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## I. INTRODUCTION

**Statement of Policy** The administration of Cornerstone Christian School reserves the right to make changes in rules, objectives, policies, fees and course offerings as circumstances may require. This handbook is neither a contract nor an offer to contract.

**School History and Purpose** In June of 1989 the Lord laid on the hearts of a small group of people the need to start a new church and Christian school. After many weeks of prayer and planning, Cornerstone Baptist Church and Christian School were born. CCS is a ministry of Cornerstone Baptist Church and provides young people with a sound Christian education while maintaining high academic standards.

According to Deuteronomy 6, the responsibility for providing a Christian education ultimately lies with parents. CCS simply assists the home and church in teaching and training young people. The intricate bond of the home, church, and school provides an excellent basis for Christian education. CCS is a Christian school by conviction, not by name alone.

The administration's desire is to give each student the maximum knowledge of academic subjects and the essentials of culture in the light of God's Word. **Any parent with different educational or spiritual expectations for his children other than those stated above, is likely to be dissatisfied with the program at Cornerstone.** Rules, standards, and regulations are in effect to help see that things are done decently and in order and in accordance with the administration's understanding of the Word of God. CCS will not retain any student whose attitude, academic performance, or actions are not in harmony with school policies, and expects full cooperation from both parents and students in its educational and disciplinary policies.

**Statement of Faith** In keeping with our position that the scriptures are without error, we believe the Word of God is the

final source for our instruction and guidance. All rules, decisions, and doctrines are based on what Cornerstone Baptist Church feels the scriptures teach in these areas. CCS has a twofold Bible emphasis: To show each student his need of Christ as his personal Savior and to present the Bible as God's absolute standard for moral conduct. For the sake of uniformity and ease of memorization, the standard King James Version of the Bible is used in the classroom. Bible teaching is done within the framework of the following statement of faith.

**Scripture** The absolute accuracy of the Word of God; verbally inspired and all-sufficient as the Christian's rule of life and practice. (II Tim. 3:16-17)

**God** The one true God manifested in three persons: Father, Son, and Holy Spirit, equal in all things and eternal, omnipotent, omnipresent, and omniscient. (Matt. 28:19; II Cor. 13:14)

**Christ** The virgin birth of Christ (Luke 1:26-35), His absolute sinlessness (II Cor. 5:21), the complete justification of the believer in Christ. (Acts 13:38-39; Rom. 5:1)

**Baptism / Lord's Supper** The ordinances of the Lord's Supper and baptism by immersion to be observed by the Church in the Lord's absence. (Matt. 28:19; Acts 8:36-38; Rom. 6:1-5; I Cor. 11:23-36)

**Holy Spirit** The necessity for the new birth through the Word and the Spirit of God (John 3:3-7; I Pet. 1:23-25), the indwelling of every true believer by the Holy Spirit (I Cor. 6:19; John 14:16-17). The eternal security of the genuine believer because of the work of Christ and by the Holy Spirit. (John 1:12-13)

**Church** The body of Christ, composed of all believers who by faith have accepted Christ as their personal Savior. The local church is the physical representation of that spiritual truth here on earth. (Eph. 5)

**Salvation** The effectual work of the blood of Christ, apart from which there can be no salvation (Heb. 9:22; Eph. 1:7; Col. 1:20; I John 1:7). His vicarious death (Rom. 5:6-8), His bodily resurrection from the dead (Rom. 4:25; Luke 24:50-51), His present enthronement (Heb. 1:3), His high priestly ministry and advocacy (Heb. 7:25-26; I John 2:1), and salvation is by grace alone through faith in what Christ has done (Eph. 2:8-9).

**Man** Man's absolute helplessness to save himself or please God in his unregenerate condition (Rom. 3:9-19; 5:12-17; 8:8) due to the fall of man through Adam.

**Hell** The immediate entry into a literal hell by every person who dies without Christ (Luke 16:19-31), the resurrection of all such persons to stand before the Great White Throne for Judgment (John 5:28-29; Rev. 20:11-13), the consignment of all such persons into a lake of fire forever (Matt. 25:46).

**Heaven** The immediate entry into a literal heaven (presence of God) by every person who dies after having accepted Christ as his personal Savior. The consignment of all such persons is forever also. (II Cor. 5:8; John 14:1-2)

**Sanctification** Separation from sin and the world by the Christian and a godly life to the glory of God. A progressive work of the Holy Spirit in the believer which culminates at death or the second coming. (II Cor. 6:14; 7:1; Titus 2:11-14)

**Second Coming** The rapture of the church, at the coming of Christ (I Cor. 15:51-57). The review and reward of believers according to their life and works. (I Cor. 3:11-15). The revelation of Christ at His coming to the earth prior to the setting up of His millennial kingdom (II Thes. 1:6-10), the personal, literal reign of Christ over this earth for one thousand years (I Cor. 15:24-28).

**Affiliations / Achievement Tests** CCS is a member of the Alabama Christian Education Association and the American Association of Christian Schools. Achievement tests administered annually show our student body to be performing above the national average. Students who have

done well at CCS move easily into other private and public schools locally and across the nation.

**Accreditation** Accreditation by a state government agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determined as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may, or may not, be Christians.

**Cornerstone has not sought accreditation by any governmental agency for several reasons:** CCS would be required to use textbooks adopted by the state. Such texts are developed by secular writers who in many ways reject our Lord Jesus Christ, and extol concepts contrary to teachings of the Bible. Furthermore, accreditation dictates that a school employ a curriculum and teacher certification standards often inferior or in opposition to those of Christian institutions. It seems unreasonable for CCS to expect parents to withdraw their child from a government school with academic and moral ills and place him/her in a private institution with the same curriculum, methods, and objectives.

Accreditation of a private Christian School is not necessary for a graduate who wishes to enroll in a standard college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests, such as the ACT. All colleges require a minimum score on the ACT for enrollment. The instructional program of CCS is designed and implemented to properly train students who wish to continue their education beyond high school.

## **Notice of Nondiscriminatory Policy**

Cornerstone admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admissions policies or athletic and other school administered programs.

**General Policy** It is the clear intent of CCS to win your child to Jesus Christ, as his personal Savior, and then to train him for Christian service. Doctrinal teaching is consistent with the historic Baptist position. However, all preaching, teaching, and philosophy will be presented in accordance with the positions held by the membership of Cornerstone Baptist Church.

Students who purposefully and actively promote philosophies or religious viewpoints among fellow students which are clearly contrary to the biblical position held by the Church, will be warned about the practice, disciplined, and may in extreme cases be asked to withdraw. This applies to all school activities, whether on or off campus.

The main function of the school is to educate the children God has loaned you according to the absolute and timeless truths of God's Word. It is essential that parents and school pledge themselves to working together for the benefit of God's children.

Parents are asked to support the school:

- In discipline, dress code, and educational policies.
- In recognizing the authority of the teacher in the classroom. If a question arises concerning this authority, the parents should direct any question to the teacher first, then to the administration.

- In regular attendance at Parent/Teacher Fellowships and Programs to interact and converse with teachers concerning student progress.
- In prayer for your student/s and the administration.
- In church attendance. Unless the parents attend church regularly, it is extremely difficult for us to teach the importance of the student's proper relationship to God.
- In behavior at sporting events. Please remember that students look to adults for an example. It is not Christ-like to "boo" a player or to yell at the referee. It hurts the testimony of the parent, student, and CCS.

