



**Cornerstone**  
CHRISTIAN SCHOOLS

**Secondary School  
Student-Parent Handbook**



CORNERSTONE CHRISTIAN SCHOOLS  
SECONDARY SCHOOL  
STUDENT-PARENT HANDBOOK  
2018-2019



FOUNDED BY  
Cornerstone Church

ACCREDITED BY:  
AdvancED  
Association of Christian Schools International - ACSI

APPROVED BY:  
The Texas Education Agency - TEA

RECOGNIZED BY:  
The Texas Private School Accreditation Commission - TPSA

MEMBER OF:  
The Council on Educational Standards & Accountability - CESA

MEMBER OF:  
The Texas Association of Private & Parochial Schools - TAPPS

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## DEDICATION

**To Our FOUNDERS, Pastor John and Diana Hagee**, whose visionary leadership and passion for Christian education have established Cornerstone Christian Schools as a flagship of excellence among Christian schools across the nation.

## APPRECIATION

**To Christian teachers** who have responded to God’s call to serve the Lord in Christian education as “living curriculum” and are helping fulfill Pastor Hagee’s vision for Cornerstone Christian Schools.

**To Christian families** who have entrusted their most prized “gifts from God” to our care.

## MISSION STATEMENT

Our purpose is to develop and train the whole person spiritually, intellectually, physically and socially with unprecedented excellence in a Christ-centered culture.

## CORNERSTONE SCHOOL SONG

By: Pastor John Hagee

Hail to Thee we sing together, hail to Jesus Christ.  
Cornerstone and King forever, Thee we glorify.  
Prince of Glory, Lion of Judah, Everlasting Lord,  
Let your name be praised forever,  
Christ the King adored.

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## CORNERSTONE CHRISTIAN SCHOOLS SECONDARY SCHOOL LEADERSHIP

Pastor John Hagee ..... Chancellor

Dr. Jerry Eshleman ..... Superintendent

Dr. Luci Higgins..... Dean of Curriculum and Instruction

Robin Davenport ..... Secondary Principal

Chris Belyeu ..... Assistant Secondary Principal

Brittany Martinez ..... Administrative Assistant to Secondary Principal

Dr. David Dehner ..... Director of Fine Arts

Raymond Philyaw ..... Director of Athletics

Meredith Rauschuber ... Registrar

Dr. Andrew Riley..... Director of College & Career

Brandy Crowson ..... School Nurse

Chris Kennedy ..... Technology Integration Specialist



## Philosophy And Purpose

Cornerstone Christian Schools seek to serve as an extension of the Christian home and church, when both are in submission to God's authority. In training students, Cornerstone Christian Schools follow the guidelines of Deuteronomy 11: 18 –19, which requires that God's word to mankind be taught in all settings, and Proverbs 22:6, which states that through the training of the child the commitment of the adult is developed. Further, CCS desires that our students know the truth and believe that Jesus Christ is the source of all truth (John 14:6). Therefore, Cornerstone Christian Schools are designed to provide Christ-centered, quality education in all disciplines.

Cornerstone Christian Schools endeavor to move students from a simple understanding of the love of God to a Holy Spirit-filled, intense and abiding personal relationship with Him through Jesus Christ. Nurturing this relationship is done through sharing and discussing the relevance of Scriptures as it relates to both the subject content and daily life. In so doing, we believe the students will be led to an understanding of the expectations and responsibilities of a life committed to Christ in their school environment, homes, and community.

A focus on the spiritual, mental, physical, and social development assists students in discovering their unique gifts and talents for use in God's plan for their lives. CCS will impact society through the Christ-centered education of the next generation. It is an endeavor to develop a holy, responsible, participatory, citizenry within the community. Cornerstone Christian Schools will train students to defend their faith by utilizing their God-given freedoms and be capable of maintaining this nation's Judeo-Christian heritage in the face of all the challenges to it. Cornerstone Christian Schools will facilitate the maturation process within a Christ-centered educational environment. In all these endeavors, the unifying purpose is a desire to glorify God and to spread the Gospel knowledge proclaiming Him as Lord of all.

## Foundational Objectives

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### GOD

- To develop in the minds of students a respect and love for God.
- To lead students to know God personally and intimately.
- To guide students into a life of obedience to God and His will.

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### TRUTH

- To show students the unity of all God's truth.
- To teach a biblical view of man, his origin, nature, history and destiny.
- To aid the student in learning how truth is known.
- To develop in the student an ability to discern truth and error.

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### VALUES

- To point out that values are rooted in an eternal God.
- To lead students to know good and evil and to pursue the good.
- To help students develop an appreciation of the arts.

## WORLD

- To teach students concerning the world as God’s handiwork.
- To show God’s sovereignty in His creation.
- To awaken a realization that God has a purpose and plan for each life.

## Statement Of Faith

- A. The Bible is the infallible Word of God given to man through the inspiration of His Holy Spirit; as such, it is our highest source of truth and our final authority (2 Timothy 3:16-17; Hebrews 4:12; 2 Peter 1:20-21).
- B. By faith, we believe in the Holy Trinity – Father, Son, and Holy Spirit – as supported by scripture (Matthew 28:18-19, Matthew 3:16-17).
  1. We believe in God the Father, first person of the Trinity, Creator of all things in heaven and on earth, seen and unseen. He is eternal, omniscient, omnipresent, and omnipotent (Genesis 1:1; Acts 17:24; Colossians 1:16-17; Hebrews 1:3).
  2. We believe in Jesus Christ, second person of the Trinity, son of the one true God, the only source of salvation as the propitiation for sinful man. We believe in the life and ministry of Jesus Christ as outlined in the following:
    - a. He was born of the Virgin Mary through the Holy Spirit (Matthew 1:23; Luke 1:31).
    - b. He is wholly man and wholly God (John 1:1; 1 John 2:22-23, 3:16).
    - c. He was crucified for our sins, buried and rose again on the third day, ascended into heaven, and he sits at the right hand of the Father as judge, advocate, and high priest (1 Peter 2:24; 1 John 2:2; Luke 24:34; Mark 16:19; Romans 8:34).
    - d. He will come again to judge the living and the dead and establish the eternal kingdom of God (John 5:24-25).
  3. We believe in the Holy Spirit, third person of the Trinity, the divine Paraclete, source of all godly inspiration and sustainer of our faith and spiritual maturity (Romans 8:26-27).
- C. We believe in the communion of believers in Christ and in a corporal resurrection of the saved in Christ and the unsaved, the former to eternal life and the latter to eternal damnation (John 5:28-29).

## Mission Statement

Cornerstone Christian Schools purpose is to develop and train the whole person spiritually, intellectually, physically and socially with unprecedented excellence in a Christ-centered culture.

## Vision Statement

To facilitate the wholehearted pursuit of this vision, CCS will form a highly qualified, spiritually dedicated faculty and staff supporting a program of excellence in instruction and modeling a Christ-centered life to our students.

## Theme For The Year

FULL ARMOR: “Therefore, put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground...” (Eph 6:13)

## Statement On Marriage, Gender, And Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person. This belief also accounts for (1) dressing in conformance with one’s biological sex; (2) using the restrooms, locker rooms, and changing facilities conforming to one’s biological sex. “Biological sex” means the condition of being male or female, which is determined by a person’s chromosomes, and is identified at birth by a person’s anatomy. Those who reject their biological sex are sometimes referred to as “transgender.”

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in an exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of the bounds of marriage between one man and one woman.

We believe that any form of sexual immorality and sexual conduct outside the marital union of one man and one woman (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Cornerstone Christian Schools (CCS) as an expression of the local Body of Christ, and to provide a biblical role model to the families of CCS and the community, it is imperative that all persons employed by CCS, in any capacity, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22).

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; Rom 10:9-10; 1 Cor. 6:9-11).

## The Sanctity Of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalms 139).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cornerstone Christian Schools.

## Final Authority Of Matters Of Belief And Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Christian Schools' faith, doctrine, practice, policy, and discipline, the Senior Pastor of Cornerstone Church is the school's final interpretive authority on the Bible's meaning and application.

Please note students, families and/or employees who fail to abide by the above policies, and those contained in their respective handbooks, will be subject to denied enrollment/reenrollment, expulsion or termination, as the case may be.

## Non-Discrimination Policy

Cornerstone Christian Schools do not discriminate on the basis of race, color, sex, nationality, or ethnic origin.

## Accreditation

Cornerstone Christian Schools is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS) AdvancED. CCS is recognized by the Texas Private School Accreditation Commission, and is also recognized by the State of Texas Education Agency (TEA) as an accredited school with all privileges and responsibilities afforded to it. CCS has achieved and works continually towards exceeding all accrediting standards in pursuit of unprecedented excellence for God's glory.

## Admissions

The ultimate purpose of Cornerstone Christian Schools is to provide a Christ-centered, quality education. Therefore, we accept students of Christian families who profess a personal relationship with Jesus Christ.

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### **SPIRITUAL REQUIREMENTS**

- At least one parent or legal guardian must be a professing, practicing Christian.
- Beginning in the third-grade, students must be able to give a fundamental statement of faith based on the child's developmental level.

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### **GENERAL ADMISSIONS POLICIES**

- Automatic re-enrollment occurs annually unless the parent notifies Admissions by the deadline.
- Enrollment is open to all other applicants year round if space is available.
- Applicants must not be under behavioral probation, suspension, or expulsion from their previous school.

- Applicants must live with their parents or legal guardians.

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### ACADEMIC REQUIREMENTS

- All applicants are required to complete the Renaissance Learning 360 STAR assessments during the admissions process.
- Students transferring from another school will be reviewed for the following:
  - Academic readiness for the grade applied for
  - Grade level ability demonstrated on the Renaissance Learning 360 STAR assessment
  - Positive recommendations from previous teachers and administrators
  - Applicants to high school may not have more than two failed credits in core courses and must be retaken and passed for admissions consideration. Middle School students may not have more than two failed classes in core courses.
  - Applicants must have a minimum of a “C” (2.0) average (on a 4.0 scale) in all core courses.

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### APPLICATION PROCESS

The following steps are required:

1. Complete the online application (\$85 non-refundable fee)
2. Schedule and complete Renaissance Learning 360 STAR assessment
3. Verify all required documentation has been received
4. Transcript review and approval by Dean of College and Career Counseling
5. Interview with Secondary Administration
6. Acceptance decision made within 48 hours of the interview
7. Once accepted the parent/guardian will meet with the accounting department to discuss enrollment fees and tuition. A student is not enrolled until all fees are paid and a tuition contract is signed. Cornerstone Christian Schools offers a limited amount of financial aid solely on the basis of need.

## International Student Admissions Policy

The ultimate purpose of Cornerstone Christian Schools is to provide a Christ-centered, quality education. Therefore, we accept students of Christian families who profess a personal relationship with Jesus Christ.

