the last 12 hours
- A constant cough
- Has or had diarrhea or vomiting in the last 12 hours
 - *Children who vomit or have diarrhea should remain home until they have not vomited or had diarrhea for a full 24 hours. Children should be tolerating regular meals without discomfort before returning to school.
- Has or had a fever within the last 24 hours
 - *Children must be FEVER-FREE (temperature below 100 degrees) for a full 24 hours without the use of fever-reducing medicine, BEFORE returning to school.
- A respiratory infection, pharyngitis, tonsillitis, viruses, or strep throat
- Conjunctivitis: This appears as pink or red conjunctiva with white or yellow-eyed discharge, often matted eyelids after sleep, and eye pain or redness of the eyelids or surrounding skin. A physician's consent is required for readmission.

Head Lice Policy

Head lice infest millions of school-age children every year. The condition is not something to be ashamed of because it has nothing to do with cleanliness, who you are, or where you live. If parents will take the responsibility to screen the entire family by checking heads often for early detection, these parasites can be prevented and controlled. If this problem should occur with a student, parents may obtain information on the treatment of lice either from the school office or available internet sources. In the event a student is suspected of having lice, the teacher sends the child to the school office for a head check, and the following steps are taken:

- If live lice are found, the child's parents are contacted for him/her to be taken home and administered the necessary treatment. Upon return to school, the child is to report to the school office for another head check before being re-admitted to class.
- If no live lice or nits are visible, the child is allowed to return to class. ➤ If only nits are visible, the child may remain in class for the day but must report to the school office the next day, following treatment, for a head check (and each subsequent day thereafter), until no nits are visible, indicating successful treatment and the end of the lice cycle.

Administration of Medication on Campus

California Education Code requires parents to submit annual authorization forms granting permission to administer medication on campus. This includes all over-the-counter medications including non-aspirin pain reliever (i.e. Tylenol or cough drops). This authorization must be signed by parents and the child's physician, and all medications on campus must be kept in the school office. These authorization forms are available in the school office.

Accidents and Injury

In the midst of play, accidents happen. In the case of an accident requiring a physician, we will make an immediate attempt to contact the parent, or 911, if necessary. After an injury at school, a Student Accident Report will be completed and kept on file in the school office. If there is an injury to the child's head, parents will be contacted so that they can make the best decision for their child. Several of the school staff are trained in CPR and First Aid.

Change of Address/Phone

If you need to update any information in your child's student file, please use your FACTS account in the Family Portal. This will ensure that the change in information is communicated school-wide, and is entered into our database.

Emergency Contact and Authorized Pick Up Information Upon enrollment and re-enrollment, you submitted names of those who are authorized to pick up your child from school. Children will not be released to any individual that the parents have not listed on the appropriate release forms. Please update your FACTS account through Family Portal. If you need to make any changes you may also do so through your FACTS Family Portal account.

The sole exception to this policy will be made under the following circumstances: In the case of separated or divorced parents, the child may leave school with either parent unless we have on file a copy of a restraining order from a competent court that specifically limits visitation rights. If a biological parent not listed on the release form comes to pick up the student, we cannot legally deny access. Cornerstone Christian Schools cannot be the mediator in these visitation matters, except by directive of a court order. We will, however, make a reasonable attempt to contact the other parent concerning these actions. It is our desire to be supportive of families in these situations. However, we must operate under clearly defined guidelines.

Emergency Preparedness

Each month we have an emergency drill, as well as having an earthquake and lockdown drill according to regulations. All classrooms have a posted emergency exit map. In the event of a major emergency, we have a supply of emergency food, water, and first aid supplies on hand at all times, and we would implement our comprehensive Disaster Plan. Crisis Management training occurs twice a year for staff. This included policies, procedures, responsibilities, and emergency contacts, Levels I-V Emergencies, and Safety and First Aid. Additionally, we participate annually in the Great California ShakeOut, www.shakeout.org.

Closed Campus Policy

Campus Visitors: CCS has a closed campus policy. When a parent comes to campus, they should press the RING doorbell and come to the back door of the school office, to the right of the main doors. Parents entering the building need to sign in at the school office to attain a visitor's badge.

Remaining on Campus: Once students arrive on campus, they are not allowed to leave campus until dismissal time except as authorized by the school administration or office personnel. Students must be checked out of school through the office by their parents or another adult authorized by either parent and/or approved by the school administration.