No visitor or outsider may speak or perform in any program unless permission is secured from the administration in advance. This includes guest speakers and lecturers in the classroom.

CCS will not be held responsible for any party or social function that is not officially approved or sponsored by the school.

Teachers are available for conferences by appointment until 30 minutes after school officially ends. Appointments should be made through the school office. Only parents should call school personnel at home. Please do not allow students the freedom to disturb staff at home for assignment purposes due to negligence.

Cornerstone High School operates on the "**closed campus**" principle. This simply means that attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Any early departure must be approved through the administration.

Students may not have on the cover of their lunch boxes or on their lockers anything dealing with rock music stars or TV stars that are not the type of character we want our students



to emulate. The administration reserves the right to make judgments as to the allowance in any of these areas.

## II. ADMISSIONS

**Philosophy of Admissions** On the elementary level, our philosophy is one of *evangelism*; therefore, we willingly accept a limited number of unsaved children with the specific purpose of leading them to a saving knowledge of the Lord Jesus Christ. Young children are pliable and still able to be molded into the character of Christ.

On the high school level, our philosophy is one of *edification*; therefore, we prefer to accept only students who profess a personal knowledge of Jesus Christ as their Savior. We are concerned that each student not only desires to be at this school, but also desires to become spiritually mature in Christ-likeness which can only be done if the student is first a Christian.

**Admissions Procedures** Parents may call the school office or visit the campus to obtain information about CCS. An application must be filled out and left with the administrator for review. An interview is conducted by the administration with the parents or guardians and student in order to ascertain academic and spiritual background. *The handbook must be read prior to this meeting by the parents/guardian and student.*

Upon acceptance, the applicant must submit the **registration and book fees**, a completed **enrollment card** and other appropriate forms, a copy of their **birth certificate**, **social security card**, and **original immunization record**. Final acceptance is contingent upon the evaluation of transcripts from the previous school. Students with extremely low scores on their transcripts will be tested to determine grade placement.

Five-year kindergarten students must reach the age of five by September 1<sup>st</sup> in order to be enrolled. Only specific exceptions will be made. These will be reviewed by the administration and must be clearly evidenced by test scores. However, any student who is allowed to enroll in CCS by specific permission is hereby made aware that upon re-enrolling in a public or private school, they may be subject to placement in a lower grade.

CCS will not admit any student who has been expelled or dismissed from another school, public or private, or one who is on probation with juvenile authorities. We also reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school. All new students enrolling at CCS will be on an automatic six weeks trial period. Cornerstone reserves the right at the end of this period to remove the student from enrollment, because of behavior or academics.

Official withdrawal from the school must be made by the parent/guardian in person through the school office. All tuition charges will continue until the office has received specific notice. Records will not be released until all bills are paid and all textbooks, materials, and school uniforms have been returned. ***Registration and book fees are nonrefundable.***

**SPECIAL NOTE:** Alabama public school enrollment regulations change regularly. With these changes it may become difficult for CCS students to transfer to the public school system once they enter grade 9. At this time students must take entrance exams for the subjects which they have taken at CCS. All prospective and current students are hereby forewarned that enrollment in CCS is a commitment to Christian education. Any transfer, relocation, or expulsion may mean a forfeiture of the credits earned at CCS.

**Probation** CCS strives to give every opportunity for students to conform to the rules and requirements. However, probation may occur in two areas:

**Behavioral Probation** Any student who ends a year with 20 demerits will automatically be placed on probation the following year. Behavioral probation is in effect the entire year or until removal by school board approval. Each probationary student will be reviewed by the school board at the end of each quarter to determine future enrollment.

Behavioral probation *does* affect extracurricular participation. This includes activities such as sports, cheerleading, student offices, honor society, and non-academic trip such as Six Flags, etc. It *does not* affect attendance at banquets or special programs or the required senior trip to The Wilds.

**Academic Probation** Any student who fails to pass two or more subjects for any semester must be presented to the school board to consider future enrollment. At this time specific requirements will be set based on the student involved. Failure to meet the goals set by the board may result in dismissal from CCS.

**According to ACEA rules, any student who fails to pass 4 full unit subjects for the year will be on academic probation, and thus ineligible for future involvement in sports or cheering until the 2<sup>nd</sup> semester. If the grades have improved they may participate 2<sup>nd</sup> semester.**

**Church Attendance** Students in the 7<sup>th</sup> - 12<sup>th</sup> grades are required to attend the church of their choice weekly. Negligence in church attendance may effect election to an office, position, court, or society. Those students may be denied re-enrollment for the next school year as determined by the school board. Those participating in any extracurricular

activity or holding any office are considered leaders of CCS, and are therefore expected to be in church at least twice per week.

### III. ACADEMICS

**Requirements** Bible is the foundational subject taught at Cornerstone. Therefore, each student must be enrolled in a Bible course each year he/she is in attendance. All students are required to have a standard King James Version of the Bible for classes.

#### Courses of Study

##### Elementary (K5 - 6<sup>th</sup>)

Bible	Spelling	Reading	Art
Language	Writing	Science	Math
Geography	History	Chorus	Penmanship

##### Junior High (7<sup>th</sup> - 8<sup>th</sup>)

Bible	English	P. E.	Chorus
Math	Science	History	

##### High School (9<sup>th</sup> - 12<sup>th</sup>)

	Standard Diploma	Advanced Diploma
Bible	4	4
Math	4	4
English	4	4
Science	4	4
Social Studies	4	4
Foreign Language	1	2
Computer	½	½
Health Education	½	½
Physical Education	1	1
Fine Arts	½	½
Electives	2 ½	1 ½
<b>TOTAL</b>	<b>26 credits</b>	<b>26 credits</b>

**Elective Courses** Some of these courses are offered on a rotating basis as the need arises:

<b>Business Math</b>	<b>Physics</b>	<b>Speech</b>	<b>Drama</b>
<b>Accounting</b>	<b>Spanish</b>	<b>Keyboarding</b>	
<b>Home Ec</b>	<b>Art</b>		

It should be noted that if a student in grades 9 - 12 does not pass a course during any semester, the loss of credit will adversely affect his meeting the graduation requirements.

**No Student will be able to march who is more than one credit short of the requirement for graduation by the final day of school. Diplomas will not be issued until all credits are completed.**

**Grades and Grading Scale** Students will receive report cards each nine weeks reflecting their progress. In 5-K a system of evaluation is used to let the parent know the advancement of their child, such as "S" for satisfactory, etc. No honor role is calculated.

In grades 1<sup>st</sup> - 12<sup>th</sup> number grades are given for all subjects, but only the letter grade is recorded on the report card. The following scale is used in calculating grades:

<b>A+</b>	<b>100 - 98</b>
<b>A</b>	<b>97 - 93</b>
<b>A-</b>	<b>92 - 90</b>
<b>B+</b>	<b>89 - 87</b>
<b>B</b>	<b>86 - 83</b>
<b>B-</b>	<b>82 - 80</b>
<b>C+</b>	<b>79 - 77</b>
<b>C</b>	<b>76 - 73</b>
<b>C-</b>	<b>72 - 70</b>
<b>D+</b>	<b>69 - 67</b>
<b>D</b>	<b>66 - 63</b>
<b>D-</b>	<b>62 - 60</b>
<b>F</b>	<b>59 - Below</b>

Any incomplete work not made up within one week of the end of the grading period will automatically become an "F", and is averaged as 0%. Extenuating circumstances may be

considered by the administration, but must be communicated immediately.