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### SPIRITUAL REQUIREMENTS

Spiritual requirements for international students are identical to domestic students with the following additions.

- At least one parent or legal guardian, student, and *host* must be a professing, practicing Christian

- Beginning in third-grade, students must be able to give a fundamental statement of faith based on the child’s developmental level.
- Applicants must be able to present recommendation form letters from their Pastor, Sunday School teacher, or some other recognized spiritual authority per approval from administration.

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### GENERAL ADMISSIONS POLICY

1. CCS application must be completed online with the non-refundable application fee of \$385.00.
2. Applicants must not be under behavioral probation, suspension, or expulsion from their previous school.
3. It is the parent or legal guardian’s responsibility to give the Pastoral/Church, Principal and Teacher recommendation letters to the appropriate person to complete for the student. These recommendation letters are required in order to complete the application process.
4. It is the parent or legal guardian’s responsibility to have all documentation including, but not limited to, report cards, transcripts, birth certificates and immunization records translated into English before being submitted with the application and have an official seal, such as a notary. The financial cost of translation is the responsibility of the parent or legal guardian. The parent or legal guardian can use the service of Inlingua, a worldwide translation and language teaching company that translates the documents from their foreign language into English (Inlingua, 3818 Spicewood Springs Rd., Suite 300, Austin, TX 78759; phone: (512) 794-8789; fax: (512) 794-8090; www.inlingua-it.com).
5. All host families must have a fully executed Power of Attorney. It is the parent or legal guardian’s responsibility to have the Power of Attorney completed, notarized and delivered to the admissions department.
6. After the documents have been translated, it is the parent or legal guardian’s responsibility to have the documents sent to Foreign Credentials Service of America. The financial cost of the equivalency statement is the responsibility of the parent or legal guardian. Foreign Credentials Service of America provides a general statement of equivalency and provides a detailed course-by-course listing which can be used to award transfer credit for universities, professional licensing agencies, teacher certification, etc. (Foreign Credentials Service of America, 1910 Justin Lane, Austin, TX 78757; phone: (512) 459-8428; fax: (512) 459-4565; www.fcsa.biz).
7. All the required documents must be completed, *translated into English* where appropriate, and include an official seal and/or notary seal. These include:
  - Pastoral Recommendation Letter
  - Church Recommendation Letter
  - Principal Recommendation Letter
  - Teacher Recommendation Letter
  - Student Record Request Form
  - Copy of Birth Certificate (translated into English)



- Copy of Passport
  - Official Academic Transcript (8th-12th grades - translated into English and converted into US credits)
  - Report Cards (K5 through 8th grades – translated into English and converted into US credits)
  - Copy of Immunization Record (translated into English)
  - Copy of Physical Exam (translated into English)
8. Testing is also required for English proficiency. It is the parent's or legal guardian's responsibility to contact iTEP/Slate, an internet-based English assessment company. A Parent or legal guardian will need to set up testing at a certified iTEP Test Center worldwide. Their website address is [www.itepexam.com](http://www.itepexam.com) and their telephone number is 1-818-887-3888. The financial cost of the iTEP test is the responsibility of the parent or legal guardian.
  9. Once all required documents have been provided to the admissions department, the application will be given to the Principal and an interview is scheduled with the applicant, parents, host family (if applicable) and Principal. The Principal will determine after the interview if the applicant is accepted to CCS. If the interview was conducted as a phone or video interview, the prospective student's picture will be taken as a screenshot during the phone or video interview.
  10. After the applicant is accepted, the applicant will make arrangements with the accounting department to pay all tuition and fees due.
  11. International students will only have two payment plans to choose from.
    - a. Annual Payment - All fees and full tuition payment must be made no later than two full weeks (10 business days) before the start of their first semester of each school year. Tuition paid in full in this manner will receive a 5% tuition deduction from the initial total tuition.
    - b. Semester Payment Plan - All fees and one-half of total tuition must be made no later than two full weeks (10 business days) before the start of the first semester of each school year. All second semester tuition and fees are due not later than one week (5 business days) before the last day of the first semester of each school year.
  12. International students under annual or semester payment plans cannot attend classes nor be on campus until funds are received.
  13. Once the applicant is accepted and tuition and enrollment fees have been received, a I-20 will be issued to the applicant. It is the student's and parent/guardian's responsibility to have a valid STUDENT VISA when they enter school.

### **INTERNATIONAL ACADEMIC REQUIREMENTS**

Applicants must be on track to graduate. All high school students with high school credits must have their transcript reviewed and approved prior to the interview with administration. This is completed as part of the admissions process.

Students transferring from another school will be reviewed for the following:

- Academic readiness for the grade applied for

- Grade level ability demonstrated on the Renaissance Learning 360 STAR assessment (if applicable)
- Positive recommendations from previous teachers and administrators
- Applicants to high school may not have more than two failed credits in core courses and must be retaken and passed for admissions consideration. Middle School students may not have more than two failed classes in core courses.
- Applicants must have a minimum of a “C” (2.0) average (on a 4.0 scale) in all core courses.

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### **INTERNATIONAL APPLICATION PROCESS**

The following steps are required:

1. Complete the online application (\$385 non-refundable fee)
2. Schedule and complete Renaissance Learning 360 STAR assessment (if applicable)
3. Verify all required documentation has been received by admissions department
4. Transcript review and approval by Dean of College and Career Counseling
5. Interview with Secondary Administration
6. Acceptance decision made within 48 hours of the interview
7. Once accepted the parent/guardian will meet with the Accounting department to discuss enrollment fees and tuition. A student is not enrolled until all fees are paid and a tuition contract is signed.

## **Student Withdrawal Requests**

If it becomes necessary for a student to withdraw from school, please contact the admissions department at least two (2) days in advance to complete the necessary paperwork for withdrawing the student. Before records can be released, all financial obligations (tuition, library fines, cafeteria fees, etc.) must be paid. All textbooks and uniforms must be returned and/or the fees for any damaged items paid. Report cards and transcripts will be held until all financial obligations are met.

Any and all financial obligations must be taken care of in the business office. For your convenience, a locked drop-box is located in the elementary and secondary school office. Nearly all transactions can be completed online by logging into your ParentsWeb account. There is a \$35 charge for returned checks. Failure to manage financial obligations appropriately will result in the holding of all school records.

## **Attendance**

Attendance is defined as participation in all activities assigned to a student during the time the school is open for instruction. School employees investigate and report violations of the state compulsory attendance law. There is a minimum attendance requirement for grading purposes. A secondary student may have up to 10 days of non-school related absences

(excused or unexcused) per class period, per semester to receive full credit in that class. On the 11th absence, the student's status will be reviewed by Administration.

Any three tardies will be counted as an absence. After the first 15 minutes the student will be counted absent.

The Secondary Office will contact the parents of the student whose absences are approaching the state maximum of allowable absences.

Please notify school personnel prior to 9:00 a.m. on the first day of an absence. The student is responsible to have his/her parent call the school office and report the reason for this absence. A signed parent or physician note should then be sent with the student to be filed in the secondary office.

The student must report to the office before returning to class. Students who do not bring a parent/physician note to the office explaining their absence to school the previous day will receive an unexcused absence.

Students who experience a long-term illness/hospitalization (five or more consecutive school days), or who have a physical impairment and/or a medically substantiated problem, as per a doctor's note, which entails repeated absences, can be granted an attendance allowance based on a review of the individual case by the Secondary Administration. It will be the responsibility of the student/parent to secure from the teacher assignments or tests missed during such an absence from school.

All students with excused/unexcused absences will have the same number of days in which he/she was absent to make up work. Failure to make up work assigned will result in a grade of zero. In extenuating circumstances it may become necessary for a student to miss excessive numbers of days at the end of the quarter. In these situations any incomplete grade on the report card that has not been finalized within two weeks becomes a zero. Extenuating circumstances must be reported to the school principal who will evaluate the situation.

In order to support your student academically, notification of extended absences must be received at least two weeks in advance, so that assignments can be compiled. Approval of extended absences is at administrative discretion. All absences count against the minimum attendance requirement.

If a student misses part of the day, either excused or unexcused, and arrives to school that same day, they must make arrangements to make up any tests given that day and turn in any assignment that was due that day to the class periods that were missed or are going to miss. For example, if a student arrives during third period and had a test scheduled for first period and an assignment due for second period, it is the student's responsibility to make up the test and turn in the assignment that same day. Failure to do so will result in a zero for the assignment, test or quiz.

To be eligible to participate in a scheduled extra-curricular activity, a student must have one-half day's attendance in school. Students who miss a Friday due to illness must have an administrator's permission to participate in an activity or practice on the weekends. Exceptions to any of these rules must be approved by the Secondary Administration.

## **CHECK OUT PROCEDURES**

**Before leaving campus all students must check out through the front office.**

Off campus appointments for students should be scheduled for times outside of school hours. When a student has to check out of school, a parent must come to the front office

in order to sign the student out. High school students who drive must have a note with a parent's signature and telephone number which states the specific reason for checking out. The note will be verified by the attendance secretary.

This request should be presented to the Secondary Office before school begins. All students leaving campus during the school day must have administrative approval. Failure to follow the policy will result in disciplinary action.

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### **TARDINESS**

A student is tardy if he or she comes to class after the scheduled time for class to begin. She/he must report to the office to receive a tardy slip in order to be admitted to class. Or the classroom teacher can mark them tardy for that particular class. Excessive tardiness will result in disciplinary action. Tardies will reset each semester.

## Curriculum

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### **ADVANCED LEVEL COURSES: AP/HONORS/DUAL CREDIT COURSE**

Advanced level classes are offered for Secondary students. Consideration is given to standardized test scores for participation in these courses.

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### **DUAL CREDIT PROGRAMS**

Cornerstone Christian Schools offers an on-site dual-credit program with Colorado Christian University. This program affords eligible juniors and seniors the opportunity to earn college credit as well as credit for high school in certain courses. Please see the college and career office for more details.

Eligible students can earn college credit for courses that they are already planning to take in high school.

Dual-credit courses, also known as concurrent-enrollment courses, are courses that maintain college-level standards. These courses may not only earn the student college credit but, will also be weighted on the high school transcript in the same manner as an advanced level course.

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### **DUAL ENROLLMENT PROGRAM**

Cornerstone Christian Schools offers a dual enrollment program for junior and senior students. Dual enrollment means that a student is enrolled in a full high school curriculum as well as taking a college – level course. As with all transferring courses, it is up to the accepting institution to honor dual-enrollment coursework. Participation requires following advanced level course enrollment procedures.

There is a fee associated with the Dual Credit Program and a registration deadline. If the registration deadline is not met, the student will be withdrawn from the course and enrolled in a regular level course. More information can be obtained through the College and Career office.

