**CORNERSTONE CHRISTIAN SCHOOL**

**Information Manual**

**Cornerstone Christian School**

**718 Barrow Street**

**Abilene, Texas 79605**

**(325) 676-8232**

**cornerstoneabilene@gmail.com**

**cornerstoneabilene.com**

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***Who We Are***

**Mailing Address Office Phone**

 P.O. Box 55 325-676-8232

 Abilene, TX 79604

**Street Address Website**

 718 Barrow St. cornerstoneabilene.com

 Abilene, TX 79605

**School Mascot School Colors**

Lion of Judah Royal Blue and White

**School Bible Verse**

 Train up a child in the way that he should go; and when he is old, he will not depart from it. -Proverbs 22:6

**School Song: “Cornerstone”**

I lay in Zion for a foundation, a stone
I lay in Zion for a foundation, a stone
A tried stone, a precious cornerstone
A sure foundation, a sure foundation
A tried stone, a precious cornerstone
He that believeth shall, shall not make haste

Wonderful, Counselor, thе Mighty God
The everlasting Fathеr
Wonderful, Counselor, the Prince of Peace

**Cornerstone Confessions**

Teach me your ways, O Lord,

I am teachable.

I am quick, sharp, and bright.

I remember everything good.

I am healthy, strong, and prosperous.

I am a major blessing.

I have the favor of God.

I always do my best.

The Lord gives His angels charge over me

To protect me and keep me safe.

I know the Truth and the Truth sets me free!

I am brave, bold, and courageous.

The Lord has not given me a spirit of fear,

But of power, love and a sound mind.

And there is no fear here in Jesus’ name!

Amen!

**Curriculum**

 Cornerstone uses the Abeka curriculum created by Pensacola Christian Academy based out of Pensacola, Florida. For more than five decades Abeka has provided homeschooling parents and private schools with every resource necessary for well-rounded and interactive education for students PreK 3-12th grade while keeping Christ fully at the center. Abeka uses traditional education that is curriculum oriented, teacher directed, and requires a structured environment. It encourages students in individual accountability and character training. We have found this curriculum to not only be extremely Bible-based, which is paramount at Cornerstone, but Abeka is also academically accelerated when compared to most other curriculums.

**Our Mission Statement**

The mission of Cornerstone Christian School is to provide a **Christ-centered** environment for students to achieve academic excellence.

**Our Commitment**

Our unwavering commitment is to provide an educational environment that consistently operates from a **Biblical world view**.

**Our Purpose**

The purpose of Cornerstone Christian School is to provide an opportunity for children to study in a Christ-centered academic environment, as follows:

1. To achieve a high standard of academics, to encourage students to think clearly, logically, independently, creatively, and to develop an appreciation for and enjoyment of learning.
2. To develop Godly character qualities by interweaving the principles of God’s Word pertaining to each subject of study.
3. To develop a strong sense of patriotism; and an appreciation for a loyalty to the principles upon which our nation was founded.
4. To maintain disciplined classrooms that will be conducive to learning.
5. To provide an atmosphere of genuine love and concern for the students so that each student can reach his or her full potential.
6. To create an understanding and appreciation of the fine arts.
7. To promote recreational skills that will encourage physical fitness and development.

**Policy of Non-discrimination**

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

**Philosophical Stance of Teachers**

The teachers at Cornerstone Christian School realize that under God, they are molding lives and character and that they are personally responsible for each student receiving a good foundation for life that lies ahead.

**Biblical Foundation**

 Bible study is recognized here as a fundamental importance and is part of the daily curriculum. It augments the study of English, History, Geography, and Science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books." Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

**Patriotism as a Culture**

"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning, and each of us meets it with a different emotional reaction -- a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. Where and when these feelings begin, we do not know, but feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these are grown best in an atmosphere of love and security, in aroused interest and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living." (Excerpted from Planned Patriotism.)

***Enrollment and Tuition Information***

**Age and Maturity Requirements for Early Childhood Students**

PreK-3 students must be 3 years old by December 31st of the prior year in order to be eligible to enroll. PreK-4 students must be 4 years old by August 31st of the current year in order to be eligible to enroll. Kindergarten students must be 5 years old by August 31st of the current year in order to be eligible to enroll. **All students must be potty trained.**

**PreK-3 & PreK-4 Program**

Pre-kindergarten school is offered as a 5-day educational program. The primary purpose of the Pre-school program is educational instruction, not day care. The instructional program is a half-day program with classes beginning at 8:10 a.m. and concluding at 12:00 noon. The Pre-school program follows the regular school calendar, so there is no class on normal school holidays or in the summer months.

**New Enrollment Students**

All students newly enrolling at Cornerstone will participate in entrance evaluations to ascertain grade level placement. Admission is pending based on review of records from the last school attended. It is the policy of Cornerstone to not accept a student whose accomplishments have not been up to acceptable standards.

