



# **CORNERSTONE CHRISTIAN SCHOOL HANDBOOK**

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# WELCOME

We believe children are unique and learn in different ways. We also believe that education that is not from a Biblical basis is not true education. We appreciate the opportunity to assist in the education of your children.

In order to provide one of the best materials available, Cornerstone Christian School works through Accelerated Christian Education based in Nashville, Tennessee.

“So that your trust may be in the Lord.... I teach you today!”  
-Proverbs 22:19a

# PURPOSE STATEMENT

We strive to:

...help parents train up a Godly generation to the glory of God.

...help students reach for excellence, developing their full potential in the spiritual, intellectual, social and physical areas of life. (Luke 2:52)

...teach Biblical principles for all areas of life.

...encourage self-discipline in study and learning so that students have the skills to discern Truth from error and be independent thinkers, able to stand for what is right.

...help each student put their faith into action, causing that faith to become an integral part of everything they do.

**“Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:5-7**

Cornerstone Christian School admits students from Christian families of any race, color, and national or ethnic origin to all the privileges and activities generally made available to the students of the school.

# **AUTHORITY STRUCTURE**

Cornerstone Christian School (CCS) was started in 1989 as a ministry of the Cornerstone Wesleyan Church. Students come to us from different backgrounds and denominations. We as a school do not declare a denominational affiliation. But when theological questions are raised we as a school may share several different points of view with our students, but will always direct them to their parents or to seek out their local pastor, for further clarification.

While we accept and follow the teachings of the Bible as our final authority in all matters, for the purposes of the faith, doctrine, practice, policy, discipline, building use, employment practices, etc., of Cornerstone Christian School, the School Board is our final interpretive authority on the Bible's meaning and application at Cornerstone Christian School in all matters.

The Principal conducts business on behalf of the school with the assistance of the Assistant Administrator under the guidance of the School Board. The Principal has full authority over daily operations and works as a team with the school administration to accomplish the goals and mission of CCS.

# STATEMENT OF FAITH

We believe in God the Father, the Son, and the Holy Spirit. We believe the Father is the Source of all that exists, whether of matter or spirit. With the Son and the Holy Spirit, He made man in His image. By intention He relates to people as Father, thereby forever declaring His goodwill toward them. In love, He both seeks and receives repentant sinners.

We believe in Jesus Christ, the only Son of God. He was conceived by the Holy Spirit and born of the Virgin Mary, truly God and truly man. He died on the cross and was buried, to be a sacrifice both for original sin and for all human transgressions, and to reconcile us to God.

Christ rose bodily from the dead, and ascended into heaven, and there intercedes for us at the Father's right hand until He returns to judge all humanity at the last day.

We believe in the Holy Spirit who proceeds from the Father and the Son, truly and eternally God. He is the Administrator of grace to all mankind and is particularly the effective Agent in conviction for sin, in regeneration, and in glorification. He is ever present, assuring, preserving, guiding, and enabling the believer.

We believe that the books of the Old and New Testament constitute the Holy Scriptures. They are the inspired and inerrant Word of God. We believe that they contain all things necessary to salvation. We believe that by the grace of God every person has the ability and responsibility to choose between right and wrong. Individuals were made morally responsible for their choices. But since the fall of Adam, people are unable in their own strength to do the right. This is due to original sin, which is not simply the following of Adam's example, but rather the corruption of the nature of each mortal, and is reproduced naturally in Adam's descendents. Because of it, humans are very far gone from original righteousness, and by nature are inclined to evil. They cannot of themselves even call upon God or exercise faith for salvation. But through Jesus Christ the grace of God makes possible what humans in self effort cannot do. It is bestowed freely upon all, enabling all who will to turn and be saved.

**“For the Word of God is sharper than any two-edged sword- is a lamp unto my feet and a light unto my path” - Hebrews 4:12**

Repentance is prompted by the convicting ministry of the Holy Spirit. It involves a willful change of mind that renounces sin and longs for righteousness, a Godly sorrow for and a confession of past sins and longs for restitution for wrongdoings, and a resolution to reform the life. Repentance is the precondition for saving faith, and without it saving faith is impossible. Faith, in turn, is the only condition of salvation. It begins in the agreement of the mind and the consent of the will to the truth of the gospel, but issues in a complete reliance by the whole person in the saving ability of Jesus Christ and a complete trusting of oneself to Him as Savior and Lord. Saving faith is expressed in a public acknowledgment of His Lordship and identification with His church.

We believe that God not only counts the believer as righteous but that He makes him righteous, freeing him from sin's dominion at conversion; purifying his heart by faith and perfecting him in love at entire sanctification; and providing for his growth in grace at every stage of his Spiritual life. This enables him through the presence and power of the Holy Spirit to live as a victorious life. We believe that the certainty of the personal and imminent return of Christ inspires holy living and zeal for the evangelization of the world. At His return, He will fulfill all prophecies made concerning His final and complete triumph over evil.