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## ACT/SAT SCORES

When students register for the college entrance exams they are able to select the colleges or Parents and students need to contact ACT and/or SAT directly to have their scores sent to the colleges/universities and scholarship programs of their choice.

## Guidance

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### SCHEDULING GUIDELINES

- Second-level courses must be preceded by the satisfactorily completed corresponding level one course. (For example, Spanish II must be preceded by Spanish I.)
- Prior to enrollment in an advanced/honors courses Star 360 scores will be referenced. Statement of curriculum support may be required.
- Scheduling guidance is provided for enrolled students in the Spring semester.

## Grading Policy

Students enrolled in high school courses will be awarded credit on a semester basis. Passing scores for middle school courses will be calculated using the average of the first and second semester grades.

The semester average is derived from the coursework completed throughout the entire semester. Course syllabi determine how quarterly and semester grades are calculated. All students should expect a cumulative assessment at the end of each semester in core subjects.

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### HOMEWORK

In general, homework will not be assigned, but when it is absolutely necessary, it will follow these guidelines:

1. Classwork that has not been completed during school hours will need to be completed at home.
2. Reading, writing, projects and research that needs individual effort beyond school hours may be necessary.
3. **Advanced Placement (™) courses or Dual Credit courses are exempted from this policy.**

There are times when homework is necessary for students as they extend their learning beyond the classroom as it allows students with adequate time to deeply explore and understand the subject. Some students learn at different rates and may need more time or less time.

As a general guideline students should not exceed the following homework maximums:

- Bible, Elective and PE Courses – No homework
- Math – 30 minutes
- Language Arts – 30 minutes

- Science – 30 minutes
- Social Sciences – 15 minutes
- Languages other than English – 15 minutes
- Fine Arts 15 minutes

If your child exceeds these maximum amounts on a consistent basis, please contact your child's teacher. Homework is not assigned during Thanksgiving, Christmas, or Spring Break.

Typed papers and assignments should be turned in via Google Classroom or to the teacher's email (FirstLast@ccwarriors.org) in the file type specified by the teacher. Students should use their Gmail account. In rare situations when a physical copy is required, it is the responsibility of the student to have the paper in hand by the due date.

Finally, all homework should be turned in during the period that it is due as required by the teacher on the due date in order to receive full credit. If a student turns in an assignment one day late, 5 points will be taken off. If a student turns in an assignment two days late, 10 points will be taken off. Any assignments turned in three or more days late must be turned in and will have 50 points taken off.

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## REPORT CARDS

Report cards are issued on a quarterly basis with the report card being released on the Wednesday following the close of the quarter. For exact dates, please check the school calendar. For end of the school year, all financial obligations must be brought up to date in order for report cards and transcripts to be released.

Interim progress reports are provided through RenWeb and may be printed out at the parent's convenience. Teachers determine the goals of instruction for their courses and evaluate student's achievement accordingly. The letter grade a teacher assigns reflects the student's mastery of course objectives.

All incomplete grades must be made up within the first two weeks from when the report card was issued of the following quarter. Students receiving incomplete grades for the fourth quarter must complete all work within two weeks after school ends. Extenuating circumstances that cause a student to be absent at the end of the quarter must be reported and reviewed by the school principal.

The number/letter grading scale as defined by Cornerstone Christian Secondary School is as follows:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69



**GRADE WEIGHTING/ADVANCED LEVEL COURSES/DUAL CREDIT**

<b>Numeric Grade</b>	<b>GPA</b>	<b>Honors +.5</b>	<b>AP +1.0</b>
97-100	4.0	4.50	5.00
93-96	3.75	4.25	4.75
90-92	3.50	4.00	4.50
87-89	3.25	3.75	4.25
83-86	3.00	3.50	4.00
80-82	2.75	3.25	3.75
77-79	2.50	3.00	3.50
73-76	2.25	2.75	3.25
70-72	2.00	2.50	3.00
65-69	1.00	1.50	2.50

**HONOR ROLL**

The secondary level honor roll will be based on the following:

A Honor Roll (A's in every subject)	90-100
A/B Honor Roll (No C's)	80-89

**EARNING CREDIT**

Credit for high school students will be awarded on a semester basis. The semester average is derived from the course work and summative exams. Consult the course syllabus for the grading policy. High school courses receive  $\frac{1}{2}$  credit per semester for each course whether it is a  $\frac{1}{2}$  credit course or a full credit course. Each semester grade stands alone, so if a student fails any semester or a required course, he or she must repeat that semester's work.

Credit for middle school students will be awarded on an annual basis by averaging semester grades. The semester average is derived from the course work and summative exams. Consult the course syllabus for the grading policy. The end of year average for Middle School Students has to be 65 or above in each course in order to be promoted to the next grade level. If the average is 64 or below, middle school students may need to repeat that year's work.

**PHYSICAL EDUCATION REQUIREMENT**

Cornerstone Christian Schools requires one credit of Athletics/Physical Education or an approved equivalent and one half credit of Health in order to graduate. Approved equivalents may include Marching Band, Personal Fitness, etc.

Athletic periods taken beyond the one credit required for graduation will be credited as follows:

The numeric grade earned will be averaged into the student's overall cumulative grade point average.

Additional credits of Athletics/Physical Education taken beyond the one year requirement will not be counted toward graduation

## STANDARDIZED TESTING

Nationally-normed testing using a product from Renaissance Learning will be administered at four points in the academic year to track progress of student learning. This test will provide parents and educators with information to help make critical instructional decisions. The test will also provide grade-level aptitude, proficiency, performance information, and comparative scores.

## ACADEMIC PROBATION

Parents are made aware of grades through auto generated renweb reports.

High school students will be required to make up all failures of the previous year before being admitted back to school in the fall. Middle school students will be required to make up all failures in core courses before grade level promotion.

Parents may appeal to CCS Administration for a circumstantial review of all grades, credits and individualized graduation plans.

Seniors who do not meet graduation requirements will not be allowed to participate in any senior activity (Jr./Sr. Banquet, Graduation, Senior Trip, etc.) Refunds will be handled on a case by case basis for Seniors that do not meet requirements for senior activities.

## MIDDLE SCHOOL RETENTION POLICY

Any core course that receives a Final Grade failure must be made up in summer school. If three or more courses are failed for the entire year, a student may be considered for retainment. Middle school students who take high school credit courses must meet the guideline prescribed in high school credit policy.

**SUBJECT REQUIREMENTS** - The course schedule for each grade is:

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Bible	Bible	Bible
English	English	English
Math	Math	Math
Science	Life Science	Integrated Science
Social Studies	Texas History	U.S. History
Physical Education	Physical Education	Physical Education
Elective (1 or 2)	Elective (1 or 2)	Electives (1 or 2)

Sixth and Seventh grade students may choose from the following electives: Band, Middle School Choir, Visual Art, Theatre or Technology.

Eighth grade students may choose from the following electives: Band, Middle School Choir, Visual Art, Theatre or Technology. Select high school courses are available to eighth grade students.

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## **ADD/DROP COURSES**

The following is the add/drop course procedure once classes have begun:

- Students must fill out a Schedule Change Form at the Registrar's office.
- Administrative approval must be given for a schedule change.
- Course changes must be made during the first two instructional weeks of each semester. Any exceptions must be approved by administration.

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## **ACADEMIC ELIGIBILITY**

### **Academic and Eligibility Standards**

- Academic checks are performed weekly to identify students who may need academic intervention.
  - Students who are failing two or more courses at the weekly grade check will be required to report to a designated location Tuesday- Friday at 7:45am.
- Academic eligibility decisions are made at the end of each quarter.
  - Student athletes are ineligible to participate for two weeks if they have two or more failing grades at the 1st and 3rd quarters and 1st and 2nd semesters.
  - Students with two or more failing grades may practice, but not participate in games for 2 weeks until the failing grade is passing.
  - If after the designated grade check, a student still has two or more failing grades.
  - Following the 2 week ineligibility period, the student must be passing 7 days before the next contest in order to participate in the contest.

### **Other Eligibility Rules**

- If a student is ineligible for more than three weeks in a season the athlete may be removed from the team.
- Eligibility status carries over from one sport to the next as seasons change.
- Ineligible athletes may not miss class to travel with the team.
- Students, parents, and coaches are not allowed to pressure, coerce, or in any other way attempt to influence teachers to change grades or compromise their academic integrity. Attempts to do so may result in disciplinary action by the athletic director or school principal.
- The principal and athletic director together may review and rule on truly unusual eligibility circumstances.

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## **SUMMER SCHOOL**

Students have 3 options for summer school. Online course recovery, CCS summer school for advancement or recovery, other summer school locations with an accredited school all of which must have the Secondary Principal's approval.

## Academic Honors

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### **RANKING**

Class rank is based on a student's cumulative semester grades. CCS ranks students at the conclusion of fall, spring and summer semesters. Eligible students are those who earned fall semester grades in residence at CCS during their freshman year and every fall or spring semester. If a student enrolled at CCS after their freshman year fall semester, then they are unranked until they earn four consecutive fall and spring semester grades at CCS. Students must be enrolled at CCS for their last two years (four consecutive semesters) to be eligible for ranking purposes.

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### **VALEDICTORIAN/SALUTATORIAN SELECTION**

Graduating seniors must be enrolled at Cornerstone Christian Schools for their last two years in order to be eligible for the honors of valedictorian and salutatorian. The valedictorian and salutatorian honors are based on GPA, a student's record of discipline, and character. Regarding GPA, the senior class's semester grades from their first seven semesters (i.e., freshman year through fall semester of their senior year) are the basis of its final class ranking. Students holding the first and second positions in that ranking are valedictorian and salutatorian, if CCS administration recommends them for that honor in view of their disciplinary record and character. Those students who are possible candidates for this honor will be notified at the beginning of the fourth quarter of the senior year.