Early Dismissal Policy

Parental requests for early student dismissal must be submitted to the school office at the beginning of the school day. If permission is granted to leave early, the student must report to the office to be signed out and dismissed from campus. If the student returns to school that same day, the student must be checked in at the office upon return to campus. Middle school classes missed for early dismissal are counted towards total absences.

Boundaries and Supervision

Students are to remain in areas where there is adult supervision. This includes during recess (elementary), nutrition break (middle school), lunchtime, and after school. If a student needs to leave the designated area at any time, they must ask permission from the supervising adult. If a student is found out of bounds without permission, disciplinary action may be taken. Middle school students are not permitted to wait on the island (near the church offices) after school, or in any unsupervised remote area of campus, for any reason.

AB 500 - Employee Code of Conduct – Employee Interactions with Pupils

Child Abuse Reporting:

Employees of CCS are mandated child abuse reporters. This means that employees must file a report with Child Protective Services whenever they in their professional capacity or within the scope of their employment, have knowledge of or observe a child whom they know or reasonably suspect has been the victim of child abuse or neglect (PC 11166 [a]). Reasonable suspicion is one that is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect (PC 11166 [a] [1]).

Child Injury:

In the event of a child injury the employee on duty in that area at that time shall care for the student if trained in First Aid and/or CPR, and if not trained, will seek care for the student from trained personnel. The employee on duty will then complete the Accident Report.

Release of Students:

Children will not be released to anyone not listed on our release form. Parents are to fill out this form at the beginning of each school year.

Allegations of Bullying:

Non-teaching staff should refer all allegations of bullying to the teacher, and then to the administration. Teaching staff should establish whether an alleged incident is isolated or is part of an ongoing pattern of behavior, and within one day of the report, refer incidents to administration. Bullying incidents will be followed up, and students monitored to ensure the incident is resolved satisfactorily. CCS will take serious disciplinary action in cases of retaliation.

Communication with Students:

Staff and students are not to communicate through social networking (i.e. Facebook, Snapchat, etc.). CCS employees are required to read and become familiar with the Social Media Policy for Students and Parents as outlined in the Parent/Student Handbook.

Supervision Responsibilities:

Faculty and staff are expected to supervise students at all times. It is expected that faculty and staff will intercede in any situation where students require additional supervision. Any faculty or staff person interested in taking students off-campus for lunch must follow field trip procedures, receiving written permission from parents and administration that is submitted to the office in advance. A staff member must never take just one student off-campus. There must always be at least two students included. Students are never to be left unattended.

Library

The responsibility for returning materials on time rests with the student. Students may lose the privilege of library use if they make a habit of keeping materials until they are overdue, and students will be assessed the full cost of replacement for lost or damaged books. In addition, report cards will be withheld until overdue materials are returned or paid for.

Student Standards and Conduct Expectations

Listed below are some policies regarding standards of conduct for students enrolled at Cornerstone Christian Schools. Being ambassadors for Jesus Christ, CCS students are to conduct themselves according to all school standards during school, after school while on campus, and at all school-sponsored events. This list cannot be all-inclusive, nor is it intended to be; rather, it serves as a guideline by which students may learn about the appropriateness and develop self-control and Godly character. Again, Christ-likeness in students is the ultimate goal. In all cases, the school administration reserves the right to clarify policies, delineate whether or not specific behavior is acceptable, and also determine which disciplinary consequences, if any, are required.

Students are expected to:

1. Obey promptly and cheerfully. (Heb. 13:17; I Thess. 5:18). It is expected that students will obey immediately without a reminder. Students should have a respectful attitude and make attentive eye contact with the person giving directions. It is expected that students will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, eye-rolling, and non-verbal complaining will be addressed.
2. Be courteous and respectful to other students and all adults displaying consideration, kindness, and compassion. (Eph. 4:25-32).
3. Treat others with kindness in action and in speech. (Eph. 4:25-32) Students may not use foul language, tease, or participate in name-calling and racial slurs. Harsh words and harmful behavior will be addressed and will result in an appropriate discipline, as outlined in our discipline policy.
4. Speak with honesty and edification. (Eph. 4:25, Ps. 19:14). It is expected that students will speak honestly without rationalization and excuse. Gossip, slander, and "tattletales" will be addressed. Students will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matt. 18:15-17.
5. Be honest, fair, and Christ-like in their conduct (Ex. 20:7 & 12-17; Eph. 4:28). Little tolerance will be shown for cheating, lying, or stealing. Students should not only follow this policy but also encourage their peers to comply. Students who know of serious violations of Biblical or school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.
6. Display self-control in attitude and action (Prov. 25:28, I Cor. 14:40). It is expected that students will control their tongues and actions. They will be encouraged to speak at appropriate times and to control their bodies. It is expected that students will take an active part in maintaining their personal belongings and the school's appearance. It is expected that they will demonstrate orderly behavior when in groups.
7. Keep the school neat and clean by cleaning up after themselves and picking up trash in the classroom and around campus.