**“Yet you, LORD, are our Father. We are the clay, you are the potter; we are all the work of your hand.”- Isaiah 64:8**

We believe that the Scriptures clearly teach that there is a conscious personal existence after death. The final destiny of each person is determined by God's grace and that person's response, evidenced inevitably by a moral character which results from that individual's personal and volitional choices and not from any arbitrary decree of God. Heaven and its eternal glory and the blessedness of Christ's presence is the final abode of those who chose the salvation which God provides through Jesus Christ. Hell with its everlasting misery and separation from God is the final abode of those who neglect this great salvation.

CCS abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices which promote it. We maintain the Biblical view of human sexuality which makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God is sufficient to overcome both the practice of such activity and the perversion leading to its practice.



We believe that “In the beginning, God created the heavens and the earth”. We believe in the literal sixth day of creation as stated in the Scriptures.

We seek to recognize and preserve the sanctity of human life from conception to natural death and so are opposed to the use of induced abortion.

When doctrinal issues come up which may not coincide with CCS, our intent will be to direct those students to their individual churches for clarification. However, we will not permit any doctrine contrary to that of CCS to be promoted at the school.

**Do not merely listen to the word, and so deceive yourselves. Do what it says. - James 1:22a**

# ACCELERATED CHRISTIAN EDUCATION IS...

...an ELEMENTARY AND SECONDARY program that combines the traditional one-room school with completely individualized, diagnostically prescribed, high-tech learning. Outstanding results are demonstrated in more than 7,000 schools, One government contract, thousands of home educators in 135 countries, by over 1 million children.

...TRADITIONAL and UNAPOLOGETICALLY BIBLICAL Biblical values and concepts considered foundational to productive living are taught throughout the curriculum in such a way as to become life-shaping influences.

...DIFFERENT because our philosophy of education is different. A.C.E. did not get its philosophy of life or education from the state mentality and then add Bible and a Christian teacher. A.C.E. BEGINS with Biblical foundations: God's unique purpose for every individual, the individuality of each person, and the accountability of every individual on a personal basis toward God.

## ...CHRISTIAN LEADERSHIP TRAINING

Students develop spiritually through daily devotions with their teachers, weekly chapels with the Principal, occasional special guest speakers, as well as Godly character traits and Scripture emphasis throughout each PACE.

# ACCREDITATION

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

Accreditation of a private school is not necessary in the state of Indiana. Students graduating from a non-accredited school are accepted at colleges and universities. However, it should be noted that the credits required and achieved at CCS using A.C.E. curriculum far exceed the Indiana state requirements for graduation. The academic merits of the individual student, not the name of the school of graduation, are of interest to the registrars of such institutions. They evaluate each applicant's academic aptitude through nationally standardized tests and their own entrance tests. A list of hundreds of colleges and universities world-wide who have accepted A.C.E. graduates, is available upon request.

Cornerstone Christian School does not seek the accreditation by any outside educational agency except that of the A.C.E. Ministries. We do endeavor to provide the highest possible academic program.

All of our full-time teaching staff are Christians actively seeking to live a consistent Christian life according to the Scriptures. They are committed to the spiritual growth and educational growth of every child. They are trained and certified by Accelerated Christian Education Ministries, the educational system we work through. Teachers annually attend Educator's Conventions to receive updates and to improve their skills. Cornerstone Christian School is annually evaluated by A.C.E. representatives.

Cornerstone Christian School complies with all Indiana state laws for private schools and meets or exceeds all state graduation requirements.

# CHRISTIAN PATRIOTISM

We place emphasis upon the greatness of America's heritage and sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for God, flag, and country.



## PLEDGE TO THE BIBLE

I pledge allegiance to the Bible,  
God's Holy Word.

I will make it a lamp unto my feet  
And a light unto my path.

I will hide its Words in my heart  
that I might not sin against God.

## PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance, to the Christian flag,  
and to the Savior for which it stands:  
One Savior, crucified, risen and coming again  
with life and liberty for all who believe.

## PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag,  
of the United States of America  
and to the republic for which it stands;  
One nation, under God, indivisible, with liberty and justice for  
all.

# STANDARD OF CONDUCT

**Because all families and students who attend Cornerstone Christian School have acknowledged that they are Christians, they are expected to . . .**

## **Attend church each week with their family**

(Genesis 2:3, Exodus 20:3,8-11, Isaiah 58:13-14)

*Demonstrate a positive social witness by refraining from:*

**Gambling** (Romans 14:21, I Corinthians 6:12) Gambling violates the principle of Christian stewardship and the tenth commandment. It is harmful to the individual, in that it is emotionally addictive, is a poor example to others, and pollutes our society.

**Engaging in any substance destructive to their physical, mental, and spiritual health**, such as alcoholic beverages, smoking, chewing tobacco, or non-prescription drugs (Proverbs 20:1, Romans 6:12, II Corinthians 7:1, Ephesians 5:18)

## **Using slang that alludes to swear words**

(Exodus 20:7, Deuteronomy 5:11)

## **Cheating and lying**

(Exodus 20:16)

## **Watching ungodly movies, TV shows, DVD's, video and computer games**

(Psalms 101:3)

**Bullying, teasing, name calling, harassing, sexual innuendos** (Ephesians 4:29; Galatians 5:19-21)

**Students are also expected to live a life of morality: no sexual relationships outside of marriage, no homosexual relationships, and no immodest clothing**

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, language, morality and honesty. They are expected to be friendly and helpful to each other, to staff, and to our visitors. (Galatians 5:22-25)

In a day of changing social attitudes, we insist that young ladies and young men be polite. We appreciate appropriate responses rather than “huh?” or “yea” etc. Students are expected to address adults as “Mr.,” “Mrs.,” “Miss”, or “Pastor” as applicable.