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### **HIGH SCHOOL GRADE LEVEL CLASSIFICATION**

<i>CREDITS</i>	<i>CLASSIFICATION</i>
0-7	Freshman
8-14	Sophomore
15-21	Junior
22	Senior

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### **GRADUATION REQUIREMENTS for the class of 2019:**

The diploma programs available at Cornerstone are:

#### **Distinguished**

- Minimum GPA of 3.5 OR minimum of three Honors or AP/DC credits
- Minimum of 28 Credits
- 15 service hours per year (60 total)

#### **Recommended**

- Minimum of 26 credits
- 10 service hours per year (40 total)

Credit requirements for each of the high school graduation diplomas described above are:

Distinguished		Recommended	
English	4	English	4
Social Science	4	Social Science	4
Bible	4	Bible	4
Math	4	Math	4
Science	4	Science	4
P.E. 1 / Health .5	1.5	P.E. 1 / Health .5	1.5
Language Other Than English	3	Language Other Than English	2
Electives	2.5	Electives	1.5
Fine Arts	1	Fine Arts	1
<b>Total Credits</b>	<b>28</b>	<b>Total Credits</b>	<b>26</b>

*\*Speech and technology objectives and curriculum are integrated throughout all courses.*

*\*Members of the class of 2019 are able to graduate under the Distinguished/Recommended plans or the Warrior Institute graduation plan.*

### EARLY GRADUATION POLICY

CCS requires a four-year high school program. Students need exposure to more than the minimum graduation requirements, particularly if a student does not plan to pursue higher education. Any exceptions to this policy must be approved by the administration, because some students are exceptional: a high accumulation of sufficient credits, valid need, and so forth. In short, some students may benefit from obtaining their high school diplomas early.

Students who plan to graduate in three years should keep in mind that their choice to complete their high school education early dictates some necessary ineligibility. To be considered a senior and participate in all senior activities, the student must have a total of **21 credits prior to entering their third year**. If the three-year graduate does not have the adequate number of credits to be considered a senior, the student will be classified as a junior for the entire third year. Thus, early graduates shall not be ranked with their graduating class. In addition, all activities and programs that the student is involved in shall be participated in as a junior. With the exception of graduation itself, the early graduate shall not be allowed to take part in senior activities and programs.

Eligibility for early graduation will depend upon compliance with the **following regulations** and final approval by the High School Principal and Superintendent:

1. A written request for early graduation is required, stating why the student desires to graduate early. It must be signed by the student and the parent/guardian.

2. A student must meet with the Principal and identify his/her desire for an early graduation.
3. At the time of course scheduling each year, the student should articulate their desire to graduate early and create a long-range plan with their parent/guardian and the director of college and career  
**NO EXCEPTIONS TO REQUIRED CREDITS WILL BE MADE.**
4. The student may not graduate prior to the completion of six (6) semesters of high school.
5. The student must maintain a minimum grade point average of 2.0. Students with a grade point average below 3.0 are discouraged from graduating early.
6. Students may not earn more than eight (8) credits during the graduating year unless approved by the Superintendent.

## Health Policies

Cornerstone Christian Schools are committed to providing a safe and healthy school environment for our students. Our school nurse is a licensed RN and holds a Bachelor of Science degree in Nursing. The clinic assistant is assigned to help the school nurse with clerical support, computer data entry and basic first aid to students under the supervision of the RN. The nurse will coordinate the following services: hearing, vision, and scoliosis screening as well as height, weight and lice checks as needed. The nurse assesses illness and injuries that occur at school, administers medications and maintains health records.

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### EMERGENCY CARE

During enrollment, the Permission to Treat is signed by the parent and gives the Medical Staff/Security permission to call EMS in the event of an emergency. The student will be accompanied by the School Nurse or other school representative unless designated otherwise by a parent.

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### IMMUNIZATION REQUIREMENTS

Immunizations are an important part of public health, and Texas law requires students in Texas schools to be immunized against certain vaccine preventable diseases. All records of new students will be reviewed as part of the admission process as will the records of all currently enrolled students. We strongly encourage parents to take your child for immunizations at the earliest possible date in order to avoid the back-to-school immunization rush that occurs every year during the month of August. Please visit the Texas Immunization Branch website at [www.immunizetexas.com](http://www.immunizetexas.com) for current information about school vaccine requirements. Please be aware that students without the required immunizations or a valid exemption will not be allowed to attend school.

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### PHYSICAL EXAMS

1. Every new student will be required to have a physical to complete the admissions process.
2. Every 6th and 9th grader will be required to have a physical by the beginning of the 6th and 9th grade school year.



3. All athletes participating in sports will be required to have a physical prior to practice and/or participation in a chosen sport. The physical must be repeated yearly if participation continues in subsequent seasons.

Although we do not require a yearly physical, we do stress that all children should have an annual physical by their physician to ensure their optimal health and well-being. The physical required by the beginning of the school year must be current within 1 year.

### **MEDICATION POLICY**

Parents/Guardians must provide all medications for administration during hours of instruction. The school does not provide any over-the-counter products with the exception of first aid products.

ALL medications shall be delivered by a parent/guardian and will be kept in the school clinic. Medications may not be kept in the classroom or administered by a teacher in the classroom. Students may not carry ANY type of medication (prescription, non-prescription, homeopathic products, vitamins, over-the-counter health products or Menstrual medications) on their person, in their lunch box, purse, or book bag/backpack, on the school bus, or place these types of items in their locker with the exception of cough drops (see exception below).

Medication will not be accepted without the required physician/parent authorization. All medication must be in the original prescription or over-the-counter container. Medication brought to the clinic in containers such as, but not limited to, plastic wrap or bags, foil, jars, paper towels, envelopes, etc. will NOT be administered.

Parents/Guardians must pick up any unused medication from the clinic when discontinued or at the end of the school year. Medication not picked up at the end of the school year by the parents/guardians will be destroyed. **FOR THE SAFETY OF ALL STUDENTS, MEDICATIONS WILL NOT BE SENT HOME WITH STUDENTS AND STUDENTS MAY NOT BRING MEDICATION TO SCHOOL.**

### **PRESCRIPTION MEDICATIONS**

Short-term prescription medication will only be administered according to the instructions on the prescription container for ten (10) school days or longer (e.g., 14day antibiotic regimen) and must be accompanied by a written request from the parents/guardians. If necessary, when prescription is filled, ask the pharmacist for an extra labeled bottle for school use.

Medications to be given daily all year; medications that must be given during certain emergency situations; and medications necessary for the management of chronic conditions must be accompanied by written authorization from the prescribing physician and parents/guardians and will be administered according to the instructions on the prescription container.

If there are changes in the dose of a medication or if a medication is discontinued, written notification from the parents/guardians and/or physician is required. Changes in the dose of medication require a new prescription label and physician's order. The prescription label and physician's order must match at all times. All sample medications provided by a physician for school administration require written authorization from the physician and the parents/guardians. Prescribing physicians must be licensed to practice in the state of Texas. Only FDA approved pharmaceuticals manufactured in the United States will be administered.

Secondary students will be permitted to possess their prescription asthma/anaphylaxis medication with physician approval. Students with prescription medication, supplies, and equipment required for independent monitoring and treatment of diabetes must also obtain physician approval. All required paperwork must be submitted to the school nurse prior to students being allowed to possess their medication and supplies.

Prescription narcotics will be addressed on a case by case basis.

Students attending a field trip or off-campus school-sponsored event will have their prescription medication sent with the student's trained and authorized District teacher, nurse or qualified trained parent volunteer (e.g., MD, RN, LVN, PA or Pharmacist) along with instructions on the administration of the medication.

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### **NON-PRESCRIPTION MEDICATIONS**

Over the counter (OTC) medications will not be available through the school nurse or during the school day on a regular basis at Cornerstone Christian Schools. The current medication policy does not allow for the dispensing of OTC medication or medications of any kind unless they have been prescribed by a physician. A parent is welcome to administer non-prescription medications to their child as needed in the school setting. In a short term instance where a student will need an over the counter medication, the parent may bring the medication to the clinic in its original container. A short term medication request form will be signed by the parent. The short term medication will be dispensed no longer than 10 days. A physician's order will be required thereafter. All medications must be picked up by a parent/guardian.

\*\*\*Limited amounts of cough drops or lozenges may be kept on their person, in their lunch box, purse, or book bag/backpack, on the school bus, or place these types of items in their locker\*\*\*

The nurse will contact the physician concerning any questions regarding prescription/non-prescription medications. All medications administered by the nurse must be approved, such as homeopathic products. Other types of medications such as, but not limited to, vitamins, herbs, dietary supplements, intravenous medications, and medications manufactured outside the United States **WILL NOT BE ADMINISTERED.**

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### **HEALTH SCREENING PROGRAMS**

Students will have the benefit of vision, hearing, and scoliosis screenings according to Texas State Law. When results of these screenings are not within normal limits, a letter of referral will be sent to the parents. A student who is sent a referral must be evaluated by a medical professional and a copy of the examination results need to be returned to the CCS Clinic. Parents who **do not** want their children to participate in these programs must advise the School Nurse in writing and present documentation that the screenings have been completed or the student is currently under the care of a physician. Other screenings, such as height, weight, lice, and blood pressure are performed as indicated.

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### **NOTICE REGARDING PARTICIPATION IN P.E.**

On or before the first day of school, please advise Health Services in writing of any activities your child cannot participate in due to a medical/health condition. Health Services will notify all staff members on a need-to-know basis of your child's condition to ensure best possible safety practices. For students to be excused from physical education activities, they must have a note from their parent/guardian. If the excuse is for more than three

consecutive days, students must have a statement from a medical doctor specifying the need and the approximate length of the recuperative period. The Physical Education department may modify current lessons to meet the student's physical needs. Students may be provided an alternative assignment such as a writing a report on their current unit of study in order to obtain grades.

Should a student incur an illness or injury during the school year that prevents or restricts their participation in physical activities, please follow the procedure noted above to inform Health Services.

## General Information

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### VISITORS

#### ADULT

Visitors to CCS will only be allowed on campus with proof of their Driver License run through raptor security check.

#### STUDENT VISITORS

Cornerstone Christian Schools has a closed campus regarding student visitors. Exception to the policy will be granted only if written permission is provided by the Secondary Administration.

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### WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school, we request the parent or guardian to contact the Admission Coordinator at least two (2) days in advance to schedule an appointment. During the appointment, the necessary paperwork for withdrawing the student will be completed. The following steps must occur before records can be released:

- All financial obligations (this is to include tuition, library fines, cafeteria fees, etc.) must be paid.
- All textbooks need to be returned to each teacher. The teacher must then initial the withdrawal form. (The fees for any lost or damaged textbooks must be paid).
- An exit interview will be conducted with the Admissions Coordinator.

Report Cards and transcripts will be held until financial obligations are met. Failure to pay tuition may result in withholding of all school records.

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### STUDENT PARKING AND TRAFFIC CONTROL

Students must park in the assigned parking area. Students must register their vehicles. Parking permits are \$15. To obtain a parking permit, a student must have proof of liability insurance, a valid driver's license, and state license plate number. Campus speed limit is 10 mph.

A valid driver's license is required in order to gain access to the campus. Failure to comply with school parking and traffic regulations may result in disciplinary action to include a

fine and/or removal of campus parking privileges. No loitering, congregating or horseplay is allowed on the parking lot.

The school is not responsible for loss of articles or damage to vehicles in school parking lots. All vehicles on school property are subject to the traffic regulations of the school and city. Any traffic accidents on school property should be reported to an administrator or school security immediately.