**To Enroll**

Open enrollment for CCS students in Pre-K3 through 12th grade begins February 1st for the current school year. Cornerstone also offers After School Care until 5:30 p.m. for enrolled CCS students. Please direct any further enrollment calls to 325-676-8232 or complete a student enrollment form on our website cornerstoneabilene.com. The registration fee should be paid and enrollment registration forms should be completed at the time of enrollment.

**Student Immunizations and Identification Documents**

It is required that Cornerstone has a record of immunizations for each child enrolled. Immunizations should be taken care of through your physician or local health department officials. Cornerstone also requires a copy of the child's birth certificate and Social Security card. It is essential for the parents to give their child's immunization records, birth certificate copy, Social Security card copy to their classroom teacher on Orientation Day at the latest.

**Registration Fee**

The registration fee is **$150.00** *(****non-refundable****)*. This $150.00 fee per child must be paid in full at the time you enroll your child. For families re-enrolling, a secondary option for payment of the registration fee is to pay $75.00 when the child is registered and the other $75.00 paid by May 31st of the current year. This fee is due every new school year and reserves a place for your child at Cornerstone Christian School for the upcoming school year.

**Tuition Fees**

Tuition is paid according to a **10-month** or **12-month** payment plan. No additional charge will be incurred based on your payment plan selection. Both plans are for payment of tuition only and do not include the registration fee, textbook fees, or school supply fee. However, if the 12-month plan is selected, you have the option of paying the registration fee with your monthly tuition by adding $12.50 per month. Tuition is due on the **1st** of each month according to the tuition schedule. **To select the 12-month plan, the first payment must be received by June 1st prior to the start of the current school year.** The first payment for 10-month plan must be received by August 1st prior to the start of the current school year.

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| **TUITION PAYMENT PLANS:**(example for a new enrollment in 2023-2024) |
|  | **Annual Base Rate** | **10-Month****Plan** | **12-Month****Plan** |
| *K-12th - 1st Child* *Enrolled* | $5,280.00 | $528.00 | $440.00 |
| *K-12th - 2nd Child* *Enrolled* | $4,620.00 | $462.00 | $385.00 |
| *K-12th - 3rd Child* *Enrolled* | $3,960.00 | $396.00 | $330.00 |
| *K-12th - 4th Child* *Enrolled* | $3,300.00 | $330.00 | $275.00 |
| *PreK-3 &**PreK-4 (Half-day)* | $4,080.00 | $408.00 | $340.00 |
| *PreK-3 &**PreK-4 (Full-day)* | $5,880.00 | $588.00 | $490.00 |

 All tuition prices are subject to change due to enrollment numbers. It is our sincere hope that the prices will not go up, but prices could increase if a small number of students enroll for the new school year. The annual base tuition price increases each year for new families, but once the family has a child in the school, we hope to keep the tuition rate the same for subsequent years as much as is possible. It is possible that the tuition rate for a returning family may increase every three to five years.

**Tuition Fees Continued**

 In an attempt to make it easier for families with multiple children enrolled, the tuition rate for the second child is discounted by 12.5%. The third child is discounted 25%, while the fourth child is discounted 37.5%. No relatives other than brothers and sisters may be included in the reduced rate plan**.**

 If a family withdraws and later re-enrolls, the base tuition rate will be established for the year that the student is re-enrolled.

**Late Fee**

 A **10% late fee** will be charged if tuition is not paid by the 10th of the month. Students will not be admitted to class if payments are more than one month in arrears. Students attending one day or more of any period will owe the full period's tuition.

**Book Fees**

The cost of books varies by grade and is based on the materials provided by Abeka Books curriculum. Book fees are due by June 1st prior to the upcoming school year. All student books must be paid for in full no later than June 10th prior to the upcoming school year or additional fees may be applied.

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| **Book Fees by Grade Level** |
| *PreK-3* | $91.00 |
| *PreK-4* | $140.00 |
| *Kindergarten* | $210.00 |
| *1st Grade* | $410.00 |
| *2nd Grade* | $390.00 |
| *3rd Grade* | $410.00 |
| *4th Grade* | $380.00 |
| *5th Grade* | $335.00 |
| *6th Grade* | $350.00 |
| *7th Grade* | $525.00 |
| *8th Grade* | $535.00 |
| *9th Grade* | $580.00 |
| *10th Grade* | $605.00 |
| *11th Grade* | $605.00 |
| *12th Grade* | $630.00 |

**School Supplies**

All school supplies are to be paid for by the parent through the annual school supply fee of $45, but each individual teacher is responsible for shopping for student supplies for each class. Parents need to provide each child with an adequate backpack and lunchbox, but all other supplies will be purchased by the teacher. Pre-K & Kinder parents will also need to provide a travel size pillow and blanket for naptime—CCS will provide the nap mats.