Understanding that non-verbal responses can be disrespectful, students are expected to be polite and respectful with their non-verbal attitudes as well. Such conduct as arguing back or sarcastic addresses to those in authority, complaining, gossiping etc. is not acceptable. A critical, griping, and uncooperative attitude on the part of the student in reference to the regulations and rules of the school and their enforcement, is not acceptable. Students are expected to live by these Christian standards at school and away from school. Christian life is not a game, with one set rules for church & school and another for everyday life. It is a heart and life change of attitudes and actions covering all areas of life. If an attitude of cooperation is not possible then the student may be asked to withdraw from the school program.

# **IN SUMMARY**

**As a Christian ...**

**...I will not say or do anything to any other person which would cause physical, mental, emotional, or spiritual harm.**

**...I will not do or say anything to myself which would cause physical, mental, emotional, or spiritual harm.**

**...I will not destroy, deface, or disturb the school property or another person's property.**

**... I will not share or make an evil report or make disparaging or defaming remarks about any one person to another, regardless of whether it is true or false.**

**... I will address any issues I have with another person with only him/her in a prayerful and loving way. If there is a need to take it further, I will follow the Biblical teachings of Matthew 18.**



# ADMISSIONS POLICY & PROCEDURE

## POLICY

As a Christian School we are an extension of a Christian home. Because of this it is important that both parents are Christians. It is expected that each family attends church together weekly and is striving to develop a Christian home where individuals are living a life-style that brings honor to Jesus Christ.

As a general rule, children above 6th grade level will not be accepted if they do not want to come. As a general rule, students will not be accepted if their projected graduation date is after the age of 18.

A child who has any of the problems listed will not be admitted unless the problem has been resolved to the satisfaction of the school administration:

- a juvenile offender
- has been involved in any level of illegal drug use
- smokes or uses tobacco in any form
- has been dismissed or expelled from another school
- is or has been married
- has run away from home
- is or has been involved in sexual activity

Admittance to Cornerstone Christian School is not a “right” but a “privilege”. It is our desire that every family enrolled consider the need for Christian education as a “conviction”. Often parents seek to enroll their children to remove them from a poor choice of friends, from the temptations of drugs, or to protect them from violence, or because the child is uncomfortable in the public school setting, or any number of other reasons. Although these reasons may be important, they do not constitute a “conviction”. Some exceptions may be made by the administration on an individual basis but priority will be given to families with a strong conviction for Christian Education.

## **PROCEDURE**

Both parents should meet with the school Administrator for an interview. During this interview, parents will see the school in action when possible. The materials and general school policies will be explained.

The student will be given a diagnostic test and placement results will be discussed with the parents. A non-refundable Registration/Testing Fee of \$50 is due at the time of testing.

Parents who wish to enroll their children in the school and meet the policies for enrollment will be given an enrollment packet of forms that need to be filled out and returned. Both parents (including non-custodial parents in cases of divorce) need to sign that they have read, understand, and agree to abide by the school handbook. Parents should secure a letter of recommendation from their Pastor at this time.

Parents attend a Parent Orientation shortly before school starts.

Each year, during the month of May, Cornerstone students may re-enroll for the next year. Re-enrollment forms need to be returned with the requested re-enrollment fee. Tuition must be paid in full to re-enroll.

# ATTENDANCE

School begins at 8:30 each morning.

Dismissal is at 3:00pm daily except for Wednesdays when dismissal is at 2:00pm. Students should arrive no earlier than 8:15 and be picked up on time at dismissal. We do not have staff available for before or after school care.

School attendance laws are compulsory in Indiana. By being enrolled at Cornerstone, we are responsible to require regular attendance of our students. To receive all the educational benefits offered, regular attendance is a must.

Parents must call the office before 8:20 AM. anytime your child will be absent for the day or will be arriving late, or your child will be unexcused.

Parents must also send a written excuse stating the date of and the reason for the absence on the first day the child returns to school.

## **Examples of excused absence with school administration approval:**

- 1. Personal illness or injury**
- 2. Death or serious illness, injury in the immediate family**
- 3. Dentist or Doctor's appointments**
- 4. Other "necessary situations discussed individually."**

Three unexcused absences will result in Academic Probation for one week. This means they will have no privileges until they are up-to-date in their PACE work. Extended illnesses or a family crisis will be taken into consideration if we are kept informed.

It is never wise for a student to miss several days for a family vacation. Please plan your vacations during the summer or during school breaks.

When leaving for a Doctor's appointment, students must receive permission from administration before leaving the Learning Center.

An absence is considered “unexcused” if the absence was unnecessary or a student chooses to stay home rather than participate in a school outing.

Students participating in non-sanctioned school events during the school day need to get pre-approval from the administration to miss school or events that students are required to do at Cornerstone.

### **1000’s CLUB CERTIFICATES**

Students will not be allowed to use their 1000 Club certificates for a day off when they already have more than 5 days absent or are on Academic Probation. 1000’s Club certificates may be used to erase an excused absence.