Two parent parking permits per family will be provided at no charge. Each additional parent parking permit is \$15 per additional vehicle.

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### **SCHOOL HOURS**

Middle and high school hours are Monday through Friday 8:30 a.m. to 3:38 p.m. Athletic participation requires additional time scheduled before and after school. Parents are asked to be on time to pick up their children in order to avoid traffic congestion.

All Students not picked up by 4:00 p.m. who are not participating in sports, will be placed in Extended Care. Parents will be billed for Extended Care services.

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### **EARLY DISMISSAL AND UNSCHEDULED CLOSURES**

A student who knows in advance that he/she will need to leave the school campus during school hours should have a written request from his/her parents. This request should be presented to the office before school begins. Under no circumstances will students leave the school campus without proper permission from administrative personnel. Failure to follow the policy will result in administrative action.

Parents will be given a minimum of two weeks' notice in writing of any unscheduled early dismissals or non-emergency closures.

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### **LEAVING CAMPUS**

Students are to remain on campus from the time they arrive in the morning until they leave at the end of the school day. Permission to leave campus will require a written request from one of the student's parents or guardians, plus the approval of the administration.

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### **SENIORS AND JUNIORS OFF CAMPUS FOR LUNCH**

Seniors may go off campus for lunch Monday through Friday only after completing and turning in the off-campus lunch form to the Secondary Front Office.

Secondary Students may not have any food delivered to the school for example no Pizza Hut, Jimmy John's, Uber, Dominos or any other institution are permitted to deliver to campus.

Failure to abide by the above policy will result in disciplinary action.

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### **FOOD AND BEVERAGE**

Students will not be allowed to take food from the cafeteria. Eating in class is not allowed. The only drinks allowed in the classroom will be water in a resealable clear bottle.

## **DISSEMINATION OF INFORMATION**

Cornerstone Christian Schools require administrative approval prior to the dissemination of information to students. This includes production for distribution and/or the distribution of petitions or printed documents of any kind on school grounds. Any attempt to avoid the school's established procedures for administrative approval will result in disciplinary action which may include removal from school.

Any notice, poster, or sticker that is to be displayed on the bulletin boards, or any place in the buildings, must have the approval of the Superintendent or the Principal. Failure to obtain approval will result in the removal of the displayed article.

Students will be permitted to use the telephones in the office with permission and supervision. Students will not be called to the telephone during class hours. In case of a family emergency, a message or telephone number will be delivered to a student in the classroom, provided the message comes in at least 15 minutes before the end of the school day.

## **EMERGENCY PROCEDURES**

### **FIRE DRILLS**

Fire drills are held in accordance with the San Antonio Fire Department guidelines and in cooperation with the state organization for fire prevention.

### **EMERGENCY CLOSINGS**

School closings due to inclement weather are announced on the following radio and television stations: Radio KSLR/WOAI 1200 and Television KENS (5)/KSAT (12)/KMOL (4).

## **STUDENT RECORDS**

The following guidelines apply:

- a. Records containing personally identifiable information must be kept confidential and not be released without written consent from a parent or an eligible student. (An eligible student is one who has reached 18 years of age.)
- b. "Written informed consent" is required for the release of student records.
- c. Once academic and medical records regarding a minor are sent to the school and are made part of a student's file, these records become education records accessible to parents and eligible students.
- d. The school shall comply with a request for access to records within a reasonable time, not to exceed seven (7) days.
- e. The school shall respond to reasonable requests for explanations and interpretations of the school records.
- f. If circumstances prevent a parent or eligible student from inspecting the records, the school shall make accommodations for an appropriate review.
- g. The school shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.
- h. Information relating to and including the tuition contract will be released only to the parties of that contract.
- i. Student financial account must be clear to release any records.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.” FERPA grants the following:

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

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### **CHANGES IN PERSONAL INFORMATION**

Students are to report to the school office any changes in their home address or telephone number. Any other major changes in the information recorded on the enrollment forms are to be reported to the office immediately.



## SCHOOL ORGANIZATION

**SUPERINTENDENT** - The Superintendent is responsible for all facets of the operations of all of the Cornerstone Christian Schools and serves as a liaison to the community. The Superintendent reports to the School Board and is a member of the Cornerstone Church leadership staff.

**PRINCIPALS** - The Principals are responsible for all student admissions, student discipline, teacher staffing, administrative support staffing, staff development and the daily operation of their respective school. Principals may be contacted, when necessary, about any school policy, regulation, or concern by students or parents.

**COUNSELING DEPARTMENT** - The counseling program at Cornerstone Christian School is designed to assist your child in making the most of his or her educational experiences. The counselors' roles are to aid in the students' spiritual, emotional, social and academic development.

The following are offered, but not limited to, by the counseling program:

- Giving referrals to students/families in need of ongoing counseling
- Coordinating with teachers and faculty in providing the best spiritual and academic environment for students
- Consult and work with parents, teachers and school administrators
- Helping students with peer mediation, conflict resolution and study habits
- Other specified functions from the administration

Reasons the counselors might contact parents regarding their child include, but are not limited to, the following:

- Assistance is needed from parents in specific areas to help their children achieve success in school.
- Concerns brought from teachers to the counselor.

The counselors are unable to provide the following services to your child or to the parents:

- Testifying in court in child-custody matters.
- Providing intensive long-term counseling services when they are needed by child.
- Performing or providing diagnostic testing for students.

Although the school counselors may receive confidential information, the following would be reasons why information would be revealed to appropriate officials and/or the parents:

- If a student reveals information that in the counselor's opinion and discretion raises concerns for the safety and/or emotional stability of the student and/or others, that information may be revealed to appropriate officials and/or the parents.
- In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of



the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

**COLLEGE AND CAREER** - The College and Career office assists CCS students in their post-secondary preparation. Students should see the Director of College and Career for the following:

- Helping students in obtaining scholarship information
- Consult and work with parents, teachers and school administrators
- Warrior Institute: course planning and selection, including the appropriateness of advanced level courses (honors, AP/DC)
- Naviance: college application and reference letter requests
- Post-secondary financial aid preparation
- Non-baccalaureate post-secondary options
- ACT/SAT registration and readiness
- NCAA academic eligibility

**REGISTRAR** - The Registrar is responsible for, but not limited to, the following:

- Reviewing, researching and entering all new student transcripts into the computer system.
- Maintaining student records.
- Performing all student schedule changes.

**ADMISSIONS COORDINATOR** - The Admissions Coordinator is responsible for, but not limited to, the following: Coordinating all facets of admission and withdrawal processes.

**CLASSROOM TEACHER** - Classroom teachers have either a major or a minor in the content areas in which they teach. Each teacher has a conference period. Parents are encouraged to schedule appointments to discuss their child's progress. Parent Teacher Conferences are scheduled on the school calendar.

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## **LOST AND FOUND**

All lost articles, including textbooks, are placed in the lost and found area. Any student finding a lost article should promptly turn it into either the Elementary or Secondary Office.

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## **LIBRARY**

### **Lost Book Policy**

- When a library book has been lost, notify the librarian. She will inform the teacher of the cost of the book, which the parent will be required to pay.
- These fines will need to be paid before final report card and/or achievement test scores will be released at the end of the school year.

### Damaged Book Policy

- When a library book has been damaged or defaced, notify the librarian. She will assess the damage and assign the appropriate fine, which the parent will be required to pay.
- Any defacement (writing/marks) that impairs the quality of the book and cannot be erased will result in a fine of not less than half the cost of the book.
- Any damage (e.g. torn pages, broken spine, bent cover, water damage) that renders the book unusable will also incur a fine of not less than half the cost of the book.
- The parents may choose to pay the cost of the entire damaged/defaced book and keep the book.
- These fines will need to be paid before any final report card or achievement test scores will be released at the end of the school year.

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### TEXTBOOKS

Cornerstone Christian Schools requires that **all textbooks be covered**. Each student will be issued necessary textbooks for the subjects he/she is taking. The care of these textbooks is the student's responsibility, and any damage to a book beyond normal wear of the book may result in a fine. If a textbook is lost or stolen, the student is required to pay for it before a second textbook. No refunds once fee is paid even if the textbook is found. All lost or seriously damaged textbooks are subject to replacement costs for a new textbook.

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### SERVICE HOURS

The requirement of service hours per year is one way for the high school community to share in the spirit of Christian service. In deciding what specific activities fulfill the service requirement, the most important criteria are ones of need. Students must have 10 service hours per year beginning in 9th grade. **PLEASE NOTE: SERVICE HOURS ARE A GRADUATION REQUIREMENT AND MUST BE COMPLETED FOR GRADUATION TO OCCUR.** Students are encouraged to identify needs in the community and to commit the greater percentage of service hours to those in need.

Guidelines:

1. In the spirit of volunteerism, it is important to state that all service done **MUST** be without pay.
2. Work done for a profit organization, which does not have community service as its purpose may not be counted toward a student's service requirement.
3. Work done for the family must be beyond what is normally expected or required and should be voluntarily undertaken by the student.
4. All service hour projects must be approved by administration before the projects begin. Approval forms are available in the High School Office.
5. Certain projects at school will be designated as service projects. A list of these activities will be available in the High School Office.

In addition, students may receive service credit at school for:

- a. Tutoring other students if the tutoring is under the supervision of a teacher.
- b. Those class/club activities which are of service to some community group (food and clothing drives.)

Senior service hours are due May 1st. Freshman, sophomore, and junior service hours are due the last day of exams. If the deadline for the service hours is not met, it will be carried over to the following year. Service hours must be up-to-date for a student to file for office of a school organization (Student Council, Class Officer, NHS Officer, etc.).

All service hours must be documented on a Cornerstone Christian Schools form or on the organization's letterhead. Documentation must state the inclusive dates of service, the total number of hours, and a description of the service performed. Ten/Fifteen service hours must be completed annually. Transfer students are only accountable for their years in attendance.

Parents are required to familiarize themselves with the organization, site, and personnel involved in the service project chosen and to determine that the project is appropriate for their son or daughter.

Possible Organizations for Community Service:

- Nursing homes
- Hospitals
- Food and Clothing Banks
- Non-Profit Thrift Stores
- Family or Children's Shelters
- Churches
- Family Outreach Programs
- Libraries
- Animal Rescue Programs
- Literacy Programs
- Summer Children's Programs
- Parks and Recreation Volunteer Programs
- Programs for persons with disabilities
- Service Organizations (Red Cross, Habitat for Humanity, Goodwill, Salvation Army, YMCA-YWCA)
- Christmas or Thanksgiving Charity Projects

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## **STUDENT LEADERSHIP**

Members of any CCS club or organization are encouraged to apply for a leadership role. As leaders, they are held to a higher standard in their specific arena. The school also must have specific requirements that must be met in order to hold an officer position in all CCS organizations.