Semester Exams are given to all 7<sup>th</sup> - 12<sup>th</sup> grade students. There are no exemptions for first semester exams. Students may exempt final exams if their grade average is 90% or above, and if they have not been penalized because of excessive tardies or an unexcused absence. Those exempting **all** subjects are not required to attend on review days.

Any student who because of academic difficulty, or any other reason, ceases to do his expected work for a class will be brought before the school board for possible expulsion.

**Progress Reports** On the elementary level, student work is sent home weekly to keep parents informed of their child's academic progress. A progress report is sent home around the mid-point of each quarter. These must be signed by a parent and returned to the teacher.

On the high school level, progress reports are also issued at the midpoint of each quarter for students who have less than 75% in any academic subject. These reports are mailed to the parents. The overall grade average does affect eligibility for extracurricular participation.

**Report Cards** Report cards are issued approximately five days after the quarter ends. Elementary Cards are to be signed by a parent and returned to the school within two days. High school students receive a non-returnable computerized slip. A and A/B honor roll students are recognized each quarter.

**Extracurricular Participation** Any position of leadership at CCS is considered an honored position. With this honor comes the responsibility of the student to be a good example both academically and spiritually. If it is found that a student

is participating in questionable activities, or anything harmful to their testimony, they will lose their privilege of participation in areas such as sports, cheerleading, class officers, etc.

To be a candidate for a special recognized or voted position, a student must be a **regular member of a local church** as verified by the Pastor or Youth Pastor, and must give **evidence of salvation** through testimony throughout the school year.

The student must also maintain an **overall “C” average** and **have no more than 10 demerits**. No student who has made an “F” in Bible for any quarter or semester will be eligible that year for a special position.

**Academic Probation** ACEA regulations state that no student will be eligible to participate in sports who has not passed 4 full unit subjects the previous year. He/she is ineligible for at least one semester, then re-evaluated based on the 1<sup>st</sup> semester grades.

Any student whose overall average is below 75% at any of the grading report periods (progress reports, quarters, or semesters) will be ineligible to participate in any extracurricular program. He/she may not play or practice in any scheduled competition, nor travel to any of the “away” competitions, either as a participant or an observer during week nights in which a school day follows. He may not be present at practices; however, he may attend “home” performances.

The period of ineligibility begins the day after the report is issued and will continue until the next grading period check. (i.e. progress reports or report cards) Non-academic grades such as P.E., Chorus, etc. will not be counted in this tabulation. Bible will be included. Classes which have not had a minimum of 5 test, homework, or quiz grades will also not be used. At the semester’s end, eligibility will be determined by the quarter grades, and not the semester average.

**Behavioral Probation** Any student who has accumulated 20 demerits or more will be considered ineligible for participation. No student will be allowed to try out for cheerleader who has ended the year with 20 demerits or more.

**Financial Probation** No student shall participate in sports or extracurricular activities whose bill is more than 2 months past due, or has accumulated an excessive amount of fees.

**Standard Requirements** Any violation of the following is cause for dismissal from a team or squad. Those who foresee a consistent problem in these areas are advised not to participate.

**Participation** Participation in all practices is required unless sickness or a family emergency occurs. **NOTE: Any reason for missing a game, practice, or meeting must be conveyed to the coach before the scheduled event.** Unless totally unavoidable, appointments should not be made during practice.

Participation is expected in all games and performances. Exceptions will be granted only through administrative approval.

Participation is expected in any team fund raising event for necessary additional supplies or uniform items. All fund raising obligations must be met, or the appropriate dollar amount will be added to the student's school bill.

**Payments** Students are responsible for buying additional items related to the activity as deemed necessary by the coach or sponsor.



**School Attendance** Students must attend school the day of the performance. To be counted in attendance one must be in school 3 ½ hours.

Student must be on time to school the day after a game, regardless of the distance traveled or the late arrival home.

Any student on a team who is absent or arrives after the 8:15 bell on the day following a game and without an excusable reason will receive 5 demerits.

**Dress** (See Pages 38, 39)

**Commitment** To assure each participant is aware of the requirements, a signature is mandatory on the Parent's Code and may be requested on a separate form as well. If there is no signature that young person may not participate.

**Homework** Home work is an integral part of the school program, and is given to aid each student to advance in his/her studies. All students are required to have their homework ready to turn in at the designated time. Any credit for late homework will be determined by the individual teacher. In order to encourage church attendance it is the policy of the school that teachers will not give homework on Wednesdays (Elementary), or will give light homework in limited classes (High School). However, there may be an instance when a teacher needs to have work due on Thursday. These times will be few and announced ahead of the day due.

**Elementary** A homework sheet for the week will be sent home on Monday. Parents should keep these sheets in order to keep track of their child's homework requirements for the week. Major project sheets will also be sent home with the homework sheet at the beginning of the school year. Major projects

will consist of such items as book reports, science items, and other class related projects.

**High School** Homework requirements differ with each teacher. Students are responsible to keep track of their assignments. It is imperative that students complete assignments on time. Parents will only be contacted through progress reports and report cards, unless there is an extreme problem.

**Actual Work Time** Total homework for the average student should fall in these guidelines:

Grade 1	10-30 min.	Grades 5&6	60-80 min.
Grade 2	20-40 min.	Grades 7-12	1 to 2 hrs
Grades 3/4	40-60 min.		

## **Promotion / Retention**

**Grades 1 - 3** Students receiving a “D” or an “F” in any three academic subjects are subject to retention.

If a student receives an “F” in reading or math he will not be promoted. They may be promoted on probation if they are tutored or attend a summer school session with prior approval.

**Grades 4 - 8** Failure of three or more subjects (yearly) automatically results in retention. If a student receives an “F” in reading or math he must have successful tutoring in order to be promoted.

**Grades 9 - 12** High school students earn credits based on their semester average in each subject. The number of credits earned will determine the grade level. Any senior high student who fails either semester of any required course must retake the same course to obtain credit. Credits earned outside of school must be pre-approved.

**Summer School** Summer school is not to be used to get ahead in credits or grade level. In some instances CCS uses ACE paces to assist students with academic problems. However, no pace may be taken if the class is offered and will fit the student's schedule. An extra cost is involved for each pace taken.

**Honor Rolls** A student must maintain an overall A average in school with no semester grade below an A- in any course. At least an overall B average must be maintained to be eligible for the A/B honor roll with no semester grades below B- in any course.

**Honor Society** Membership in the American Christian Honor Society is given to tenth through twelfth grade students who are chosen by a faculty committee using the criteria as set forth in the ACHS manual. Students are chosen on the basis of scholarship, Christian character, leadership, and Christian service. Those who are voted into the Society must have maintained an overall 90% average. Any student receiving ten demerits after being inducted will be placed on honor society probation until the next grading period. Any student receiving twenty demerits will be dismissed from the society.

#### IV. ATTENDANCE

**Requirements** School hours are 8:00 to 3:00 for elementary and high school students. Half day dismissal time is 11:30.