### **ILLNESSES**

If a child contracts a contagious disease, parents must inform the school immediately. Please do not send your child if they are showing signs of fever of 100.0 degrees or higher, sore throat, or nausea. These may indicate a contagious condition. Should a child become ill or injured during the day, parents will be called (or the emergency contact provided by parents) to make arrangements for the child to be picked up. In the event of head lice, students must stay at home until they are clear. The school reserves the right to recheck a child before being allowed to return.

## **TRUANCY**

**A student is TRUANT when they willfully accumulate unexcused absences in defiance or parental authority and/or school authority. Accumulating more than 4 days unexcused in any 9 week grading period or 5 days in a semester will be considered truant and could result in a suspension or expulsion from Cornerstone. At the time, the public school system will be notified of the student’s truancy and expulsion.**

# LATE ARRIVALS

Students who arrive late to school will be issued a demerit. Students are considered late if they are not in their seats at 8:30am. A detention will be issued for every 5 times tardy to make up for missed class time. If unusual circumstances occur, parents may send a note of explanation to the teacher.

# VISITORS

To insure the safety of the children attending Cornerstone Christian School, **all visitors**, (anyone not connected to the school/church staff), must sign-in at the office. This is not to limit your access, but to insure your child's safety and eliminate too much extra commotion.

Parents are always welcome. Often a youth pastor or grandparent comes to eat lunch with a student. We ask that you secure permission ahead of time with the student's teacher.

# **SCHOOL TUITION**

**Tuition for each student:** \$3,250.00

## **Tuition Payment Plan:**

**Current students**, non-refundable Re-Enrollment fee of \$50 per student, due by May 1<sup>st</sup> each school year.

**Re-enrolling students**, payment of \$260.00 needs to be made by the 1<sup>st</sup> of the month June through May.

**New families** will need to submit \$300.00 per student at registration. Remaining balance will be divided in payments for the amount of months remaining in the school year.

Payments are due on the 1<sup>st</sup> of each month. We reserve the right to add a service fee each month on delinquent accounts. Special arrangements for payments need to be scheduled with the school treasurer.

Testing fees are non-refundable. These are a one-time fee of \$50 per student, due at the time of testing.

Return check charges will be charged to the family.

When students enroll mid-year payments will be divided over the remaining months.

In cases of mid-year unemployment, prolonged illness or family emergencies causing payments to be delayed, we ask that you keep the school office informed of your situation. We will do our best to work with you.

**Once a student is enrolled you are responsible for payment for the entire year. Student records will not be released to the transferring school without payment.**

# WITHDRAWAL POLICIES

Parents planning to transfer their child to another school or withdraw them from Cornerstone Christian School should present a written statement of their intentions one week in advance of the withdrawal. **During that time all money owed to the school must be paid in full and any library books or classroom materials returned.**

Likewise, Cornerstone Christian School reserves the right, for any reason, to ask a student to withdraw with a one week notice. This provision is separate and apart from suspension or expulsion under the school's disciplinary policies.

Once a family has withdrawn from Cornerstone, they will not be allowed to return without special consideration from the School Board. Under certain circumstances, (for example: transfer for employment purposes), the administration and School Board may consider a request to re-enroll.

When a child is withdrawn, parents must have the records transferred to a new school or we are required to contact the school district for truancy.

When a student is asked to withdraw, is withdrawn by parents, or moves away, the school bill will have to be paid in full to release student records.

# **DRESS CODE**

*SHOWING RESPECT FOR GOD, OTHERS, & OURSELVES*

## **GIRLS**

### **CLOTHING**

- Modesty in all clothing
- Jeans are permitted (no holes in immodest areas)
- Capri's, crop pants, & shorts are allowed all months except December, January, and February. They need to be at least longer than mid-thigh.
- No skin-tight pants, unless bottoms are covered under other clothing.
- Clothing should fit properly and not be too baggy or too tight.
- No Leggings unless bottoms are covered under other clothing.
- Blouses should be modest: no halter, tank tops, spaghetti straps or low revealing necklines; Shoulders must be covered at all times.
- No writing on pants or shirts in suggestive places or improper sayings
- No bare skin where someone else should not touch

### **SHOES**

- Because of a variety of activities throughout the school day, athletic type shoes are preferred.
- Sandals should have heel straps, slides are permitted.
- NO FLIP FLOPS

### **EARRINGS**

- Small earrings are acceptable but no large hoop style earrings of any kind. This could cause bodily harm if student is participating in gym or other extra activities.

### **HAIR**

- Feminine styles; out of the eyes; no extremes
- Hair color changes should be natural colors only

### **HATS**

- No hats, hoodies, or bandanas in the building



# **BOYS**

## **CLOTHING**

- T-shirts are allowed; negative pictures and sayings are not allowed
- Dress slacks and jeans (no holes in immodest areas)
- Jeans should fit properly; not oversized or baggy or tight like athletic wear
- No earrings

## **SHOES**

- Because of a variety of activities throughout the school day, athletic type shoes are preferred.
- Sandals should have heel straps, slides are permitted.
- NO FLIP FLOPS

## **HAIR**

- No intentionally feminine styles; No ponytails
- No tails or extreme styles, hair color changes should be natural colors only (red, brown, blond, or black)
- Bangs trimmed and out of the eyes
- Faces should be clean shaven or neatly trimmed (no scruffy facial hair)

## **HATS**

- No hats, hoods, or bandanas worn in the building

## **HYGIENE**

*It is expected that ALL students will practice good hygiene and present themselves in respect to those around them*

Students can dress comfortably and in a way that honors God, is not offensive to others, or does not give a false impression of the “type” of person they are. The manner in which we dress is a reflection of our testimony as a Christian and as a person.