**After School Care Cost**

If afterschool care is needed, the monthly payment is an additional $150.00 per month or $45 per week or $10 per day. It covers the period from 3:15 p.m. until 5:30 p.m. for K and up students. *This fee is not discounted for multiple children.* If the child is not picked up by 5:40 p.m., an additional $5.00 will be charged. An additional $5.00 will be charged for every additional 15-minute increment occurring after 5:45 p.m.

**All Payments**

Cornerstone can receive cash, checks, or money orders for all payments. All checks and money orders should be made out to Cornerstone Christian School. Electronic payments are unavailable at this time. If paying by mail, please use our campus address: 718 Barrow St. 79605

**Withdrawal from CCS**

All withdrawals from school must go through the school office. Students having attended one day or more of any period will owe the full period's tuition.

***Procedures and Policies***

**School Hours**

Cornerstone Christian School operates daily from 7:45 a.m.—3:15 p.m. Classes will be held from 8:10 a.m.—3:00 p.m. Pre-Kindergarten School ends at 12:00 noon. Pre-Kindergarten Daycare is available from 12 noon—5:30 p.m. for students currently enrolled in our Pre-Kindergarten School. After School Care is available for Kinder—12th from 3:15 p.m.—5:30 p.m.

**Tardies**

 Class begins at 8:10 a.m. The front door will be locked and students must be marked tardy at 8:10 a.m. If a student is tardy, a parent must sign their child in on a tardy slip that will be placed on the porch at 8:10 a.m. by the Administrator, and the parent must ring the doorbell so that the office is notified of the presence of a tardy student. Students must show their tardy slip to the Administrator and receive a signature before the student is allowed to go on to the classroom. The teacher will staple the slip to the student’s daily homework/behavior sheet to be sent home for parents to sign and send back to office the next day. Five instances of tardiness are equal to one unexcused absence. If a student is absent for 10% or more of the school year, they have missed enough of classroom instruction that it will potentially be considered a failed year and the student may be required to repeat the grade.

**Absences**

 If a student is absent for 10% or more of the school year, they have missed enough of classroom instruction that it will potentially be considered a failed year and the student may be required to repeat the grade. In cases of absence, the parent must write a dated note (not a text message) explaining the reason for the absence. This note should be sent the day the student returns from an absence and given to the teacher to be filed in that student’s permanent record.

Excessive absences (more than 6 unexcused absences per year or 8 excused absences per semester) may result in a failed academic year and a grade repeat or may result in dismissal from the school. If the parent does not send a dated note explaining the reason for the absence, then that absence will be counted as an unexcused absence (with all the consequences) until the teacher receives a dated note. Unexcused absentees will not be able to make up any missed quizzes, tests, or exams unless satisfactory arrangements are made with the teacher before the absence occurred. All missed quizzes, tests, or exams from an unexcused absence will receive a grade of 0 and will be calculated into a student’s average as such. Unexcused absences during final exams will lower the semester grade one full letter. There are no excused absences except for individual student illness or death in the immediate family.

**Returning from Illness Guideline**

 Our guideline in regards to returning to school after an illness is as follows:

 If your child has been sick (fever, vomiting, diarrhea, any virus, etc.) anytime within the last 24 hours, please keep them at home for an additional 24 hours after the last symptom subsides. Even if your child seems to be feeling fine, please be unified with our Administration in this decision for the welfare of the rest of your Cornerstone family. Students may return sooner than 24 hours only if the Administrator receives a signed doctor’s note indicating such.

 For example, if a child’s fever breaks at 10:00 p.m. on Monday night, the child is not permitted to attend school on Tuesday, the next school day. In cases such as this example, the child must remain at home a full 24 hours before being able to return to campus. That means the earliest the child described above could return to school would be Wednesday.

**Student Medications**

Medication from home may be brought to school to be taken during specified breaks between lessons if we have a note of consent from the parent. This note should include the name of the medication, the days the child will be taking the medication, and the dosage amount and time(s). If the student requires medication during school hours other than lunch, parents will need to stop by and personally give it to the student. Teachers are not held responsible for handling the extra duty of medicating students.