8. Show respect for the school and other people by never destroying, vandalizing, or defacing the property of others.
9. Follow a "hands-off" policy: no fighting, no hitting, no slapping or play-fighting. Causing injury to another student is grounds for suspension/expulsion.
10. Bring only necessary items to school. Ipads, laptops, notebook computers, and Kindles may be used for educational purposes only. Pets, radios, computer games, drones, and other electronic devices are not allowed at school. Misuse of electronic devices will result in confiscation and parents will be required to pick up the item.
11. Refrain from chewing gum on campus at any time.
12. Be on time for every class, prepared with writing utensils, notepaper, appropriate texts, and completed assignments. Students are to be in their seats at the beginning of class, ready to work.
13. Use desks, tables, and chairs properly; do not sit on tables or desktops, and do not tip back in chairs.
14. Limit personal grooming to the restroom, not in class.
15. Reserve the use of sunglasses outdoors. Students, both male, and female may not wear hats in the building. Hoods from outerwear (sweatshirts/jackets) must be off of the head while in the building.
16. Use the crosswalk; do not "jay-walk" across Arneill Road.
17. Avoid inappropriate displays of affection, including hand holding, on campus or at any school-sponsored activities.
18. Remain in class until dismissed by the instructor.
19. Help maintain desks, classroom materials and equipment, and school grounds.
20. Students may not eat in class, in the chapel, hallways, or restrooms. Students may eat in a designated classroom during lunch ONLY with permission and adult supervision.
21. Not be in classrooms, the chapel, or offices unless a teacher or staff member is present and supervising, including during the snack break.

Attendance Policy

California State Law requires that children of school age be present each day in school except for illness, medical appointments, or a death in the family. To profit from all school experiences, students must regularly and punctually attend all classes. Other absences (with the exception of planned absences) are termed unexcused.

Planned absences are those which are known before the actual absence. Extended absences can put a severe academic strain on students. Planned absence must be made in advance by completing a "Planned Absence Form", available in the school office. The form requires a parent and student signature with the specified dates of the planned absence. Students must be prepared to turn in all missed assignments upon their return to class. The completed form must then be turned into the school office for administration approval. Tests and quizzes which are missed during planned absences will be administered to the student within the first week of the return to class.

Parents are encouraged to check with their child's teacher for all homework assignments during their child's absence.

Absences

Truancy

A student is considered truant if he/she is absent from school all or part of the day without parental or administrative consent. Truancy is considered a serious offense and may result in suspension or expulsion from CCS. (CCS School Discipline Policies).

Procedure to Report an Absence

Please call the school office at (805) 987-8621 or email hschuler@ccsed.org to report an absence each day. A written note signed by the parent or an email from the parent may be sent the day following the absence when the student returns to class. The note must include the specific reason for the absence, and the dates missed. Middle School Students should go to the office prior to class to obtain a "re-admit slip". If homework is needed, please check the website for each class or talk with the teacher.

A doctor's note is required after five or more consecutive days of absence due to illness, for readmission to school.

Make-up Work

It is the student's responsibility to determine what school work was missed during an excused absence and to complete that work within a number of days equal to the number of days of excused absences (e.g. a student absent three days who returns on a Monday will have until Thursday to complete work). If a student is given an assignment and is absent on the day it is due, it should be turned in on the first day he/she returns to school.

Test Day Absences and Make-Up Testing

Students who are absent for an announced test or quiz must take the test or quiz within one week upon their return. Middle school students and their parents must arrange for a mutually convenient time with the teacher, either during class, lunch, or after school, for make-up testing. If a student does not show up on the agreed-upon day/time, it will result in a zero for that test. Any test or quiz that is not made up within two weeks will automatically receive a grade of zero.

Tardy Policy and Procedure

Students are expected to be present and ready for instruction when each class begins. If a student is tardy at the beginning of the school day, the parent should sign the student in at the school office and offer an explanation to receive an "Admit Slip". Any course information missed, due to the student's tardiness, is the student's responsibility. Excessive tardiness will result in disciplinary action.