Cornerstone staff and administration reserves the right to determine what is appropriate dress.

# ACADEMICS

The early education curriculum consists of a reading readiness program. Students learn phonetic sounds for each letter of the alphabet, Christian character traits, memory verses, and complete PACE work in Math, Word Building, Science, Social Studies, English and Creative Writing & Literature.

Elementary and Junior High students continue through each grade level in Math, English, Social Studies, Science, Word Building and Creative Writing & Literature. Animal Science and Bible Reading are just two of the enhancement courses available for those who excel and need additional work.

Children enjoy music, physical education and art experiences as time permits and staff is available. Students also participate in Christian Service projects and field trips.

## GRADING SCALE

<b>% SCALE</b>	<b>LETTER SCALE</b>	<b>GPA</b>
<b>98-100%</b>	<b>A+</b>	<b>4.0</b>
<b>96-97 %</b>	<b>A</b>	<b>4.0</b>
<b>94-95 %</b>	<b>A-</b>	<b>3.7</b>
<b>92-93 %</b>	<b>B+</b>	<b>3.3</b>
<b>90-91 %</b>	<b>B</b>	<b>3.0</b>
<b>88-89 %</b>	<b>B-</b>	<b>2.7</b>
<b>86-87 %</b>	<b>C+</b>	<b>2.3</b>
<b>83-85 %</b>	<b>C</b>	<b>2.0</b>
<b>80-82 %</b>	<b>C-</b>	<b>1.7</b>

**79% and below is failing**

# GRADUATION REQUIREMENTS

The following graduation requirements show the many courses available for those working at the High School level. All students are encouraged to work for a College Preparatory Diploma.

## VOCATIONAL DIPLOMA

Subjects Required Credits

<b>MATH</b>	<b>6</b>	<b>BIBLE</b>	<b>4</b>
36+ PACE's as Diagnosed		New Testament	2
<b>ENGLISH</b>	<b>8</b>	Bible Elective	2
48+ PACE's as Diagnosed		<b>NON-CORE SUBJECTS</b>	<b>5</b>
<b>SOCIAL STUDIES</b>	<b>6</b>	Keyboarding	1
36+ PACE's as Diagnosed		Computer	1
<b>SCIENCE</b>	<b>6</b>	Physical Education	2
36+ PACE's as Diagnosed		Applied Leadership Skills	1
<b>WORD BUILDING</b>	<b>4</b>	<b>Electives</b>	<b>1</b>
As Diagnosed			

(Etymology where possible) **TOTAL MINIMUM CREDITS 40**

**PLUS: 80 hours minimum of Christian Service**

\*\*\*This program is for students who, through learning disabilities or lack of opportunity, are unable to finish requirements for the other programs. These students will be assigned PACE work on an individual basis. These students generally will be identified in 9<sup>th</sup> grade. Vocational students are not eligible to graduate early from CCS.

## GENERAL DIPLOMA

Subjects Required Credits

<b>MATH</b>	<b>4</b>	<b>ETYMOLOGY</b>	<b>2</b>
Algebra I	2	<b>BIBLE</b>	<b>4</b>
Math Elective	2	New Testament	2
<b>ENGLISH</b>	<b>8</b>	Bible Elective	2
English I	2	<b>NON-CORE SUBJECTS</b>	<b>10</b>
English II	2	Keyboarding	2
English III	2	Computer	2
English IV	2	Speech	1
<b>SOCIAL STUDIES</b>	<b>6</b>	Physical Education	2
World Geography	2	Applied Leadership Skills	2
World History	2	Health	1
American History	2	<b>ELECTIVES</b>	<b>2</b>
<b>SCIENCE</b>	<b>4</b>		
Biology	2	<b>TOTAL MINIMUM CREDITS</b>	<b>40</b>
Science Elective	2	<b>PLUS: 80 hours minimum of Christian Service</b>	

\*\*\*This program is designed for the student who is planning on entering the work force or is planning on pursuing a diploma program in technical fields of study. Students in this program must complete through PACE 1096 in each subject. They will be encouraged to complete as many PACEs above 1097 as practical in consideration of their age and academic ability.