**Dress Code for Students**

Dress code requirements:

* Shorts, Skirts, Dresses
	+ Must be no shorter than credit card length from the knee, begin at the top of the knee cap and measure to the bottom of the hem
		- Pre-K—1st grade use short side of credit card
		- 2nd grade and up use long side of credit card
	+ Must wear leggings or shorts of the appropriate length listed above underneath all skirts and dresses
* Pants
	+ Must be appropriately fitted, not skin tight or close fitting
	+ Must wear a belt if potentially loose around waist
* Shirts
	+ Must be appropriately fitted, not skin tight or close fitting
	+ No showing of skin between top and bottoms, even if hands are raised above head
	+ No low-cut tops whether on front side or back side or under the arms
	+ No sleeveless tops unless straps are 2” wide or more
* Hats and Hoods
	+ May be worn during outside recess times, on outside field trips, and on special dress up days
* Shoes
	+ Must be close-toed and preferably laced or Velcroed

Inappropriate Dress Items

(unless worn underneath clothing of appropriate length)

* Spaghetti straps
* Halter tops
* Crop tops
* Short shirts
* Tight shorts
* Spandex
* Clothes with holes
* Muscle shirts
* Tunics with leggings
* High heels
* Wedged heels
* Costumes

Inappropriate Logos or Visuals

(includes lunchboxes, backpacks, and other student supplies)

* Harry Potter
* Pokémon
* Skull & Cross Bones
* “Scary” figures
* Werewolves/Vampires
* Wizards/Witches
* Halloween Prints
* Profanity
* Bratz Dolls
* L.O.L. Dolls
* Provocative Images

**Discipline**

We believe that Godly discipline is necessary for the welfare of the student as well as the entire school. Teachers or supervisory personnel shall speak with or discipline students whenever conduct does not meet the standards of Cornerstone Christian School. CCS teachers are trained to bring Jesus, prayer, and Godly discipline into every scenario, especially in moments of disruptive behaviors and rebellion. Employees shall use professional judgment in each situation. If corporal punishment is necessary, it will be administered by a parent or guardian. Cornerstone Christian School expects full cooperation from both students and parents. A student displaying difficult behaviors during the school day will accrue the following consequences:

Poor Behavior Consequences

 1st offense-Verbal warning

 2nd offense-Lose 5 min. at recess, note sent home

 3rd offense-Lose 10 min. at recess, note sent home

 4th offense-After-school detention, note sent home, **parent conference**

 5th offense-Office referral, after-school detention, note sent home, suspension and/or expulsion pending.

 Every time a note is sent home about student behavior it is an indication that parents need to take action at home so that the teacher's time is not consumed with behavioral struggles, but rather, with academic instruction. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer.

Parent-teacher conferences are highly encouraged and required if student behavior begins to detract from classroom learning and/or safety. Please feel free to consult with the school office as well regarding any difficulties or questions regarding your child’s behavior. It is the desire of the Administrator and faculty to be of service to both parents and students. We do request, however, that such visits be made by definite appointment with the teacher and/or the office at an appropriate time after school hours.

**Lunches & Snacks**

Cornerstone does not have cafeteria facilities and does not provide lunches for students. Families should send a prepared snack for morning break and a lunch for each child attending. Cornerstone does not have the ability to re-heat student lunches so please send meals that your child will be able to eat without re-heating. If students are attending After School Care, an additional snack is encouraged.

Fridays at Cornerstone have been nick-named “Pizza Friday” because the school orders pizza which is made available for students to buy for lunch. A pizza order form will be sent home weekly for parents to order pizza for their child(ren). Cornerstone parents will sign up on Orientation Day to bring dessert on Pizza Fridays as a special treat for students.

**Visitors within the Facility**

School doors are locked at 8:10 a.m. and will remain so until 11:55 a.m. to release half-day Pre-K students. Doors will then be locked again at 12:15 p.m. and will remain locked for the duration of the day. If parents need to enter the school during locked times to drop off items for their child or teacher, to pick up their child for an appointment, or to meet with the Administrator, parents should ring the doorbell located to the right of the front door and wait to be received by the Administrator. The Administrator will receive items from the parent at the door and take them to the student or teacher at the soonest appropriate time. Parents are requested to wait by the office when picking up a child for an appointment until the Administrator has escorted the child to the office to meet the parent. Parents are encouraged to come to school to eat lunch with their children or even to bring lunch for their children during the week. Parents, **please do** **NOT** go directly to your child’s classroom when you enter the building as this would interrupt classroom instruction.

**Communication during School Hours**

Please do not call during the school hours unless absolutely necessary. Please do not send phone or text messages to your child's teacher during school hours unless absolutely necessary. Extended communication with teachers needs to happen before or after school by appointment as much as possible so that teachers can focus on their students during school hours. Please do call when someone other than the normal person will pick up the student after school.

**Address & Phone Number Change**

Anytime an address or phone number (***cell or home or work***) is changed, please notify the school office as soon as possible.

**Student Electronics Usage**

 Students are not allowed to have electronics out during school hours unless for a Show-n-Tell or other special activity with teacher permission. Students must keep all electronics in their backpacks and set to silent. If classroom instruction is interrupted due to electronic notifications, the electronic item will be taken up by the teacher and the parent will be allowed to retrieve it from the office at the end of the school day. Repeated offenses will result in electronics being prohibited for the individual student for the remainder of the school year.