Regular attendance is required at CCS. Parents are encouraged to call the school office when their child is absent. They must also send a written excuse with the student within two days of his return to school. The note must contain the date(s) of absence, the reason for the absence, and the parent's signature. It should be turned

in to the homeroom teacher. If a written excuse is not submitted, the absence will be recorded as unexcused.

School sponsored or sanctioned activities do not count toward the total absences allowed; however, arrangements must be made for making up work as required.

**Excused Absences** A student shall be excused from school for reasons of illness, death in immediate family, medical or dental appointments, legal requirements, and emergencies or other situations which are pre-approved by the administrator.

**Unexcused Absences** Absences for reasons other than those listed shall be considered unexcused. **The student will receive a zero for the work missed.** A suspension is considered unexcused.

Any student in K5 who accumulates more than 20 absences is subject to dismissal from the program.

Any student enrolled in grades 1 - 8 who accumulates more than 20 absences during the year is subject to being retained in the same grade the next school year.

Students enrolled in grades 9 - 12 who accumulate more than 10 absences in any course or subject in any semester are subject to losing credit for the semester's work in that course.

**Special Notice:** Any student who is absent from school **may not attend or participate in a sport activity, or any other special program or trip that day.** Any unusual circumstance which would warrant consideration must be approved before the activity in question.

**Make Up Work** If a student is absent for any excused reason, **the student** shall make arrangements with the teacher the day he/she returns to school to make up missed work. Work should be made up within a reasonable number of days, which shall be determined by the teacher. **It is the responsibility of the student to complete all work required within the deadline.**

**Tardy Penalty** Students in 5K - 12<sup>th</sup> grade who are not in their classroom before the 8:00 bell stops ringing are tardy. **If 5 tardies are accumulated in one semester, the perfect attendance award will not be given. For 7 - 12 grade students, every 5 tardies received results in forfeiture of one exam exemption in May.**

Any 7<sup>th</sup> - 12<sup>th</sup> grade student not in his/her designated class for each period when the bell rings is tardy. Before entering the classroom, the student must obtain a late pass from the office.

**Check In / Check Out Procedures** If a student must leave early during the day, a written note including the date, reason, time of departure, and parents signature is to be turned in to the office before morning classes begin. A parent or legal guardian must come in and sign the checkout register before the student is dismissed.

In certain instances a student's classes will be scheduled so that classes at the end of the day are not necessary. Early departure on a regular basis must be arranged with the administrator at the beginning of a semester. The student must have acceptable grades and obtain written permission from his parents.

Students are not permitted to leave the school grounds during the day without permission from the office. When students are given permission to leave, they must sign out, and upon returning they must report to the office to sign in. **No student may leave unless the school receives word from the parent or guardian by note or by phone.**

## V. BEHAVIOR REGULATIONS

**Philosophy of Discipline** While discipline is basically positive training in the right direction as Proverbs 22:6 points out, **“Train up a child in the way he should go and when he is old, he will not depart from it”**, there is also the necessary element of correction and adherence to rules. Every effort is made to correct small problems before they become serious. Positive preventive measures are taken to prevent wrong behavior by the student. Self-discipline is the intended result in dealing with unacceptable behavior.

All discipline at CCS is done in a spirit of love and in accordance with Biblical principles. Specific behavior problems are dealt with through careful explanation of the wrong and counsel to do right. School personnel are careful to proceed in a manner that helps maintain and develop proper self-esteem in the child.

Forms of correction include extra assignments, revoking of privileges, demerits, corporal punishment, suspension, probation, and expulsion. When problems arise they will be dealt with promptly and in a prescribed manner.

CCS attempts to invade the private home life of students as little as possible. We feel this is the responsibility of the parents. However, there are some obvious rules related to **drinking, smoking, and participation in non-sanctioned activities**. Although we do not set specific rules for some off-campus activities which are interpretive matters, we do

teach against them. Some of these are **movies, proms, dancing, contemporary Christian music, certain television programs, entertainers, and rock/rap music (Christian & secular)**. These are some of the areas we feel are dangerous to the spiritual growth of young people if not closely monitored by parents.

**Corporal Punishment** We reserve the right to paddle any student in CCS from pre-school through eighth grade. We have full faith in God's Word which teaches that "foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him" (Proverbs 22:15). Corporal punishment will be applied in a controlled manner, in private by the administrator, department head, or teacher, and witnessed by another adult. We believe that paddling should be done in love and only after pointing out the exact error made. Parents or guardians who enroll their children in Cornerstone Christian School must agree to accept this form of correction as part of our discipline system.

**Attention Deficit Disorder** CCS feels that in some situations the terms "hyperactive" or "attention deficit disorder" are used as excuses for a mere lack of control and discipline. Although we acknowledge that this can be a real problem, it is our belief that these terms can be too quickly placed upon a child. This in turn causes the misdeeds to be overlooked or explained as an unusual problem and thus not dealt with according to the Biblical methods given in Proverbs. Instead, these actions are controlled through the use of habit forming stimulant drugs, or antidepressants. We are not always in agreement with these methods and wish to advise parents of our stand in this area before they enroll their child. Our methods of discipline are used for all young people equally. CCS is not able to offer any special treatment, classes, or teaching at this time.

**General Conduct and Attitude** Cornerstone Christian School expects a student to be respectful toward God, country, family, faculty, and fellow students (I Samuel 15:23). Attendance at CCS is a privilege and not a right. Constructive suggestions are always welcome, but griping is not tolerated. Anyone not willing to cooperate spiritually, morally, or scholastically will be dismissed. If improper attitudes persist after parents have been informed, probation, suspension, or expulsion may result.

CCS may request the withdrawal of even a well behaved student if the parents of that student become excessively disruptive, slanderous, abusive, or disorderly. This is especially true concerning conduct at sports activities, or other related events where an uncooperative spirit is displayed.

A student should display an attitude of respect toward other students, faculty, staff and guests. You should come to class completely prepared with all materials needed and all assignments completed on time. Your full attention should be given to the teacher. This means not daydreaming, putting your head down on the desk or working on homework for other classes. Any distracting items, such as toys, games, magazines, etc., should be left at home.

Students should always address adults using “yes sir / no sir”, etc., and listen carefully to follow all instructions. Never talk or communicate with others without permission. You should never leave your seat for any reason without permission.

Proper respect should be given to the property of Cornerstone. To avoid defacement or misuse, never sit on desks or tables, nor draw on desks, books, furniture or walls.

There should be no casual or serious physical contact between students of the opposite sex. Avoid horseplay, mischief and do not touch the property of others without their permission.



During ball games you should never “boo” other players, referees, or coaches. Do not distract any players or referees through conversation or heckling, and be respectful during free throws. The basic rule is “cheer for our guys and never jeer the other guys”. Any poor attitude shown by a player or spectator will be dealt with.

## **Rule Coverage**

**On Campus:** The behavior and dress regulations of CCS apply to students whenever they are on campus, whether classes are in session or not. The rules are in effect after the 3:00 bell as well as during the school day. Students who drive on campus are not to play inappropriate music (rock/rap/contemporary Christian) loudly so that it can be heard by others.