## **COLLEGE PREPARATORY I**

### **Subjects Required Credits**

<b>MATH</b>	<b>6</b>	<b>ETYMOLOGY</b>	<b>2</b>
Algebra I	2	<b>BIBLE</b>	<b>4</b>
Geometry	2	New Testament	2
Algebra II	2	Bible Elective	2
<b>ENGLISH</b>	<b>8</b>	<b>NON-CORE SUBJECTS</b>	<b>13</b>
English I	2	Keyboarding	2
English II	2	Computer	2
English III	2	Speech	1
English IV	2	Applied Leadership Skills	2
<b>SOCIAL STUDIES</b>	<b>8</b>	Foreign Language	2
World Geography	2	Health	1
World History	2	Music (Fine Arts)	1
American History	2	Physical Education	2
Civics/Economics	2	<b>Electives</b>	<b>3</b>
<b>SCIENCE</b>	<b>6</b>	<b>TOTAL MINIMUM CREDITS</b>	<b>50</b>
Biology	2	<b>PLUS: 80 hours minimum of Christian Service</b>	
Physical Science	2		
Chemistry/Physics	2		

\*\*\*This program is designed for students wanting to pursue a college education in the areas such as **Medicine, Law, Teaching, Engineering, Botany, Zoology, or any other math and/or science intensive careers.**

## **COLLEGE PREPARATORY II**

### **Subjects Required Credits**

<b>MATH</b>	<b>6</b>	<b>ETYMOLOGY</b>	<b>2</b>
Algebra I	2	<b>BIBLE</b>	<b>4</b>
Geometry	2	New Testament	2
Algebra II	2	Bible Elective	2
<b>ENGLISH</b>	<b>8</b>	<b>NON-CORE SUBJECTS</b>	<b>11</b>
English I	2	Keyboarding	2
English II	2	Computer	2
English III	2	Speech	1
English IV	2	Applied Leadership Skills	2
<b>SOCIAL STUDIES</b>	<b>8</b>	Health	1
World Geography	2	Music (Fine Arts)	1
World History	2	Physical Education	2
American History	2	<b>Electives</b>	<b>3</b>
Civics/Economics	2	<b>TOTAL MINIMUM CREDITS</b>	<b>48</b>
<b>SCIENCE</b>	<b>6</b>	<b>PLUS: 80 hours minimum of Christian Service</b>	
Biology	2		
Physical Science	2		
Chemistry/Physics	2		

\*\*\*This program is designed for students wanting to pursue a college education in the areas such as **Journalism, Counseling, Communications, Interior Design, or other related fields of study.**

## **HONORS DIPLOMA**

The Honors program includes the standard college preparatory courses, plus additional attainment of the highest quality preparation for college education.

### **Subjects Required Credits**

<b>MATH</b>	<b>8</b>	<b>ETYMOLOGY</b>	<b>2</b>
Algebra I	2	<b>BIBLE</b>	<b>6</b>
Geometry	2	New Testament	2
Algebra II	2	Life of Christ	2
Trigonometry	2	Proverbs	2
<b>ENGLISH</b>	<b>8</b>	<b>NON-CORE SUBJECTS</b>	<b>13</b>
English I	2	Keyboarding	2
English II	2	Computer	2
English III	2	Speech	1
English IV	2	Applied Leadership Skills	2
<b>SOCIAL STUDIES</b>	<b>8</b>	Health	1
World Geography	2	Music (Fine Arts)	1
World History	2	Physical Education	2
American History	2	Foreign Language	2
Civics/Economics	2	<b>Electives</b>	<b>3</b>
<b>SCIENCE</b>	<b>8</b>	<b>TOTAL MINIMUM CREDITS</b>	<b>56</b>
Biology	2		
Physical Science	2		
Chemistry	2		
Physics	2		

**PLUS:** 94% average and a score of at least 22 on the ACT or 1000 on the SAT

**PLUS:** 80 hours minimum Christian Service

A prescribed course of study will be determined through a conference among the Administrator, Teacher, parents/guardian, and student. Cornerstone exceeds the requirements for the Core 40. The completion of Core 40 is a graduation requirement for Indiana. Indiana's Core 40 provides the academic foundation all students need to succeed in college and the workforce.

General diploma students are encouraged to do a work-based learning experience. Work programs are for students current in their prescribed work and have a driver's license.

College Preparatory students are encouraged to enroll in one or more dual credit courses through the college of their choice. This will be an additional charge to be paid to the college for dual credit courses.

# LEARNING CENTER PRIVILEGES

Students earn privileges according to their achievement, attitudes and actions.

## Level “A” Responsibilities

1. Complete equivalent of 2 PACEs per week
2. Maintain academic balance
3. Accumulate no more than 45 minutes of detention the previous week
4. Be current with monthly/quarterly Scripture

## Level “C” Responsibilities

1. Complete equivalent of 2 PACEs per week
2. Maintain academic balance
3. Accumulate no more than 30 minutes of detention the previous week
4. Be current with monthly/quarterly Scripture
5. Present a 5 minute oral or written report on an area of interest (or teacher assigned project) - monthly

## Level “E” Responsibilities

1. Complete equivalent of 2 PACEs per week
2. Maintain academic balance
3. Accumulate NO detention time the previous week
4. Be current with monthly/quarterly Scripture
5. Read and report on an approved literature book (or teacher assigned project) -monthly
6. Participate in some type of Christian Service

# CHRISTIAN SERVICE

The purpose of Christian service is to help students to develop “eyes to see” and “ears to hear” the needs of people around them. We don’t consider helping with regular chores at home or sharing candy with a friend as examples of things that qualify. Christian service is going out of your way to help meet a need without being told. For example: helping a Sunday School teacher pass out papers or clean up the room after Sunday School; baking cookies for a neighbor; offering to baby sit for a neighbor with small children.