Leadership Qualifications are:

- a. Exhibit Fruits of the Spirit in their daily walk.
- b. Considerate of others and responsible for evaluating all opinions.
- c. Possess the will and desire to lead others.
- d. Commitment to faithfully attend meetings and functions.
- e. Must pass all classes the previous semester & maintain passing grades.
- f. Have zero suspensions and zero major infractions.
- g. Once in leadership, any discipline infraction will cause a possible removal of the student's leadership position by School Administration.

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### **PARENTAL CONCERNS**

If an incident occurs in a classroom, please speak first with the teacher. In accordance with Matthew 18, our policy is to refer concerns to personnel most directly involved at a decision-making level. Outside the classroom issues may be presented to the principal of the appropriate campus. In the case of athletic or extracurricular events, speak first to the coach or sponsor in charge of that event. If the issue is not resolved after discussing it with the individual directly involved, then include the individual's immediate supervisor.

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### **EXTENDED CARE**

Secondary school dismisses at 3:38 p.m. If your student is not picked up by 4:00 p.m., he/she will be directed to the extended care with applicable fees.

The Extended Care fee involves a registration fee and a monthly cost. Drop-ins are welcome on an emergency basis only. Extended Care will close at 6:00 p.m. Students who are picked up after 6:00 p.m. will be charged an additional cost per minute. Extended Care is considered an extension of Cornerstone Christian Schools, and all school rules and guidelines are applicable.

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### **SOCIAL MEDIA POLICY**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the CCS network and beyond.

Students who participate in online interactions must remember that their posts reflect not only themselves, but their families, the school, and John Hagee Ministries in its entirety. As such, actions in the social media realm are subject to the same behavioral standards set forth in the Student Code of Conduct.

Students should not use any social media platform to harass, threaten, insult, defame or bully another person or entity or to violate any CCS policy.

Students who elect to utilize social media must do so in accordance with CCS code of conduct as all behavior, on or off campus, is a reflection of our student body and most importantly Christ. Students who engage in posting or condoning content which is sexual in nature, immodest, vulgar, obscene, or unlawful will be subject to full disciplinary action as deemed necessary by Administration.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of CCS students and faculty, students may not, under any circumstances, create digital video recordings of CCS family members either on campus or at off-campus CCS events for online publication or distribution, or sexually inappropriate images of the same.
- Students may not use social media sites to publish disparaging or harassing remarks about CCS family members, including employees, students, and students' family members, employees of John Hagee Ministries, CCS or any other entity of John Hagee Ministries, or athletic or academic contest rivals.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school, including but not limited to:
  - Making disparaging remarks about the above stated
  - Using profanity or inappropriate language
  - Divulging confidential information about CCS or members of the CCS family.
- Students should not create a social media account on behalf of CCS or other entity of John Hagee Ministries without explicit written consent of CCS Administration.

Failure to abide by this Policy, as with other policies at CCS, may result in disciplinary action as described in the Student Handbook, or as determined by Secondary Administration.

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## **RESPONSIBLE USE POLICY**

Technology plays an important role in the academic process, and it is the goal of Cornerstone Christian Schools to effectively integrate its use into daily educational activities. In order to maximize the benefit provided by technology and minimize any potential risks, CCS has developed a comprehensive Responsible Use Policy (RUP). This document applies to all students of the School and defines what both acceptable and unacceptable behaviors are related to the use of computers, electronic devices, information systems, electronic wearables, and the Internet.

Before being allowed to use any technology at school, all parents (K4 - 12th) and all students (4th - 12th) must carefully read, sign, and agree to abide by all parts of the RUP. All CCS students and parents agree to the RUP during the admissions/re-enrollment process each year. For more information, please request a copy of the RUP from the office or visit the following website to view.

**[http://cst-tx.client.renweb.com/oa/client\\_files/cst-tx/uploads/ResponsibleUse\\_CCS\\_Student.pdf](http://cst-tx.client.renweb.com/oa/client_files/cst-tx/uploads/ResponsibleUse_CCS_Student.pdf)**

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## **STATEMENT ON BYOD**

Cornerstone Christian Schools requires all secondary students to bring an internet connected device to school every day. Use of technology at CCS is an expectation and not a privilege. We expect our students to use technology responsibly and practice good digital citizenship. The following details the guidelines, policies, and procedures to be followed for the Bring Your Own Device (BYOD) program.

### **Device Minimum Specifications**

Starting in 2018-2019 we are updating our school supply list to include an internet connected device. All Secondary students are required to bring a device every day. An approved device must:

- Connect to wireless internet
- Have a camera
- Have a microphone
- Have a keyboard for typing
- Be able to hold charge all school day

### **Device not considered acceptable for BYOD**

- Wearables (Apple Watch, etc.)
- Kindle or other E-Readers
- Video Games Systems (Nintendo Switch, X-Box, PS4, etc.)
- Flip Phones

Additional information on finding an appropriate device can be found at: <http://sites.google.com/ccwarriors.org/ccs11deviceprogram/minimum-specifications>

### **General Guidelines & Policies for BYOD**

#### **Responsible Use:**

- I will only use websites that are appropriate for children at my age level.
- I will not copy material and say that I wrote it myself.
- I know that inappropriate use of our school computers will break school rules and sometimes even break the law.
- Student devices are the sole responsibility of the student owner. CCS assumes no responsibility for devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on CCS property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will CCS staff diagnose, repair, or work on a student's device. The user should consult the manufacturer/vendor/carrier for support of their device
- Students work will depend greatly on having a device. Students who do not bring a device or are without one for an extended period of time will be affected academically.

#### **Manners:**

- I will not send mean or hurtful messages.
- I will use appropriate language at all times.
- I will never use another's thoughts or ideas and call them my own.

**Online Safety:**

- Using electronic devices for educational purposes in approved locations under the supervision of school personnel only
- When I am on the Internet, I will never give out personal information about myself or anyone else (such as my name, address, town I live in, telephone number, parents' work address or work phone number, passwords, or even the name of my school).
- If I am ever upset by something I see on the Internet, I will tell an adult immediately.
- If I ever get an e-mail/ instant message that is mean or frightening, I will tell an adult immediately.

**Respect**

- I will not cause any damage to school computers.
- I will not change or delete files that belong to anyone else.
- I will not give my password to anyone else, nor will I use anyone else's password.
- I will only use e-mail for school-related communication.
- I will not send harassing or offensive e-mail messages or content.
- I will not send spam e-mail messages or content.
- I will not send or read e-mail at inappropriate times, such as during class instruction.
- I will not send e-mail to share test answers or promote cheating in any way. Using technology in any way to cheat is still considered cheating.
- I will not use the account of another person.
- I will not take video, audio, or photographs unless it is for an assignment or have the permission of a teacher/admin

An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

In the event that a user believes a personally owned or personally provided device that is authorized to connect to the organization's resources, systems, or networks might be infected with a virus, spyware infection, or other malware threat or might be somehow compromised, they must immediately notify the IT department in writing of the potential security risk.

If a user loses or misplaces a personally owned or personally provided device that is authorized to connect to the organization's resources, systems, or networks, they must immediately notify the office of the potential security risk.

**Student Responsibilities****Students are responsible for:**

- Implementing virus and malware scanning on their electronic devices
- Reporting any inappropriate electronic device usage to a teacher or administrator immediately
- Ensuring their electronic devices are charged prior to bringing them to school



- Keeping device with you or in a locker at all times
  - Do not loan your device
  - Do not leave in a car
  - Teachers will not store devices
- Bringing the device fully charged every day
- Bringing the device charger every day
- Only printing from school devices. Personal devices will not be permitted to print.
- Only using CCS wireless network - no 3g or 4g
- Keeping devices in silent mode unless directed by a teacher

### **Parent Responsibilities**

#### **Parents are responsible for:**

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device;
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes;
- Identifying the electronic device by labelling it, recording details such as make, model, and serial number, and/or installing tracking software;
- Procuring hazard or theft insurance for an electronic device;
- Encouraging their children to follow school policy and practice digital citizenship;
- Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose
- Assuming all responsibility for their child's unauthorized use of non-school Internet connections such as a 3G/4G cellular phone network.

### **Device Free Zones/Times**

There are certain times and places on campus that will always be “device-free.” During these times and places students are not permitted to utilize any electronic devices, including phones. The following are the standing device-free times and places for the 2018-2019 school year:

- Hallways (Students needing to work should go to the library or the classroom they need tutoring in)
  - Before school
  - Echo Hour - unless otherwise directed by a teacher or admin
  - After School
- Lunch (enjoy time visiting w/friends)
- Cafeteria - except for designated device area
- Bathrooms
- Stairwells
- Locker Rooms

### **Technology Related Discipline**

The use of technology at CCS is an expectation, not a privilege. All technology related discipline cases will be handled the same as others. Not all offenses resulting in discipline can be listed. Determination of offenses and their severity is at the discretion of the principal.

**When in Doubt, Ask:** Contact a school staff member right away and ask if you're unsure about a resource, network, app, or any related device use. We want you to benefit academically from the use of your device without damaging your device, or getting yourself in trouble. When in doubt, ask.

### **Classroom Procedures**

When students enter the classroom teachers will post one of the following signs at the front of the classroom:

- **Devices Open-** Students should get out device and access the Google Classroom for instructions
- **Devices Closed -** Students should get out their device and leave it closed on the desk. Wait for instructions from teacher.
- **No Devices -** Students should leave their devices in their bags or under desk

During class teachers will use the following terminology when giving directions for how devices are to be used:

- **Devices Open -** Students should open devices and follow teachers instructions or actively working
- **Devices Closed -** Students should close device but leave them on their desks
- **No Devices/Devices Away -** Students should close their devices and put them under their desks/in their bags.

### **Loaner Devices**

CCS maintains a small inventory of devices that any student may check out for the school day in the situation where their own device is damaged/stolen and is being repaired or replaced. CCS will not check out devices to students who have simply failed to bring or charge their device.

Before school starts for the day, a student should:

1. Visit the Warrior Genius Center In **SB307**
2. Provide proof that they are unable to bring a device to school
  - Ex. parent note regarding repair/replacement.
  - Note from teacher/admin - for a period at a time
  - Receipt or insurance claim for repairs.
  - Police report.
3. Students will be issued a loaner device for the school day and must return it before leaving that same day.
4. Devices that are not returned or damaged may result in fines or responsibility for the full value of the device.
5. Repairs and replacements of personal devices must be done in a timely manner (this is generally within 2 weeks).

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## FUNDRAISING

Cornerstone Christian Schools participate in a number of fundraisers throughout the school year. We more than appreciate your support of these events. However, parents are not obligated in any way to support every fundraiser.