**Off Campus:** At any CCS function such as games, banquets, etc., which may be held off campus, students are subject to the regulations upon arriving at the off-campus facility until leaving the premises. Any misdeed will be dealt with at the earliest on-campus convenience.

Students will not be allowed to continue in school at CCS if they either on or off campus use tobacco, alcoholic beverages, non-prescribed drugs, or are involved in illegal or immoral behavior, or any activity which would severely damage their personal testimony or the testimony of CCS.

In regard to off-campus dress, CCS wishes to leave this area with parents as much as possible. However, to guard the testimony of the school, CCS may deny continued enrollment to any student who regularly dresses immodestly, effeminately, or in a way which damages the testimony of our Lord, the young person, and CCS. Examples of such items are

displays of nudity, boys wearing earrings (anywhere on the body), revealing undergarments, etc. If it is found that a CCS student regularly uses profanity, is in trouble with the law, or disrupts with loud rock music, or is involved with any of the activities previously mentioned, he or she will be brought before the School Board for possible expulsion.

**School Breaks:** The regulations listed above continue during breaks such as Christmas, Thanksgiving, etc. Any student who appears on campus ill-shaven, with excessively long hair, dressed inappropriately (i.e. girls in shorts, boys with jewelry, etc.) will receive demerits upon his/her return to school.

**Summer Break:** During the summer months students are technically not enrolled at CCS. However, any young person who violates any of the regulations listed in the previous sections, or is involved in any activity greatly affecting his/her Christian testimony, will be presented to the School Board for possible denial of re-enrollment.

## **Disciplinary Action**

### **Elementary (5K-6) The Tally System**

A tally is a reminder that may lead to more severe punishment. Tallies may be given by any teacher or person in authority at the time the rule is violated. Some students are placed on a 1/3/5 progression because of frequent repeated offenses - 1 tally for the first offense, 3 for the second, and 5 for the third and following offenses. This will be in addition to the accompanying paddling if the situation warrants.

### **TALLY CATEGORIES AND DEFINITIONS ARE AS FOLLOWS:**

**HULLABALOO** - noise which is distracting to the class

**OUT OF ORDER** - any rule, not covered in other categories

**WORK NOT IN** - home or class assignments not submitted on  
(Parents are held responsible for this category)

INTENTIONAL DISOBEDIENCE - open defiance, serious insults, refusal to obey the authority - **this could result in a paddling.**

ATTITUDE INCORRECT - showing an uncooperative attitude

COURTESY LACKING - discourteous to students or authority

TALKING - any kind of communication without permission

If a student receives 3 tallies in one day he/she will be sent to the elementary supervisor or office. Punishment may take several forms: counsel, a phone call to parents, temporary removal from the room, or swats (maximum of 3) may be used. Students who receive frequent reprimands and/or tallies may be placed on a 1-3-5 progression for an extended period as determined by the supervisor and the teacher. Recess may be missed for every **behavior** tally received as part of the punishment.

All elementary teachers are given permission to use the paddle as needed. However, before corporal punishment is used the parents are informed that it will be the next step, unless behavior warrants immediate action. Some acts of behavior may warrant a paddling before the limit of 3 or 10 tallies have been reached. In the event there is no action taken by the parents in response to frequent tallies, dismissal of the student from school may result.

After 10 tallies have been issued for a quarter the student will receive a paddling for **each** behavior tally received. This may involve every tally category except "work not in". Students receiving 10 tallies in any quarter will be off a team/squad until the semester ends. If the 10<sup>th</sup> tally is received within two weeks of the Christmas break, the two weeks after the break must also be missed.

A student who ends the year with 20 or more tallies must return on probation. If he/she reaches 20 tallies again any time during the year, he/she will be subject to dismissal from CCS pending board review.

Any student receiving 40 or more tallies for a year will be brought before the board for denial of future enrollment. If the deeds are of such nature that the student is not compatible with CCS's system and philosophy, future enrollment may be denied.

**High School (7-12) - The Demerit System** The demerit system is merely a method of keeping a record of a student's actions over a given period of time. There are three categories of offenses that incur minor to severe consequences.

Upon issuance of demerits, the faculty member will fill out a demerit slip listing the student's name, offense, and action taken. The student will receive a copy, one copy will be mailed home, and the third is recorded on the student's "Behavior Record".

Demerits are cumulative for the whole year. **Probation** will occur when a student reaches 20 demerits. This will exclude the student from participation in extracurricular activities, practices, games, performances, etc. Probation does not affect attendance at banquets or special programs. However, no student who is on probation may attend a non-academic trip. This does not include the required Wilds senior trip. Any student who is on probation two consecutive years will be subject to dismissal pending review by the school board.

Teachers will only issue Class I demerits. Class II and III will be sent to the office for issuance. Demerit assessments will be doubled during the last two weeks of each semester. The only method for removal of demerits is by direct act of the school board.

**Suspension** A student may be suspended from one to five days, depending upon the nature of the offense. A student who is under suspension may not enter the school building or grounds, and cannot attend any school functions. Students returning from suspension must be prepared for that day's work and tests.

**Expulsion** If a student reaches 40 demerits, the school board will meet to review the case and determine future enrollment. A student may be expelled for extreme misbehavior at any time. Expulsions will be made part of the student's permanent record.

**NOTICE:** Any student who is 16 and is expelled must re-enroll in another school or lose his/her driver's license. CCS is obligated to inform the pertaining school board of that student.

## **Offenses**

**Class I - Self Discipline** Class I demerits may result in an initial penalty of 1 demerit with the possibility of up to 4, depending on the circumstances. They will be issued on a 1-3-5 progression for a repeated offense. This means the 2<sup>nd</sup> occurrence of the same misdeed will automatically be 3 demerits. The 3<sup>rd</sup> and following offense will be 5 demerits.

The following behavior is unacceptable and may be dealt with by the issuance of demerits or other measures determined by the administration and based upon the circumstances. **These lists are not meant to be all-inclusive.**

- Communicating without permission (including nonverbal signs)
- Out of seat without permission
- Attending class unprepared (no paper, pens, books, etc.)
- Working on unrelated materials in class

- Non-participation in class
- Being sent out of the classroom
- Passing and /or reading notes
- 3 class tardies
- Misconduct in chapel (misbehavior, no Bible, sitting in wrong seat)
- Violation of hair/dress code
- Eating or Drinking in school buildings / classrooms
- Chewing gum on campus
- Scuffling / Horseplay / Running in building / Throwing objects
- Damage to school property
- Failure to clean area after lunch
- Failure to keep locker/desk neat, organized and clean
- Improper materials in/on lockers (inappropriate pictures, damaging stickers)
- Tampering with any teacher's or school property
- Bothering other students' lockers or possessions
- Adjusting A/C or heat units without permission
- Sitting on top of student desks, sitting at / on the teacher's desk
- Leaning back in desk / chair
- Being in unauthorized portion of the building
- Improper use of phone
- Failure to check in or out at the office
- Littering
- Possession of unauthorized items on campus
- Misconduct on school related trips (minor offense)
- Rudeness to other students, including name calling, saying "shut up", or any other verbal or physical abuse
- Sitting in automobiles upon arriving or before departure
- Driving on sidewalks, grass, or parking improperly
- Using the name of "God" in a slang expression (such as "God!", "my God!", or "Oh my God!")