**Tests & Quizzes (and Exams for 4th Grade and Up)**

 A folder for each student will be sent home every week to be reviewed and signed by parents and returned the following day. Parents are highly encouraged to look over all class work and grades with their children to better understand how they can supplement classroom academics at home if necessary. Please communicate with classroom teachers about concerns or questions regarding grades as soon as they arise.

**Progress Reports**

Progress reports go out for all K-12th grade students (even for students who are not below average or failing) at the mid-point of each grading period. The grading period mid-point is after every three weeks each grading period for K—3rd and after every five weeks each grading period for 4th and up. Progress reports will be sent home to parents as an attachment to students’ test and quizzes folders at the grading period mid-point to be reviewed and signed by parents, and returned the following day.

**Report Cards**

For Pre-K, evaluations are sent home at the end of the twelfth week of school and each six weeks thereafter. For Kindergarten, report cards are sent home at the end of the twelfth week of school and each six weeks thereafter. Students in grades 1st-3rd will receive report cards at the end of each six weeks. Students in grades 4th and up will receive report cards at the end of each nine weeks. Report cards follow the same policy as the test and quizzes folders: they should be reviewed and signed by parents, and returned the following day. Please communicate with classroom teachers about concerns or questions regarding grades as soon as they arise. All accounts must be paid in full for report cards to be issued. School records will not be released until all accounts are paid in full.

**Promotion Policy and Grading Scale**

 A student must be passing in each subject before being promoted to the next grade. The following grading scale is used at Cornerstone Christian School:

Excellent A (95-100)

Good B (88-94)

Average C (78-87)

Below Average D (70-77)

Poor (Failing) F (0-69)

**Physical Education**

Cornerstone sees the value of organized physical education as it provides cognitive content and instruction designed to develop motor skills, knowledge, and behaviors for physical activity and physical fitness. McMurry University began a P.E. program with our school in 2021 and is expected to carry on in a similar fashion this year. University students will plan and facilitate morning P.E. activities for Pre-K – 12th grade students during the second half of the fall or spring semester.

Cornerstone will also be partnering with the Rose Park Tennis Center to offer after-school lessons for CCS students of any age who would like to be in our developing athletic program. There is potential for the creation of a cross country team as well as a basketball team for our upper grades. An additional monthly fee will be added to tuition costs for all students participating in after-school athletic lessons. Please contact Coach Casey Chapa for enrollment information in our tennis program: 325-455-4770.

**Field Trip Requirements**

 Cornerstone teachers will plan occasional field trips for their classes. Most field trips are for educational purposes; however, some are meant as rewards for outstanding behavior. Students who have displayed difficult behaviors will potentially miss out on the privilege of field trips. In such cases, parents may be requested to pick up their child early if the student has been suspended.

 Cornerstone does not have a means of transporting whole classes to and from field trip locations, so teachers will request parent drivers for most field trips. Before a parent can be allowed to be a field trip chaperon and driver, both the classroom teacher and the office must have a copy of the driver’s license, auto insurance, and contact information of that parent. Only drivers approved and assigned by the teacher may transport students.

Parents must bring each student’s personal booster seat for the vehicle. All students under 8 years of age and under 4’9” are required to use a booster seat. Students need to wear Cornerstone t-shirts and tennis shoes for all field trips.

Parent helpers and all children are expected to follow the rules and procedures set up by Cornerstone Administration and teachers.

Cornerstone Field Trip Rules

**For Parents**

1. The teacher is in charge of the class at all times.
2. The driver is responsible for the rules in the car if the teacher is not in that vehicle—children obey the driver.
3. All drivers must have a cell phone in the vehicle and the teacher and Administrator must have copies of all numbers.
4. All vehicles must be tidied prior to students entering and all items that could cause harm or difficult student behaviors must be removed.
5. No movies or devices should be viewed in the vehicle by parents, teachers, or students.
6. No secular music is allowed, only listen to Christian radio stations, CDs, etc. in vehicles.
7. Parent helpers may not take children anywhere without teacher’s permission.
8. Treats of any kind may not be given out except by the teacher and only if every student shares in the treat.
9. Do not enter field trip location until the teacher arrives. Keep students in the vehicle until the teacher gives instructions.
10. Do not enter Cornerstone until the teacher arrives. Keep students in the vehicle until the teacher gives instructions.
11. Children may not leave from any trip (even with the parent) without the parent signing him/her out **at school**.