# DISCIPLINE

## **Biblically, discipline is the parent's responsibility.**

The parents may delegate the responsibility to the school during school hours but the primary responsibility lies with the parents. This is why it is vitally important for the parents and school to cooperate when it comes to disciplining a child. When parents respect the authority of the school staff, students will respect the staff as well.

Discipline is what is done FOR a student, not what is done TO them. It is preventative action. Training a child for Christian leadership requires consistency in love with discipline.

This school is not a correctional institution. Therefore, a child should not be enrolled with the idea that we will reform him/her. We are here to work with Christian parents who are establishing a Christian home. We are here to complement the parents' efforts, not become a substitute for godly training by the parents.

The students should behave in a Christian manner. Gripping will not be tolerated. If your child comes home complaining about school staff or discipline, please follow these procedures:

- 1. Give the staff the benefit of the doubt**
- 2. Realize your child's objectivity of the situation may be biased and not include all the information**
- 3. Realize that the school has reasons for the rules and procedures and that we strive to be fair**
- 4. Support the administration and call for all the facts**

This school is dedicated to training children to live Christ-centered lives. We believe our students should be taught to accept responsibility for their actions and to "walk honorably before men".

We realize that children are not perfect and grow by learning, often learning the hard way. Discipline is not pleasant but the Bible clearly shows us it will be beneficial and produce positive results.

## **OPPORTUNITIES FOR EARNING MERITS AND DEMERITS, DETENTIONS, OR SUSPENSIONS**

Students earn merits for positive behavior and following the classroom procedures. For example, they might earn merits for a 100% on a PACE test or perfect attendance for the quarter, Scripture verses learned or earning the 1000 Club.

A Merit Sale is held and students may “buy” things in our Merit Store with those merits. Donations of Merit Sale items are greatly appreciated. Items may be new or slightly used. High School level items are especially appreciated.

Students also earn demerits for misbehavior or not following procedures. **Teachers do not GIVE demerits, the students EARN them.** There are actions that earn a demerit: leaving their office without permission; chewing gum or eating candy in the Learning Center; causing a disturbance; improper scoring violations; negative put-downs or attitudes toward another student or staff; sleeping; or not returning a homework slip. This is not a complete list.

Each Demerit earned will result in 100 Merits being taken back. With 3 demerits a student earns a 30 minute detention; four demerits a 40 minute detention; five demerits a 50 minute detention. After a detention is served, Demerits are never carried over to the next day and forgiven each evening. Demerits are never carried beyond the school week, so each week begins with a clean slate.

**Administration may make exceptions for students with learning disabilities.**



An **automatic detention** is earned when a student begins working a Self Test without permission; talking at the test table; cheating on PACE work; arguing or being disrespectful towards the teacher of other staff; using a cell phone during school hours without permission; swearing or inappropriate talk; destruction of personal or school property; continued disobedience in any area.

When the student serving a detention has other students in the family, the parents need to come at the 3:00pm dismissal time and be responsible for those children.

An **automatic suspension** is earned after a student has three detentions in one week; participating in a fight; smoking or possession of tobacco, alcoholic beverages or any drug not prescribed by a physician – on or off school property; bragging about, discussion, and/or promoting ungodly movies, videos, music, video games, pornographic type materials, gang participation, homosexuality, fornication – those things that unhealthy, immoral, ungodly or anti-God in attitudes, behavior, and activity.

Suspensions issued will be a 3 day out of school suspension. Three suspensions in one school year will result in a parent conference and possible dismissal from Cornerstone Christian School.

# ACADEMIC PROBATION

**Students who do not test in the required PACEs by the conclusion of each test period will be placed on Academic Probation in order to help them get back on balance, and will last until their work is up-to-date. AP is no longer at the end of each 9 weeks.**

Academic Probation means that the student loses all privileges and stays after school for 30 minutes on Mondays, Tuesdays, Thursdays and Fridays.

Parents and students must understand that there is a minimum amount of work that must be accomplished each year for a student to stay on track for graduation.

The minimum amount of work is 3 PACEs per subject each 9 week grading period. Some exceptions are made for students with special learning needs.

1000 Club certificates may not be used while on Academic Probation.

When the student on probation has other students in the family, parents need to come at the regular dismissal time and be responsible for those children.

It is expected that students will not participate in extra-curricular activities or sports outside of school if they are on academic probation. Parents are expected to enforce this at school.

## SPORTS TEAMS

When sports teams in school and out are offered, a student must be working in Academic Balance and up to date in their work in order to participate. Parents/guardians agree to enforce this policy when the activity is not under the school's authority. Activities such as church, youth group, and any other Bible/church activity are exempt from this policy.

## HONOR ROLL

**Pastor's Honor Roll** is earned by students with a 94-100% average who are working in Academic Balance.

**Teacher's Honor Roll** is awarded to students with an 88-93% average and who are working in Academic Balance.

## **EXTRA CURRICULAR ACTIVITIES/OUTINGS**

- Activities are planned to enrich the students' school experience and broaden the scope of their world. These field trips are open to students who have earned at least "A" privilege and usually take place on Fridays. Privilege outings are meant as an incentive to help students keep on track and not meant as a punishment for those who might not have privilege.