**Class II - Character & Attitude**      Class II violations carry a minimum of 5 demerits with the possibility of 10 demerits,

depending on circumstances and history of behavior. **NOTE: For repeated offenses expulsion could result even before the limits of 20 or 40 are reached.**

- Disrespect for authority or school policies
- Direct disobedience (refusal to obey)
- Griping / Sarcasm / Negativism
- Suggestive language
- Assisting in cheating (giving answers on homework, quizzes or tests)
- Misbehavior with a substitute teacher
- Displaying a bad attitude during an athletic event (fighting, verbal outburst, throwing equipment, sulking, kicking, etc.) NOTE: Any technical or being thrown out of a game will be cause for demerits.
- Fighting on school property or at school functions
- Leaving school without permission from office secretary or principal
- Minor defacing school property (cost of repair or cleanup covered by the student - includes other schools during extracurricular activities)
- Skipping class / skipping school for the day
- Failure to show for a class activity outside of or during school
- Misconduct on school related trips (more serious offense)
- Listening to, singing, or humming any rock, rap, or contemporary Christian music, which is against school rules, while on campus or at a school function
- Deception to faculty / staff / sponsor
- On campus speeding, reckless driving, squealing off throwing rocks
- Non-compliance to dress code after 1<sup>st</sup> warning (no warning may be allowed for gross neglect of the rules)
- Non-compliance to dress code on game days
- Non-compliance to hair code after deadline
- Unexcused absence from chapel or any pre-scheduled service

- Unexcused absence/tardy the day following a game by a participant
- Improper physical contact (minor offense): hand holding, inappropriate touching while standing or sitting

**Class III - Personal Testimony** Class III carries a minimum penalty of 10 demerits with the possibility of suspension or expulsion.

- Profanity or vulgarity
- Lying (verbal or written, such as forged signatures)
- Cheating (quizzes, tests, homework, etc.)
- Major defacing of school property (cost charged to students - includes other schools during extracurricular activities)
- Improper physical contact (more serious offenses) e.g. kissing, making out, etc.
- Attendance at a non-sanctioned activity such as a nightclub, bar, school dance, prom, rock concert, inappropriate party, etc.

**NOTE: If any question arises, check with the administration before participating or attending the activity.**

*These are standard rules for the whole student body. The method of administering the discipline depends on the grade level. CCS reserves the right to alter the discipline prescribed if the situation warrants special consideration. This change may mean a more severe or a lighter penalty depending upon the circumstances.*

## VI. DRESS REGULATIONS

Personal appearance is an important part of one's Christian testimony. The appearance of our students to a large degree determines the image of our school. It is important that while



the dress regulations may not be your personal preference, the enforcement of the school dress code should be shared by the home in cooperation and out of respect for our Christian values.

Dress for all school events is **standard classroom dress** unless permission is given by the administration. This includes ball games, trips or any school sponsored function. Culottes are not permissible at games. The emphasis here is placed on modesty, neatness, and consistency.

**Hair Code** Any extreme style for boys and girls is not tolerated. (i.e. bleaching, coloring, spiking, shaving the head, etc.)

**Girls** Girl's hair styles should not look boyish. A close cut hair style must still be combed in a feminine way.

**Boys** Haircuts are to be neat and trim. Hair is to be above the ears, off the shirt collar, and neatly combed and cut so that it is no longer than the middle of the forehead in the front. Sideburns may be no longer than the middle of the ear. Shaggy or bushy hair or combing excessively long hair back behind the ears is not acceptable.

Checks will be made periodically in chapel, but the students are to always be within regulation. One demerit is given for the first violation of the hair code. If the problem is not corrected in three school days 5 demerits will be issued and the student will be sent home until the problem is corrected. The absences are not excused.

Boys should present a clean-shaven appearance. No mustaches or beards are permitted. Students who have started to shave may not come to school with a day's

growth or “stubble”. Demerits for not shaving will be given in a 1-3-5 progression.

**Dress Code** General guidelines that apply to all students include a clean and neat appearance. Clothing that is too tight, worn out, sufficiently loose to present a sloppy appearance, or has unacceptable slogans, advertising or pictures is not to be worn. (No **people** are allowed on clothing pictures.) Any clothing that utilizes the American Flag or similar symbols must be respectful and in good taste. Sweat shirts may be worn with collared shirts underneath. Fatigues, camouflage clothing, “jogging suits”, “wind pants” and overalls are not permitted. **No T-shirts are to be worn.** Hats are not to be worn on campus during the school day and are not permitted during any indoor activity, but are permissible for outdoor activities.

Although CCS wishes to spread the gospel as much as we can, we feel it is best to disallow any clothing with religious phrases, symbols, pictures, etc. This includes T-shirts with phrases promoting pro-life, prayer, the rapture, etc. CCS may agree with the doctrines expressed, but we feel it is not in good taste nor appropriate to place them on one’s clothing.

**Girls** All girls in K5 - 12<sup>th</sup> grade must wear skirts or dresses. Younger students may wear shorts underneath their dress if desired. Dresses must be modest and conform to the school’s standard of length, which is the **bottom of the knee while walking, standing, or sitting.** Splits must also be no higher than the bottom of the knee. Wrap around skirts must be pinned at the knee. Girls are not permitted to wear shorts, any pant-type garments, split skirts, or culottes to class.

When culottes are allowed for special activities they must come to the bottom of the knee, and be loose fitting.

Sleeveless tops or dresses may be worn only if the cut is straight and does not cut in so that the shoulder strap is

narrowed. Tops or blouses must not be low cut or revealing. No see-through or sheer blouses or midriffs are to be worn. T-shirts with slogans are not allowed. **Clothing must not be tight or form-fitting.**

Footwear must be in good taste. No beach-type flip flops are allowed.

All formal dresses for special events such as homecoming and banquets must be checked by the administrative representative before being worn at the program.

Extremes in styles are discouraged. Good taste should be used in wearing make-up and jewelry (Grades 7-12). Black nail polish and similar colors are not allowed. Extreme hair styles and hair dye should be avoided. No body piercing is allowed except for the ear lobe. **Students in K5 - 6<sup>th</sup> grade are not allowed to wear make-up, or excessive jewelry.** Beginning earrings are acceptable.

**Boys** All boys from K5 - 12<sup>th</sup> grade must wear **long pants.** Dress pants, casual pants, or jeans may be worn. Pants must be hemmed with no frayed edges, not too tight, worn out, or loose and sloppy, and they must be worn on the waist-line. **No sagging is allowed.** Boys must wear belts with dress pants designed for such.

**K5 - 6<sup>th</sup> grade boys may wear shirts without collars.** However, no basketball jerseys, T-shirts, mesh shirts, or tank top styles are permitted. **Boys in the 7<sup>th</sup> - 12<sup>th</sup> grades must wear shirts with collars.** The only "exception" is the "Henley" style collar which still presents a nice look. Buttoned shirts must have all but the top button secured. This also applies if another shirt is worn underneath the button shirt. **All shirts must be tucked inside the pants.** During cool days larger shirts, or shirt-like apparel may not be used as jackets due to the sloppy appearance.

Appropriate **shoes and socks must be worn at all times.** No slip-ons or sandals are allowed.

**No body piercing** is allowed. Necklaces, chains, bracelets, earrings or anything effeminate is also in violation of the CCS dress code.