Tardies to Class

A Middle School student arriving late to a class will be assigned the disciplinary action noted on the discipline agreement.

1. The **3rd unexcused tardy** in the same class will result in a detention. The parent/guardian will be notified via FACTS, and a detention slip will be sent home.

Toys on Campus

All toys should be kept at home and are not allowed at school. Toys may be brought for use at EDC but must stay in your child's backpack until EDC. Exceptions to this rule are when the classroom teacher plans a specific activity for the class involving objects from home and notification has been sent out through email. Another exception is when classes participate in Star of the Week/share time. Parents will receive notification of this time in advance. If children do not stay for EDC, then all toys should remain at home. Playground equipment such as frisbees, balls, and jump ropes may be brought to school for recess time at the parents' discretion, but the school cannot be held responsible for lost equipment.

Extended Day Care (EDC) Kindergarten to 8th Grade

The EDC program at Cornerstone Christian Schools is intended to be a service offered by the school to its kindergarten through 8th-grade students; only Cornerstone Christian students may participate. The program will be structured, consisting of recreation time and study time.

EDC Policies and Procedures:

1. The fee for EDC is \$6.00 an hour.
2. Before school morning EDC will be offered beginning at 7:30 a.m.
3. After-school care is available from dismissal until 6:00 p.m. All K-5 students remaining on campus 15 minutes after dismissal will be checked into EDC and families will be charged for this service.
4. The school campus closes at 6:00 p.m. each day. Parents who arrive after 6:00 p.m. will be charged a late fee of \$10.00 plus \$1 per minute late per child. Please do not abuse the privilege of EDC service by making the staff remain on campus after hours. Parents who are late excessively will lose access to the EDC program.

5. Use of our EDC program will be billed to parents' FACTS accounts on the 1st and 15th of each month. If payments are not received within 5 business days, those students will not be allowed to use our after school program.
6. For your child's security and billing purposes, CCS staff will sign students out using our FACTS ID system. Each person designated on a student's pick up list is assigned a FACTS ID number. It is important to update the list of eligible persons to pick up your child. Please use FACTS Family Portal to keep your list current.
7. Any student or parent who does not exhibit appropriate behavior and attitude will be denied access to the program. After three behavioral incidents, a student will be suspended from the Extended Day Care program.
8. When all-day EDC days are offered on a non-school day, the fee is \$60.00 a day per child. It is important to pre-register your child for these days when available, so adequate staff and supplies can be planned. *We may or may not offer care on non-school days.

Transportation

Vehicular Traffic on Campus

When driving on campus, please observe the **5 mph** speed limit. The safety of the students must be our foremost concern. Drivers are to enter the parking lot slowly, in one lane. Parking is permitted only in the designated "school parking" areas. There is no parking or stopping allowed along the red curbs or chain link fence. If at all possible, please park your automobile in such a manner that you will not need to back up; it is difficult to see smaller students who may be walking behind your vehicle. Also, do not drive into the barricaded areas which are reserved for playground use and student foot traffic. Do not move barricades or signs at any time. These are in place to assure the safety of all persons on campus.

The parking spaces nearest to the building are for church office and preschool use only. No school parking is permitted in this area.

Bicycle, Scooter & Skateboard Regulations

Students must obtain special permission granted by the school and have parental consent to walk, ride a bicycle, scooter or skateboard to and from school without *being accompanied by a parent*. **This will only be allowed for fifth grade and above.** All of the general vehicular traffic flow patterns on campus apply to bicycles also. When arriving on campus or leaving campus, students are to walk their bikes while they are in the parking lot area. Bicycles may not be operated on campus after arrival. Skateboard and/or scooters may not be operated on campus at any time. Each student should have a lock for their bike since they are not provided by CCS. Each student must have an After School Walker/Bicycler Permission Form on file in the office.

Arrival Procedure

For safety reasons, students who arrive before **7:45 a.m. must be checked into Extended Day Care (EDC)**. CCS staff will not be responsible to supervise students before **7:30 a.m.**

Dismissal Procedure

Elementary students will be dismissed in accordance with the following procedures.