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## BULLYING

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

### **Immature Behavior:**

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.

### **Unkind Behavior:**

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

Such behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior will require restitution and some type of discipline. In addition, a Saturday School may be given. A parent conference will take place.

### **Bullying Behavior:**

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (physically or emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

Bullying: Such behavior will be determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require and parent conference, minimum of one-day suspension and possible expulsion.

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## CYBERBULLYING

Cyberbullying is defined as mistreating peers through the use of technology or any electronic device. Typically, these devices are, but not limited to, computers, cellular phones,

and text messaging devices and displayed as, but not limited to, writing, images, sounds that are defamatory, violent, abusive, profane, and/or sexually oriented. Cyberbullying is to be reported to Administration immediately.

## Extracurricular Activities

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### **NATIONAL HONOR SOCIETY**

Cornerstone Christian Schools sponsor a chapter of the National Honor Society. Tenth through twelfth grade students who have attended CCS for the equivalent of one semester and demonstrated outstanding scholarship, character, leadership, and service will be considered for membership. To be considered for NHS, the student's grade point average must be 3.50 or above and will include the grades for a full year, beginning in 9th grade. Service Hours must match the yearly school requirements. The student must have zero suspensions, no major infractions and no more than six minor infractions to apply. A faculty council is appointed each year by the Principal. The council determines the final selection for membership after reviewing an assessment of each scholastically eligible student according to the qualities of character, citizenship, leadership, and service.

If an eleventh grade student meets all NHS qualifications and is invited to apply but refuses, the student will not be permitted to re-apply their senior year. A student transferring from another school who is already a member of the National Honor Society will be accepted automatically as a member in the CCS chapter. Acceptance will be based on a letter from the former principal or chapter advisor from the former school. Transfers must meet the CCS chapter standards within one semester in order to retain membership. All NHS members must abide by the Leadership Qualifications listed above in the Student Leadership section of this handbook.

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### **NATIONAL JUNIOR HONOR SOCIETY**

Cornerstone Christian Schools sponsor a chapter of the National Junior Honor Society. Seventh and eighth graders who have attended CCS for the equivalent of one semester and demonstrated outstanding scholarship, character, leadership, and service will be considered for membership. To be considered for NJHS, the student's grade point average must be 3.25 or above and will include grades for the year beginning with the sixth grade year. The student must have zero suspensions, no major infractions and no more than six minor infractions to apply. Service Hours must match the yearly school requirements.

A faculty council is appointed each year by the Principal. The council determines the final selection for membership after reviewing an assessment of each scholastically eligible student according to the qualities of character, citizenship, leadership, and service.

A student transferring from another school who is already a member of the National Junior Honor Society will be accepted automatically as a member in the CCS chapter. Acceptance will be based on a letter from the former principal or chapter advisor from the former school. Transfers must meet the CCS chapter standards within one semester in order to retain membership.

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### **STUDENT COUNCIL**

#### **HIGH SCHOOL STUDENT COUNCIL**

High School Student Council will consist of fifteen members – eight class representatives and seven officers. All candidates are selected by the student body.

To be a candidate for Student Council, the student must have a 2.5 Grade Point Average, passing all classes from the previous semester, and have demonstrated excellent leadership skills at Cornerstone Christian Schools.

### **MIDDLE SCHOOL STUDENT COUNCIL**

Middle School Student Council will consist of fourteen members – seven from the eighth grade, four from seventh grade (these will carry over to the next year) and three from the sixth grade. The President and Vice-President will be selected from the membership by the student body.

To be a candidate for Student Council, the student must have a 2.5 Grade Point Average, passing all classes from the previous semester and have demonstrated excellent leadership skills at Cornerstone Christian Schools.

### **INTERNATIONAL THESPIAN SOCIETY**

Cornerstone Christian Schools sponsor a chapter of the International Thespian Society. Eligible High School students are encouraged to join the International Thespian Society which is an honor society that encourages theatre education and lifelong learning through academics, productions, community service, competition, and hard work.

### **JUNIOR AND SENIOR COLLEGE VISIT DAYS**

1. Seniors are encouraged to schedule between 3 and 5 official college and university visits. Juniors will be allowed 2 days during their 11th grade year. These days will be handled as school activity days and will not be counted against the students.
2. Students are required to secure approval from the CCS Administration at least 5 days prior to the planned college or university visit to ensure it is documented as a school activity. Upon returning to school, students are expected to submit acknowledgement of the college or university visit.
3. **All missed work must be made up**, per policy in effect.

## **Dress Code**

It is our desire to help students prepare allow their dress reflect a disciplined, Christian lifestyle as young man and young lady of God. The Scriptures only touch the issue of dress through principles. A Christian school dress code can be dealt with on a “spiritual” basis, only as it relates to biblical principles. The underlying principles are not usually a source of contention. They are more frequently related to institutional preferences, which the school chooses. Two different Christian schools that are equally committed to the Scriptures may have different dress guidelines for their faculty and students.

The principles found in I Timothy 2:9-10, 4:12, and Titus 2:6-8 teach: Appropriateness: “in harmony with the situation”, Modesty: “moral sensibility within the bounds of propriety”, and Humility: “not proud or self-assertive”. In addition, neatness, respect, and gender distinction are basic to the code.

Parents are encouraged to teach their children to live within the code’s guidelines. Nitpicking criticism, to which any set of rules is susceptible, creates a spirit of unrest in

children. We want to prevent the dress code from becoming a major issue at CCS. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to comply with the code and parents are expected to monitor compliance before their children leave home. We are not here to be the “clothes police.” We are here to educate children. It is inappropriate that complying students, teachers, or principals be distracted from the educational process, due to someone failing in his or her commitment to follow the dress code. When in question, administration will determine what is appropriate, modest, light, moderate, or disruptive.

### UNIFORM DRESS CODE VIOLATIONS

Students arriving at school in non-uniform clothing are not in compliance with the uniform requirements and, therefore, are indicating their unwillingness to be prepared for school. These students will be referred to the Secondary Office. Parents will be contacted to bring a change of clothing to the school. Repeated citations for inappropriate dress will result in disciplinary action.

Students are not allowed to have tattoos or nose piercings while enrolled in CCS. \*Tattoos must be covered while attending CCS and CCS events.

### UNIFORM DRESS

Parents should see the office for promotional materials that describe uniform requirements, cost and distributor information. Students are to wear the school uniform each day unless a particular day is designated as a non-uniform day. *All required, authorized CCS uniform items are registered at, and are to be purchased from Tommy Hilfiger, the contracted supplier.* Please label your child’s articles of clothing and maintain the quality of the clothing. Holes and tattered clothing are not acceptable.

Guidelines	Ladies	Gentlemen
Shirt/Blouse	<p><i>Polo’s and blouses must be tucked into the skirt, skort or pants.</i></p> <ul style="list-style-type: none"> <li>• Navy Polo S/S Fem Fit (w/shield logo)</li> <li>• Navy or White L/S Polo (interlock or Pique) (w/shield logo)</li> <li>• Navy or White Polo S/S Co-ed</li> </ul>	<p><i>Polo’s and dress shirts must be tucked into pants or shorts.</i></p> <p><b>Middle School:</b></p> <ul style="list-style-type: none"> <li>• White Oxford L/S Shirt (w/shield logo)</li> <li>• Navy Polo S/S (interlock, pique or performance) (w/shield logo)</li> <li>• Navy Polo L/S (interlock, or pique) (w/shield logo)</li> </ul> <p><b>High School:</b></p> <ul style="list-style-type: none"> <li>• White Oxford L/S Shirt (w/shield logo)</li> <li>• White Polo S/S (interlock, pique or performance)(w/shield logo)</li> <li>• White Polo L/S (interlock or pique) (w/shield logo)</li> <li>• Red Polo S/S (interlock, pique or performance) (w/shield logo)</li> <li>• Red Polo L/S (interlock or pique) (w/shield logo)</li> </ul>

Socks	Plain White Crew or Ankle Socks (no “no show” socks), Navy Knee Hi Cable Knit	Plain White Crew or Ankle Socks (no “no show” socks)
Shoes	Shoes must be leather, closed toe in solid black, brown or white.	Shoes must be leather, closed toe in solid black, brown or white.
Jewelry	Jewelry should reflect Christian values. Earrings may be worn, up to two per ear. Gauges, cartilage piercings and nose piercings are not permitted at CCS	Jewelry should reflect Christian values. Earrings may not be worn. Gauges, cartilage piercings and nose piercings are not permitted at CCS. A necklace may be worn inside the shirt.
Makeup/ Facial Hair	<b>Middle School:</b> Light makeup use should not draw attention to oneself and be age appropriate. <b>High School:</b> Moderate makeup use should not draw attention to oneself. Makeup should never be applied in the classroom.	No facial hair, such as beards or mustaches are allowed. Sideburns are to be trimmed to the middle of the ear.
Hair	<b>Upper School Standards for Hair and Accessories Standards (Boys &amp; Girls)</b> <ul style="list-style-type: none"> <li>• Boys and girls may not have bizarre haircuts, hairstyles, or hair colors.</li> <li>• Disruptive hairstyles are prohibited.</li> <li>• Boys and girls may not have visible tattoos, nose rings or body piercings</li> <li>• Caps or hats are not permitted inside buildings or classrooms</li> <li>• Boys may not have long hair or wear headbands</li> <li>• Boys may not have top knots, ponytails or man-buns</li> <li>• Girls may wear Black, brown, nude, navy, red, or white bands, ribbons or headbands may be worn, as well as uniform plaid.</li> <li>• Hairstyles will be determined by the administrations discretion.</li> </ul>	
Outerwear	Navy V Neck Sweater (w/shield logo) Navy Full Zip Fem Fit Fleece (w/shield logo) During colder seasons hoodies and jackets that are CCS branded or monogrammed with the school logo. Appropriate dress code should be worn under outerwear.	
Spirit Dress (Fridays)	The first Friday of the month is our day to focus on wearing our theme shirts. Any CCS spirit shirt may be worn on Fridays. Blue jeans with no holes may be worn. No jeggings or leggings. Tennis shoes, school shoes or boots.	

**Physical Education:** PE attire will need to be purchased through School Uniforms by Tommy Hilfiger. Athletic shoes are required for PE and athletic competition. They must have non-marking soles.

### NON-UNIFORM DRESS DAYS

There will be special school-wide dress days where students will be permitted to wear CCS spirit apparel. If students are in violation, they will receive appropriate disciplinary action.



## Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Cornerstone Christian Schools provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year.