**All ball players, on game days, must wear dress pants, a dress shirt, dress shoes, and a tie.** Boys are not allowed to roam the main building nor attend any games in their gym clothes. They must change, leave the campus after practice / P. E., or remain in the gym under supervision.

*Students who are currently enrolled at CCS may not show up on campus at anytime in violation of any regulation. Demerits will result. No student will be allowed to perform in a school function (ensemble, drama, etc. who is in violation of any dress code such as hair, dress, etc.).*

## **P. E. and Athletic Dress**

**Girls** All girls involved in P.E., sports, or cheerleading must purchase required culottes from the school office for participation. Culottes obtained the previous year are acceptable if the length and fit is still within guidelines. Culottes must be loose fitting and come to the bottom of the knee cap. Girls may wear P.E. shirts obtained through the school office and/or any CCS “Cougar-thon” shirt.

Uniforms for cheerleaders must also meet the same requirements for girls’ dresses. Appropriate undergarments must be worn to cover mid-section during cheers. Biking shorts are also required under the culottes.

The uniform provided for each sport must also meet the requirements. The coach is instructed to monitor this regulation when issuing the uniforms. No altering of the uniform is allowed. No extra apparel is allowed which is visible. The coach must approve anything different from the standard uniform issued.

**Boys** All boys involved in P.E., or sports must wear black knee-length athletic shorts, CCS P.E. or “Cougar-thon” shirts, athletic socks and gym shoes. All rules apply to all players, even if they are temporarily off a team due to grades or behavior. Any student not properly attired will not be able to participate in practice that day unless the problem is resolved. Failure to dress without a written excuse from home or the sponsor may result in grade reduction.

Boys must have shirts on at all times during school hours. “Shirts and skins” may be used under the coach’s supervision provided there are no ladies present in the gym. However, no student may leave the facility with his shirt removed.

**NOTE: No “cut-off” pants are allowed.**

Uniforms are to be tucked in at all times. Boys may not wear T-shirts under their uniforms. Biking shorts may be used only with the coach’s consent. Each player using them must have the same color blend with the team color. They must also be in regulation with the high school basketball rules. Uniforms, including shoes and socks, must be kept unsoiled and clean for each public game.

**On game days, players must wear ties and dress clothes during school, at the game, and on the trip to and from the game until after the final meal and heading home.** This applies to all players with the group, even if riding home with parents or others. Players must redress (in ties, dress clothes) or depart immediately after the game. They are not to be watching the following game in their uniform. **This also applies to elementary players.**

**NOTE: Ties are not to be hanging loose from the neck. Only traditional ties may be used. No bow ties allowed.**

## **VII GENERAL INFORMATION**

**Automobiles / Traffic Flow** Students are allowed to drive to school if necessary. Once students arrive they must immediately leave their cars and enter the building. No loitering will be allowed in or around the cars. At the end of the day students are to exit the premises as soon as possible.

In order for one student to ride with one from a different family, the office must receive a note signed by the parent stating exactly which students on what days are involved. CCS will report any student who is arriving or departing the premises illegally. Proper license must be obtained.

Parents are asked to please be aware of others as you drop off/pick up your children. Traffic enters from the North drive (closest to Beltline Rd.). **Never leave you car parked directly in front of the building** during the peak hours of 7:50 - 8:10 and 3:00 - 3:15. This causes many dangerous and frustrating problems with others needing to get around your vehicle. Anyone who needs to enter the building must pull to one side, out of the flow of traffic.

**Banquets / Formal Meetings** All CCS banquets and formal meetings such as the Jr. / Sr., Valentines, and other gatherings are restricted to current CCS students, parents and relatives, CCS graduates, students from other ACEA schools, and certain home school students where proper approval has been obtained one week prior the event. These restrictions do not apply to the year-end awards banquet.

CCS wishes to promote participation by fellow classmates with the invitations of upperclassmen. Anyone wishing to invite an outside student must do the following:

- The student must submit a written request to the sponsor at least 2 weeks prior to the function
- The request must include a salvation testimony by the prospective date (Note: No date will be approved who does not profess to be “saved”)
- The request will be reviewed by the administration along with the sponsors. If approval is given the date must abide by the CCS dress regulations. Any violation by a date who is not a CCS student will result in a Class II offense by the CCS student accompanying them.

**Chapel and Special Assemblies** There are regularly scheduled chapel times weekly. Our objective is to promote spiritual growth in the young people and to draw them to a closer walk with the Lord. These are vitally important times in the daily activities. Please avoid scheduling appointments during the chapel times.

#### **CHAPEL REGULATIONS:**

- Students missing chapel, or any pre-scheduled service unexcused, will receive 5 demerits per absence.
- Any lack of attention or distraction will earn demerits. If at any time a student must be addressed by a speaker / teacher for behavior or lack of attention demerits will automatically be issued.
- Students have assigned chapel seats and are required to have his/her own Bible at each chapel.

**Films, Tapes, Textbooks** CCS realizes the responsibility for the quality of material that is formally presented to your children at school. The school uses, whenever possible, Christian source material. Christian materials that are well-written and academically sound are not always available for all courses. Our elementary school uses mainly the A Beka Curriculum and also some books from BJU Press. The high school uses a mixture of books depending on what the administration feels is best for a particular subject. However, in the subjects of history and science we will always use Christian books.

**Fund- Raisers** We attempt to have two major school-wide fund-raisers throughout the year (Fall and Spring). At other times different classes and organizations will have drives to allow the participants opportunity to earn the money for specific items or events.

**SPECIAL NOTE:** Any student who does not participate in a fund-raising function specifically set up to offset expense must pay the related cost himself / herself. In the case of group projects non-participants will also be disqualified from any disbursement of proceeds.

**Health Department Regulations** In order to align ourselves with the Health Department requirements for private as well as public schools please be advised of the following:

- All prescription drugs and non-prescription medications (including Tylenol) must be left at the office (high school) or with the teacher (elementary) to be administered at the appropriate time. A note from the parent will be needed.
- Send only enough medication needed for school hours.
- In some cases the office can dispense Tylenol. If you do not want this available to your children please notify us separately from the enrollment card.



- Please notify the office in cases of hepatitis, meningitis, rubella, measles, or other communicable diseases. **Students with such diseases will not be allowed to attend classes while they are contagious.**

**Lice** CCS students are periodically checked for head lice. To prevent the spread of this problem we must assume the “no nit” policy of the public school. A “nit” shall be defined as any egg attached to a hair or present on the scalp. No student may return to school until completely free of all lice and nits. The absences are excused but will affect perfect attendance. Upon returning to school he/she must be cleared by a school representative, and will be checked after several days in case of re-infestation.

**Inclement Weather Policy** Cornerstone Christian School will generally follow the action taken by the Decatur City School system regarding the late opening or closing of school due to inclement weather. However, there may be times when we will differ from their procedure. Announcements in this regard will be carried on the 3 local TV stations, and will also be sent to all who have turned in an e-mail address.

**Locker Regulations** Lockers are provided in grades 7 - 12 for students to store their books and belongings. Belongings must be kept inside the locker or the dressing room. The school assumes no liability for anything misplaced, damaged, or stolen from lockers. Students are not to tamper with another student’s locker. Lockers are not to be jerked open or slammed shut. The student is responsible for any damage done to a locker.