1. Parents are to arrive no earlier than 10 minutes before dismissal. The teacher will bring students outside and dismiss students in an orderly fashion.
2. Vehicles should enter the campus from the north driveway nearest Las Posas (near the church building) and exit by way of the south driveway. **DO NOT EXIT BY WAY OF THE NORTH DRIVEWAY** (closest to the church building) during drop-off and pick-up times. ****Detailed instructions are available from the office.**
3. Parents waiting for students or siblings who are dismissed later should park in a parking space to wait.
4. Do not try to have a meeting with the teacher during pick-up. Please make an appointment or reach out to the teacher by email.
5. When in the pick-up lane, do not leave the car unattended when the car is running or not in a parking space.
6. Any elementary student who is not picked up within 15 minutes after dismissal will be checked into and be charged for Extended Day Care. *(See EDC policy)*

Lunch Procedures

Students are to bring their own lunch or purchase hot lunch through Myhotlunchbox.com. All students should bring their own refillable water bottle daily. They may be filled at water bottle filling stations.

CCS School Discipline Policies

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. The goal for our teachers and staff is to nurture spiritual growth and self-discipline within students so that they can be ambassadors for Jesus Christ and outstanding representatives of Cornerstone to our school community. Each teacher has a classroom management plan to address procedures and discipline in the classroom. Please make sure you and your child understand these rules and procedures.

Beliefs Related to Discipline at Cornerstone Christian School:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Expected behavior must be communicated, taught, and modeled throughout the school year.
- Every discipline is an opportunity to teach expected behavior.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly, and academically productive learning environment for other students.

Teachers will:

- Communicate high behavioral expectations to students and parents.
- Manage classroom problems and behavior.
- Foster a school climate that enables all students to learn.
- Enforce classroom rules and establish age-appropriate expectations including reasonable consequences for when behavior infractions occur and rewards for when they do not.

Students will:

- Follow the classroom rules set by their teachers.
- Obey all rules and regulations developed by the school for the orderly operation of our program
- Maintain high behavioral expectations.
- Accept responsibility for your behavior.
- Set personal goals and work hard to achieve them.

Parents will:

- Reinforce the classroom management plan established by your child's teachers.
- Communicate high behavioral expectations to your child
- Commit to following through to the success of your child's behavior

Most misbehaviors and infractions will be settled by the classroom teacher. The following behavior chart shows which infractions are considered minor and which are considered major offenses. Please note that a minor offense can at times rise to the level of a major offense.

Minor Offenses	Major Offenses
not following classroom rules	profanity/swearing
unwanted physical contact	fighting/assault

defiant/non-compliant conduct bullying
cheating/lying threat of harm
stealing major disruption/noncompliance
disrespect destruction of school property and/or property of other classmates
inappropriate items at school drugs/alcohol/tobacco
pestering others forgery
repeated dress code infractions sexual misconduct and/or possession of obscene literature

CCS staff and teachers will use the following when dealing with **minor offenses**:

- use positive encouragement
- redirecting behavior and/or giving a verbal warning
- reteaching appropriate behavior to meet expectations
- use alternative methods of redirecting (ie pulling child aside to discuss behavior, reviewing expectations)
- give consequences for the offense
- schedule a loss of privileges

***If the behavior continues, staff will document the incidents and refer the student to the principal. When this happens, the principal can:**

- **issue a lunch or after-school detention**
- **request a conference with parents**
- **set up a behavior contract**

CCS staff and teachers will use the following when dealing with **major offenses**:

- student conference with the principal
- communication with parents
- documentation of the offense/incident in FACTS
- lunch or after school detention, suspension (at-home suspension, or in-school suspension)

Please note that grievous offenses may result in expulsion and/or contact with law enforcement. Suspension means that a student has been sent home for a limited period either as a disciplinary sanction or pending the outcome of an investigation. Expulsion means that the student is required to leave the school permanently when the student or a family member has acted in a way that jeopardizes the safety, reputation, or learning opportunities of the CCS community.

Suspension and Expulsion

If a student commits an act with potentially serious consequences, expulsion may be imposed immediately. However, more frequently, the administration will suspend a student for a given length of time, so that all parties might have sufficient time to consider whether or not a safe and effective learning environment can be maintained if the student were to return to the school.

A student may also be suspended and/or expelled if the parent or guardian, in the administration's judgment, threatens or intimidates a member of the CCS community and/or compromises CCS's name and honor amongst our community.

The final decision regarding all discipline consequences will be left to the discretion of the administration. If a student has been dismissed from CCS and desires to be readmitted, the administration and the CCS Board of Directors will make a decision after careful consideration of the facts and circumstances.

Being ambassadors for Christ and representatives of Cornerstone Christian Schools, all students are expected to adhere to all CCS behavioral standards during school time and also after school hours — 24 hours a day, 7 days per week. Infractions incurred may result in disciplinary measures whether the incident takes place on- or off-campus.