Discipline is defined as the training of the mind that produces proper conduct and obedience. At Cornerstone Christian Schools, we approach discipline as discipleship based on an overarching school wide philosophy which emphasizes the following principles:

A Positive Attitude – Philippians 2:5

Proper Respect – 1 Peter 2:17

Personal Acceptance – Psalm 139:14

A Pure Heart – Matthew 5:8

These principles form the foundation of a biblically-based classroom management plan. Our goal in discipline is to help train the student to grow toward a Christ-like image using the Scriptures as the student's foundation. It's God's way to discipline with love. "Train up a child in the way he should go 'means' to mold character, to direct the growth of, and to point in an exact direction. Discipline is "training that corrects, molds, or perfects character."

We believe that our students and their parents must know our expectations and must agree to implement and support Cornerstone Christian School's discipline policies and procedures. Students must see that their parents and the administration agree on the consequences of behavior or the effectiveness of the school will be greatly diminished.

### STUDENT CODE OF CONDUCT

Cornerstone Christian Schools focus upon the discipleship of Christian students. We work in conjunction with the student's home to assist parents in the stewardship process of rearing their children to maturity in the fear of the Lord. Hence, we will serve as a partnering advocate of our parents in their child's development. Cornerstone Christian Schools are for students who are sensitive to the many principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines for the conduct of students as detailed in the discipline section of this handbook. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school.

It should be noted that Cornerstone Christian Schools serve a broad spectrum of evangelical churches. Even though there are differences of opinion as to what practices are acceptable to Christians, we strive to maintain the bond of unity in Jesus Christ. Students at Cornerstone Christian Schools are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility, and love toward their brothers and sisters in Christ. In harmony with the principles of Scripture, there are two rules by which we encourage students to live by:

- The first rule is to consistently seek for the Kingdom of God and His righteousness with all of his/her heart.
- The second rule is to love their fellow man enough to share their Christian testimony in this age of darkness, leading as many as will come to salvation.

In the event that disciplinary action is needed, the carefully measured consequences will depend upon a careful assessment of all circumstances that will include the nature of the offense, the severity of the offense, the student's behavioral history, and the response of the student to correction. Parents will be notified when further investigation is being conducted concerning an accused offense of a severe nature. The conduct of students should at all times contribute in a positive and constructive manner to the improvement of the learning outcomes and the overall school environment.

Students are responsible for their behavior both on and off campus 24-hours a day, 7 days a week, every day of the year. If a student engages in a behavior that violates: the disciplinary principles in this handbook; is detrimental to the school; or the peaceful working order of Cornerstone Christian Schools, the Administration has the right to discipline such behaviors. With that said, it is a privilege, not a right, to attend Cornerstone Christian Schools. Should a parent refuse to allow their child to serve, or, a student refuse to serve a Saturday School or a suspension, that student will not be allowed to attend school until they agree to serve.

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### CONDUCT AT ATHLETIC EVENTS

At all athletic contests, students and parents are expected to demonstrate good sportsmanship to officials, students, and patrons. Students and parents are reminded that unsportsmanlike conduct creates a bad impression of the students, parents, of the school, and the relationship they have with Jesus Christ. Cornerstone Christian Schools have the authority to enforce good sportsmanship.

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### CELL PHONE POLICY

Cell phones are now universally accepted as "necessities". However, they can present challenges in the academic environment. It is the school leadership's goal to help guard the integrity of the learning environment and instructional time. Therefore the following policies have been developed. All students are subject to policies with regard to cell phone possession and usage.

**MIDDLE SCHOOL STUDENTS:** Students in grades 6-8 may not have cell phones in their possession during school hours. Phones must be turned off and secured in the student locker. Phones must be turned off and remain off during the academic hours of the school day. If a student in grades 6-8 is found to be in possession of a cell phone during academic hours, the teacher shall confiscate the phone and submit it to the principal.

**HIGH SCHOOL STUDENTS:** Students in grades 9-12 may have their phones during the day, but they may only use them before school, between classes and after school. Students are not to have cell phones out at lunch time. All cell phones are to be turned in to the teacher at the beginning of each class. If a student is using his or her phone as their digital device, permission must be given before class starts. Students using their phone without permission during the school day (except between classes) will have their phone confiscated and turned in to the principal.

Administration has the right and responsibility to examine the contents of any device and it should be noted that inappropriate content on the device shall be dealt with in accordance with the school's behavior policy.

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### DISCIPLINE POLICY

It is understandable that not all offenses resulting in discipline can be listed. The administration has the right to discipline each behavior on its own unique circumstance.

CCS reserves the right to search phones, lockers, backpacks and cars at anytime while on campus. Determination of what is considered a level I, II, III, IV behavior is at the discretion of the Principal. All behavior resulting in discipline will be prayerfully considered by the administration of Cornerstone Christian Schools.

### **Level I Infractions**

The following behaviors will be handled by the classroom teacher and will result in that teacher calling and/or emailing a parent. Principal reserves the right to assess greater discipline for repeat offenders. After School Detention, and Saturday School may be assigned.

- Minor classroom disruption.
- Dress code violation
- Failure to obey classroom rules
- Loud or disorderly conduct while in hallways and restroom
- Failure to participate in class
- Eating in the classroom
- Failure to bring book and materials to class
- Chewing gum
- Misconduct in chapel
- Cell phone/electronic device usage during school hours
- Public displays of affection (hugging, kissing, holding hands)
- Tardiness to class
- Using cosmetics in class

### **Level II Infractions**

Will result in one or more of the following: After School Detention, In School Suspension, and Saturday School. Principal reserves the right to use other disciplinary measures if needed.

- Repetition of Level I offenses
- Being in unauthorized places on campus
- Vulgar or profane language, written or spoken
- Out of class without a hall pass or written permission
- Insubordination
- Disrespect towards faculty-staff (rolling of eyes, talking back, etc.)
- Verbal altercation with another student
- Improper use of telephone
- Lying
- Excessive in-between class tardies, or morning tardies.

### **Level III Infractions**

Will result in multi-day in school suspensions/Saturday School and immediate referral to the Secondary Principal. Principal reserves the right to use other disciplinary measures

if needed. *At the discretion of the administration, any Level III infraction may be elevated and considered as a Level IV offense based on severity.*

- Vandalism
- Fighting
- Traffic violation on campus
- Sexual harassment
- Bullying
- Cheating
- Plagiarism
- Alteration of grade/report card
- Skipping a class or school
- Forgery
- Gambling
- Leaving campus without proper permission or improper check-out
- Visiting inappropriate websites
- Assault – in anger, a student places his/her hands/body on another student
- Indecent behavior
- Disrespectful through the use of profanity, vulgar language, or obscene gestures toward students, parents, teachers or other school employees on or off campus, to include social media platforms
- Damaging school property or property of other students and teachers

#### **Level IV Infractions**

Will result in extended suspension, referral to Superintendent. Possible expulsion.

Determination of consequences will be at the discretion of Principal and Superintendent.

- Committing extortion, coercion, or blackmail; that is obtaining money or other object of value from an unwilling person or forcing an individual to act through the use of force or threat of force
- Engaging in inappropriate physical or sexual contact disruptive to other students of the school environment
- Engaging in offensive conduct of a sexual nature; whether verbal or physical, which may include requests for sending, posting, or sharing inappropriate pictures of a sexual nature, sexual favors or other intimidating sexual conduct directed toward another individual
- Engaging in inappropriate social media use by posting, or condoning, content that is sexual nature, immodest, vulgar, obscene, unlawful or any behaviors contrary to the CCS code of conduct.
- Any verbal or physical assault on faculty/administration/or student, or the destruction of their personal property

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## DISCIPLINE CONSEQUENCES

**Before School Detention:** Detention will be held at times established by the administration. The student must participate in the assigned detention on the date assigned unless he or she is excused by administration. Before School detention will be from 7:30-8:15 a.m. on Wednesdays and Fridays. If the student is late for or misses detention without administrative approval, he/she will be disciplined accordingly.

**Saturday School:** Saturday School will be conducted on Saturday's from 8 a.m. to 12 noon, in the Secondary Office, at a \$25.00 fee. Students are to report dressed in their school uniform prepared with study materials. The student must participate in the assigned Saturday School on the date assigned unless he or she is excused by administration. If the student is late for or misses Saturday School without administrative approval, he/she will be disciplined accordingly.

**ISS (In-School Suspension):** ISS is a full day suspension from classes served in an isolated area with a \$50.00 fee. Students in ISS are to report to the Secondary Main Office before 8 a.m. They will return to the Secondary Office at 3:30 p.m. It is the student's responsibility to turn in work or acquire work missed either before or after school. They may receive full credit for school work, but he/she must turn work in on time. No extracurricular participation the day the ISS is assigned.

**Behavioral Probation:** A student who exhibits significant disruptive behavior and continues to do so despite measures to correct his/her behavior will be placed on probation. The student will then have reasonable time, as determined by the administration, to correct the behavior. Violation of the probation will result in recommendation for expulsion.

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## PROHIBITIONS

### ALCOHOL, TOBACCO, VAPING, DRUG USE

Based on 1 Thessalonians 5:22, we are commanded to avoid the very appearance of evil. Also, 1 Corinthians 6:19 refers to our bodies as the temple of the Holy Spirit. We must protect our bodies and care for them. The prohibition of tobacco, vaping, alcohol, and drugs is based further on the premise provided by ethical and legal considerations. Students who participate in these activities will be subject, as a minimum, to suspension and may incur more serious action such as expulsion. With these Scriptures and rationale as our foundation, CCS desires its students to make the very best choices. Cornerstone Christian Schools students will not engage in the use of tobacco, alcohol, illegal drugs, vaping, misuse of prescription/over-the-counter drugs (in any amount/volume) while either on or off campus.

### DISCIPLINARY RESPONSE

If students do engage in the above listed activities, administration will review and apply the appropriate discipline. Students caught vaping or with illegal drugs may be subject to drug testing. Determination of consequences (suspension or expulsion) will be at the discretion of Principal and Superintendent.

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## EXPULSION

The Superintendent may recommend to the School Board a disciplinary response up to and including possible expulsion of any student who, in the judgment of the Superintendent, does not conform either to the regulations, principles, policies, or programs, both expressed and implied, which govern student conduct. The School Board

reserves the privilege to address discipline matters at any point in the disciplinary process based on all contextual elements relevant and present in the situation.

Administration will recommend to the CCS School Board that the violator be expelled immediately, regardless of prior history or behavioral record, regarding the following issues/activities:

1. Use of alcohol, drugs and misuse of prescription drugs on school grounds or on/ during a school event.
2. Threats made against individuals or school property.
3. Willfully bringing a weapon onto school property or on a school event.
4. Sexual misconduct on campus.

**School administration reserves the right to amend and/or add policies to this document throughout the school year. In the event that a policy is adopted or changed, families will be appropriately notified before said policy takes effect.**







**NW Military Campus**

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