 **For Students**

1. The teacher is in charge of the class at all times.
2. Quietly enter and exit all buildings, including Cornerstone.
3. Walk at all times.
4. The driver is responsible for the rules in the car if the teacher is not in that vehicle—children obey the driver.
5. Students must use a quiet, inside voice in the car.
6. Keep hands and feet in your own space—do not mess with anything in the car.
7. Stay with the parent driver until your teacher arrives and you are called back together with your whole class—do not get out of the car until the parent driver gives permission to do so.
8. Stay with your class during the entire field trip unless your teacher gives you other directions.
9. Always ask your teacher’s permission before going to the restroom or getting a drink of water.
10. Do not enter Cornerstone until your teacher arrives. Stay in the vehicle until your teacher gives instructions.

**Homework Expectations**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance their studies. Homework is given for several reasons:

1. ***for reinforcement:*** We believe that most students require solid drilling to master material necessary to their educational process.
2. ***for practice:*** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. ***for remedial activity:*** As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. ***for special projects:*** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

 Cornerstone requests parents' full cooperation in seeing that the assignments are completed. Each student is required to complete his assignments on time. Due to recurring issues with the lack of timely homework submissions, Cornerstone’s policy to address delinquent homework is as follows:

 Delinquent Homework Procedure (This is for **consecutive** delinquent homework)

 1st offense—Require the completion of the original assignment along with an additional assignment. Both assignments must be turned in first thing on the next school day.

 2nd offense—Require the completion of the original assignment along with an additional assignment. Both assignments must be turned in first thing on the next school day.

 3rd offense—Contact parents to ascertain what circumstances are causing the issue and to communicate future expectations so that the situation will not transpire again. Both assignments must be turned in first thing on the next school day.

 4th offense—Give one after-school detention (30 min.). Both assignments must be turned in first thing on the next school day.

 5th offense—Give two after-school detentions (60 min.). Both assignments must be turned in first thing on the next school day.

 6th offense—Office referral. Suspension and/or expulsion pending.

**Restrictions on Child Pick-Up**

 If parents are divorced or separated and one or both parents are not allowed to see or pick-up the child, we must have on file in the office a certified copy of the court order of Final Judgment.

**After School Care**

Our after-school program runs Monday-Friday during the school year unless interrupted by school holidays or early release days. It begins at 12:00 noon with our full-day Pre-K students. K-12th grade students staying for after-school care join our Pre-K full day students at 3:15 p.m. We provide care for students until 5:30 p.m. We do not use Abeka curriculum for our after-school program, instead we have a scope and sequence that is followed that lays out weekly theme focuses. Our after-school program follows this daily schedule:

 Pre-K Full Day

 12:00 noon—Lunch (Lunchroom)

 12:30 p.m.—Recess (Playground)

 1:00 p.m.—Nap/Rest Time (Pre-K 4 Classroom)

 All Grades

 3:15 p.m.—Snack (Lunchroom)

 3:30 p.m.—Recess (Playground)

Students in the Tennis Program

3:30 p.m.—Walk over to Rose Park Tennis Center w/ Pre-K Director

 4:30 p.m.—Parents pick up tennis students from Rose Park

Students w/ No Homework

 3:50 p.m.—Literacy Time (Pre-K 4 Classroom)

 4:00 p.m.—Arts & Crafts Time (Pre-K 4 Classroom)

 4:30 p.m.—Activity/Game Time (Pre-K 4 Classroom)

 4:45 p.m.—Centers (Pre-K 4 Classroom)

 5:20 p.m.—Clean Up Centers (Pre-K 4 Classroom)

 5:30 p.m.—Closing Procedures

 Students w/ Homework

 3:50 p.m.—Homework (Lunchroom)

K-3rd grade students join main group as soon they have completed daily homework. 4th-12th grade students remain in the lunchroom and are allowed to pull out board games, books, and art to work on quietly.

 5:20 p.m.—Pack up homework

 5:30 p.m.—Closing Procedures

 All K-12th grade students staying for after-school care must be signed in by the after-school teacher at 3:15 p.m. Parents must ring the front doorbell or call the Administrator in order to be given access to the building to pick up their child. All students must be signed out when they are picked up by a parent/guardian. Students in the tennis program will be signed out by the Pre-K Director to be transferred to the sole responsibility of the Rose Park Tennis Center.

**Inclement Weather Conditions**

If public schools close or have delayed because of inclement weather, Cornerstone Christian School will usually also close or have delayed starts. Cornerstone may also close during bad weather when the public schools do not close. Watch local television stations and their websites for information about school closing. Our Administration will make the final call no later than 7:00 a.m. Our primary method of notifying parents will be through the Remind App messaging system. In addition, a personal text will be sent by each classroom teacher. Our marketing manager will also post a notice on our CCS website and Facebook page as soon as possible.