***Pictures of TV stars, rock stars, or contemporary Christian music stars are not permitted to be attached to the inside of lockers. Some sports figures which are associated with un-Biblical behavior will not be allowed.*** Nothing is to be attached to, placed on the outside, on top of or under the locker. Anything left on top of or around lockers will be collected and demerits may result.

Lockers must be kept neat and clean. Failure to do so may result in demerits. Periodic checks will be made of lockers to ensure that they are kept properly. Any damage which occurs to a locker from natural use should be reported to the office immediately. Students are not to “rig” their lockers so that they will not shut nor lock properly.

## **Lunch / Break Procedures**

- All students must remain in the cafeteria the entire lunch period. No one should be in the hall or exit the building without specific permission.
- No food items are to be taken into the classroom. This is especially true of drinks of any kind which stain the carpet.
- During the break there is to be no loitering in the hall. No one is allowed in the gym at the break or lunch time.
- Restroom breaks must be planned by the student before or after the lunch period. Anyone needing more time must request it of the staff member on duty before going to the restroom.
- Students are not to obtain their own food items such as drinks, etc., nor are they to obtain their own change out of the money box.
- Students are not allowed to use the microwave or the refrigerator.
- Students are to remain seated while eating except for obtaining food items.
- Talking is permitted; but loud, boisterous laughing or communication is not allowed.
- Nothing is ever to be thrown, whether it is trash in a can, or food items to or at a classmate.
- Any student causing a spill or mess will be required to clean the area, even if it requires missing the beginning of the next period.

- Any abuse of the vending machines will result in payment for damages and receiving of demerits.
- No student may order lunch from any outside vendor except through the normal CCS class projects.

**PLEASE NOTE:** We must ask that parents refrain from bringing their child a lunch during the day. However, in the event that a student forgets a lunch, or has a birthday, we will understand the delivery of a lunch. Please help us by not letting this become a weekly habit.

**Music** CCS does not approve of any form of rock, rap, or country and Western music, whether it is “heavy metal”, or “easy listening”. We feel this is the devil’s tool in distracting young people from hearing the Holy Spirit’s leading in their lives. No form of this music is allowed on campus or at any school function off campus.

A second tool Satan is using is to mix the world’s music with Christian lyrics, defined as “Contemporary Christian Music”. CCS is also opposed to this in any form. The following is a list of some of our criteria in selecting music.

- Music used must bring honor to the Lord and direct the attention to the message of the song and not to the singer.
- The words must have a clear scriptural message.
- Songs directly associated with modern entertainers who perform “concerts” in which admission is charged are not allowed.
- Music with an upbeat tempo beyond the needed emphasis, or that which distorts the normal rhythm is not allowed.

In general, CCS approves hymnal type songs, or songs produced by conservative Christian men or women whom we would allow to speak / testify in Cornerstone Baptist Church. To assure that these standards are adhered to,

all music performed in connection with a CCS activity must be approved by the administrator, or the designated music staff person assigned the responsibility.

**Parent/Teacher Conference** Parents are encouraged to arrange a conference with the teacher whenever a problem arises regarding behavior or academics. It is the parent's responsibility to keep a check on young people for grades or discipline problems. If you are unsure of a situation please call the office or teacher. When a conference is arranged **the student must be present in the meeting.** Teachers are not authorized to waive this requirement.

**School Trips / Travel Regulations** CCS schedules trips for classes to see first hand some of the things they study. There are also many trips associated with our sports program. Upon scheduling these trips we will announce it as far ahead as possible, as well as related costs, and estimated departure and arrival times.

For any class trip the same absentee policy applies as is required in school. The same dress and behavior regulations also apply on the activity.

No one is allowed to miss a class trip unless it is for an excusable reason. In the event a class trip is missed the student may be assigned work by the teacher, related to that subject, for which a grade will be given. In certain cases a grade will be given for attendance on a trip. Failure to show for a trip in which plans have been made may result in demerits.

**Parental assistance:** We ask that parents who help with transportation abide by the CCS regulations in all matters. This is especially true of the use of the radio / tape players. Each family has different standards of music and we must maintain our school policies. We ask that no music be played unless it is approved by the proper staff personnel before the trip. Please assist us in the area of dress regulations and the

use of tobacco products as well. Each person on the trip represents CCS, and our Lord.

**Ball games:** On trips to ball games, all team members must ride to the game together on the designated school vehicle. Separate seating will be required for boys and girls. On the return trip, students may ride with their parents. However, any other students who wish to ride with friends on the return trip must have a written permission note from their parents. The note must be delivered to the office before the trip begins. **Students who attend the games separately are still responsible for school dress and behavior regulations.**

**Wilds Trip:** The Wilds trip is a mandatory trip for all seniors. Seniors are required to complete a contract stating that they will attend. Failure to sign the form and attend the trip will forfeit a diploma from CCS. Any senior who is not willing to attend this week is notified by this handbook statement that they are denied enrollment for their senior year, or the 2<sup>nd</sup> semester of the senior year.

CCS feels this is a very important final spiritual emphasis for the seniors and makes it a requirement for graduation.

**Special Programs** Students are required to attend and/or participate in special school programs such as chorus, drama, Grandparent's Program, etc. Unexcused absence for students of all grades will result in grade reduction for the related class or 10 demerits if it is not class related.

## **Telephone Use**

**Office Phone:** No office phone is to be used by the students unless it is for an emergency as deemed by the office personnel, or situations where schedules have been changed. Any time a student uses the office phone he/she must "log" the call for our records. Any long distance call must be approved before the call is made. Long distance calls which

are not a result of a school schedule change will be billed to the account of the family involved.

**Cellular Phone:** No student is allowed to use his/her cellular phone without specific permission from the office. Any misuse will result in demerits.

**Unauthorized Materials** Students are not allowed to bring objects to school that do not contribute to the academic day, without special permission from the administration. These items will be confiscated and held for parents to pick up later.

Examples of these items are: **radios, tape / CD players, computer related devices, toys, etc.** Magazines and books not related to class work are not permitted on school property. All books that are brought for reading projects must be checked for content by the student's teacher.

No dangerous or annoying items such as **knives, water pistols, matches, lighters, fireworks, pets, living creatures, etc.,** are permitted on campus or at school activities. No calls are to be received on items such as pagers or cell phones.

**Any student who brings a firearm of any kind will be subject to severe penalties of a Class III minimum, regardless of whether it is loaded or brought into the building. Any weapon which is to be used in an academic manner must be approved beforehand through the teacher and the administrator. Police may be contacted as well.**

Some game items for entertainment on trips are permitted, but **never any music items such as radios, CD/tape players, etc.** All items must be cleared by the sponsor before the trip. Poker cards are not acceptable.

**Visitors** Parents and interested citizens are encouraged to visit the school. We ask that such visits be arranged in advance with the administration. When a visit to a classroom is necessary, please go to the office first. **Do not go directly to the classroom.** Any visitor who is approved must abide by

the school's dress and conduct policies for any extended visit. Any friend of a student must be approved at least one day prior to the visit to allow time for informing staff. The visitor must check in at the office to verify he/she is present. No "sudden" lunch period, or any other unapproved occasional visit will be allowed. **No visitors will be allowed during the last two weeks of each semester.**