***Special Events***

**Student Orientation**

 Student Orientation is a time set aside for parents and students to meet their teacher, to see the classroom, and to get acquainted with Cornerstone culture and expectations as well as their classroom rules and procedures. Attendance to Orientation Day is mandatory for ALL enrolled Cornerstone students and at least one adult per family.

**Chapel**

 We have Cornerstone Chapel at 8:10 a.m. on the last Thursday of every month (except August, December, and May). Family members of CCS students are invited to attend Cornerstone Chapel every month. It is a special time set aside for the student body to come together and share what they have been learning in their classroom Bible times. The teachers rotate leading Chapel every month or there will be a volunteer assigned.

**Recognition of Holidays**

Cornerstone Christian School recognizes only the Biblical aspects of Thanksgiving, Christmas, and Easter. Please refrain from mentioning the “popular or secular” references of these holidays or any others such as Santa Claus and his elves, the Easter Bunny, Leprechauns, Cupid, or anything at all associated with Halloween. All of those references are actually connected to pagan religious practices. Cornerstone wants to have nothing to with anything that even has the appearance of evil. Please stay unified with us in this.

**CCS Spirit Days**

CCS Spirit Days will occur almost every month most often on Fridays, but an occasional one might end up on another day of the week. Students are given a dress-up theme on CCS Spirit Days and each class competes to see who can show the most school spirit by having the largest percentage of their class as decked out as they possibly could be in the theme. The winning class will get to have our school mascot, Judah Lion, hang out in their classroom for the next month and will also earn an ice cream party to be rewarded on a day of the teacher’s choice. Spirit Day monthly break down is listed below:

 August—Not Applicable January—Pajama Day

 September—Western Day February—100th Day of School

 October—Inside-Out-Backwards Day March—Dr. Seuss Day

 November—Crazy Hair Day April—Patriotic Day

 December—Not Applicable May—Not Applicable

**Fundraisers**

 Since Cornerstone is a non-profit institution we have fundraisers each year to help with the daily costs of the school, campus improvements, and teacher bonuses. We usually have Texas Value Cards each fall. Cornerstone does a school-wide Walk-A-Thon fundraiser in late March or early April. We also participate in Abilene Gives annually, so please consider partnering with our social media campaigns for that in April and May. We are constantly looking for innovative ways to raise funds for the benefit of our campus and staff. Please feel free to offer suggestions for future fundraisers. If you have future fundraiser suggestions, please contact the CCS Fundraiser Coordinators: Haylee & James Graham as soon as possible: 325-338-5336.

**Christmas Store**

 The Christmas Store is another event that is utilized as a fundraiser of sorts for Cornerstone.

The purpose for the Christmas Store is three-fold:

1. CCS students have a wonderful time shopping for their family members.
2. We help our CCS parents out by setting up a stress-free and relatively thrifty opportunity for their children to give Christmas presents to their family members.
3. All the Christmas Store proceeds go to Christmas bonuses for the teachers.

The families of Cornerstone students will be responsible for bringing seven gifts to school a few weeks before the scheduled Christmas Store date. We typically sort the gifts into five groups: men’s gifts, women’s gifts, boys’ gifts, girls’ gifts, pets’ gifts. A gift can be anything ranging from a gift card for a local restaurant to a toy for a pet hamster. Many parents are crafters and have created beautiful hand-crafted items to contribute to the store over the years. Each student will also be responsible for bringing seven gift bags and tissue paper. The sorted gifts will be divided among each class. The gifts will be set out in the lunchroom for each class to have the opportunity to shop through the gifts that have been brought. The lunchroom is usually decorated and set up to feel like a department store.

Each child will bring shopping money to be turned into the Administrator and a list of people to purchase presents for to be held by the teacher until it is time to shop. None of the gifts are priced—the students simply bring whatever monetary amount their family would like to give to teachers for a Christmas bonus and get to shop away. After the students buy their presents, volunteers help wrap them.

**Christmas Store Continued**

We line the main hallway (while still leaving a walkway) with all of the students wrapped gifts to be picked up at the end of school. Often volunteers will provide a festive snack or activity for students while they wait for all of their classmates to finish shopping. Once the entire class is finished shopping, students return to their classroom and continue the school day as planned.

 **Christmas Program**

 We host a Cornerstone Christmas Program before we release for Christmas Break every year. A parent or teacher volunteers to plan and organize this. We highly cherish the opportunity to have a Christmas play every year that incorporates the fine arts aspects of theater and music. If we are not able to put on a school-wide Christmas play then, at minimum, each grade will prepare a couple of songs, a poem, or a brief skit.

Whether the program is broken down by grades or presented as a whole school collaboration, the ultimate goal is to always share the Biblical truth of Jesus’ birth, when God the Son came to earth to live among us and that years later He would die for us. The Good News of Jesus’ birth, life, death, and resurrection will be at the center. Immanuel, God with us, is to always be the focus for the Cornerstone Christmas Program.

**Annual Parent-Teacher Conference Season**

Mandatory parent-teacher conference season begins mid-January of every school year and should be concluded by the end of January or the first week of February at the very latest. This is an opportunity for teachers and parents alike to share student needs and celebrations. The purpose of these conferences is to maintain the active and cooperative relationship between the parents and the teacher of their child. Parents are encouraged to make every effort to attend these valuable meetings. Please make other arrangements for child-care for the conference time frame. Students should not be present at these meetings.

**Resurrection Day Celebration Program**

Realizing Jesus’ death, burial, and resurrection are the most important occurrences in human history, we started a program in 2018 to celebrate our Lord’s resurrection. Teachers or parents have volunteered to organize this event in the past. Similar to the Cornerstone Christmas Program, the Resurrection Day Celebration Program can be presented class by class or as a whole school production. We are still in the developmental stages for this CCS tradition.

**Achievement Week**

 CCS will participate in standardized testing during our Achievement Week which takes place the week after we return from Easter Break. We will utilize the IOWA Form E for K-12th grade students. Grades K-2are untimed, but times for those levels are estimated at: Grades K-1: 2.5-2.6 hrs. total, Grade 2: 4 hrs. total. Grades 3-8 are timed at 5 hrs. total. Grades 9-12 are timed at 4 hrs. total.

 Our students will be evaluated in three tiers: language skills, mathematics, and science/social studies. The three tiers are further broken down into sections that vary by grade and development such as, vocabulary, reading comprehension, spelling, word analysis, listening, written expression, social studies, math computation, science, etc. Students will also take a learning ability test called the CogAT Form 7 which measures students’ abilities in three batteries: verbal, quantitative, and nonverbal. A preliminary schedule is listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Tuesday, 4/22 | Wednesday, 4/23 | Thursday, 4/24 | Friday, 4/25 |
| Kinder | Languaguage-25 min.Word Analysis-20 min. | Reading-30 min.Vocabulary-20 min. | Mathematics-25 min.Listening-30 min. | CogAT 7-1 hr., 52 min. |
| 1st | Language-25 min.Word Analysis-20 min. | Reading-40 min.Vocabulary-20 min. | Mathematics-25 min.Listening-30 min. | CogAT 7-1 hr., 47 min. |
| 2nd | Language-25 min. Word Analysis-15 min. Listening-25 min. | **Reading**-45 min.Vocabulary-15 min. Social Studies-25 min. | **Mathematics**-50 min.Computation-25 min.Science-25 min. | CogAT 7-2 hrs., 2 min. |
| 3rd-12th  | Written Expression-40 min. Vocabulary-15 min.Spelling-10 min.Capitalization-10 min.Punctuation-10 min.  | **Reading**-60 min.Social Studies-35 min.  | **Mathematics**-60 min.Computation-20 min.Science-35 min. | CogAT 7-1 hr., 30 min. |
| 9th-12th  | Written Expression-40 min.Reading-40 min.Vocabulary-15 min. | Social Studies-40 min. Science-40 min.  | Mathematics-40 min.Computation-20 min. |
| **Bolded sections consist of 2 parts.** |

 Cornerstone teachers will go through their typical morning routines and teach the Bible lesson for each day during our Achievement Week. However, rather than continuing with the regularly scheduled Abeka lessons, students will begin the IOWA at 9:00 a.m. and complete it for the day no later than 12:00 noon.

 Teachers will engage their students in preparatory activities for familiarity and ease leading up to our Achievement Week. Teachers will be given test administration directions and student test booklets 10 days before Achievement Week as per the governance restrictions.

**Achievement Week Continued**

 The purpose for standardized testing is largely for the benefit of the parent: Cornerstone wants to give our families observable and nationally acceptable criteria for how our staff are serving their students and preparing them for success.

**End of the Year Awards Program**

Every year we have an End of the Year Awards Program for K-8th grades on the Friday before the last week of school. Our Pre-K program will have their End of the Year Awards Program on the Monday of the last week of school. The teachers give awards to every student in their class to commemorate the students’ progress from the first day of school to the last. Family members are encouraged to make every effort to attend the Awards Programs to celebrate the growth of their child throughout the school year.

**Last Week of School Activities**

The last week of school at Cornerstone is traditionally used as a time to celebrate and remember all the victories from the school year. A school-wide Sports Day is scheduled the on the last Wednesday of the school year. Kindergarten Graduation is in the evening on the last Thursday of the school year in the church sanctuary. All CCS students and families are invited and highly encouraged to attend in support of the kindergarten class and teacher. May Day Play Day is scheduled on the last day of school (early release day) as a water fun party for the whole school.

***Notes***