- A schedule of activities and information concerning the details will be included in the weekly and monthly newsletter. We do not leave the school grounds without parents first knowing the details of the outing.

- Parents are informed of outings and are always welcome to go along and help with a small group of students. Exceptions would be if tickets were required and purchased ahead of time and extra seats were not available. At times, parents may be asked to help drive students to and from activities.

## **HOMEWORK**

-The responsibility for learning is placed on the student. A "teacher" can quote or explain information to a child but the child must take responsibility to be a "learner" in order for there to be measurable achievement.

- No student should need to take home academic work. Reasonable goals for each subject are set daily by the student and reviewed by the teacher. Occasionally a student may not complete their goals for the day. In that case, they may need to take their work home.

When this happens, a HOMEWORK SLIP is filled out listing the pages that need to be completed. The homework is the student's responsibility to complete.

-Parents are not responsible to help with the homework unless it is necessary. Instead parents should encourage the child to be responsible and complete the work without continual prodding. The HOMEWORK SLIP must be signed by the parent and returned the next school day. If students continually have more than a couple pages perhaps one or two days a week, you can be sure that they are not working diligently during the school hours.

# ITEMS TO LEAVE AT HOME

For the benefit of developing positive social skills and interaction with other students, we ask that all personal headsets, cell phones, ipods, mp3's, hand-held games and other electronic equipment stay at home unless special permission is granted. This eliminates the need for our policing the music or type of games being played.

We do not allow trading cards, reading books, games which involve witch craft, casting spells, or similar occult activities. As Christians we should seek only the guidance of the Holy Spirit and so we stay away from all forms of spiritism, such as the occult, witchcraft, wiccan, astrology and other similar practices. By providing these on a child's level we are opening the door for more serious involvement later. (Leviticus 19:31; Leviticus 20:6; Deuteronomy 18:10-14; Galatians 5:19-20)

We also will not allow the students to play games that are normally used for gambling. Gambling violates the principle of Christian stewardship and the tenth commandment, is harmful to the individual in that it is emotionally addictive, is a poor example to others, and pollutes the moral climate of society. (Ex.20:17; Romans 14:21; I Corinthians 6:12)

# PROGRESS REPORTS

Progress Reports are issued each nine weeks. The report is designed to give parents a true indication of the student's progress.

Parent/Teacher conferences are scheduled the week following the end of the first nine weeks. Parents are encouraged to request other conferences whenever questions or concerns arise.

# SCHOOL DELAYS AND CLOSINGS

Our school delays and closing are announced on WBCL radio, fb page, WANE TV 15, and REMIND text alerts.

**Please understand, rarely will we close or delay even when other schools call for one. Public Schools must make these decisions early. Our families are coming to school (without a delay) about the time the public school buses go out and begin their routes after a 2 hour delay.**

ALWAYS take into consideration your location and the roads where you live. Please use your parental prerogative when making decisions about road conditions. We ask you not to take a 2-hour delay because another school does but we want you to feel free to do so if you are truly concerned about driving. Please call if you will be coming late.

# FIRE AND TORNADO

The school has an emergency bell that is used in case of fire or tornado.

In case of fire, students leave the building in single file through the closest exit door away from the fire. Students line up in front of the playground and remain there until all students are accounted for.

In case of tornado warnings, students go to the parsonage basement until the warnings are past. If there is not time to go to the parsonage, students will be taken into the boys and girls rest rooms and the hallway immediately outside the rest rooms.

Students are instructed of emergency procedures at the beginning of the school year and participate in occasional drills.

## **PARENTS ARE ALWAYS WELCOME AT CORNERSTONE**

Because the primary responsibility of training your child belongs to the parents, we encourage you to visit the Learning Center and volunteer to help. Parents/Teachers Conferences and Fellowship Nights are planned for you. We know you'll want to participate.

**All volunteers will be asked to complete an authorized background check.**

## **LOST AND FOUND**

The Lost and Found for the school is operated from the office. Please check for missing jackets, gloves, hats, lunch boxes etc. before assuming they were "stolen". (It is very helpful for you to label your child's coats and lunch boxes with their name. Students often have similar items as their classmates and can accidentally take the wrong one). At the end of the school year left over items will be given away.

## **BIRTHDAY TREATS**

Students may bring a treat to share on their birthday. Please let your teacher know what and when you plan to come. We enjoy the opportunity to make your child feel special. Those with June and July birthdays may schedule an "un-birthday" and bring a treat to share. August birthdays may be celebrated at the beginning of the school year. Please be considerate of your child's classmates' possible food allergies.

## STUDENT DRIVING PRIVILEGES

Driving a vehicle to school is a privilege that may be denied. Safety on our school property is a priority. Excessive speed or loud noise (engine, exhaust, radio, stereo, etc.) will result in this privilege being revoked.

Students are not allowed in their vehicles during school hours without permission. Others students are not allowed in other student's vehicles.

Students are not allowed to transport other students without written permission from both sets of parents.

Cornerstone Christian School requires a permission form be signed by parents before a student is allowed to drive onto school property.

If your student driver will be arriving late to school, we ask that the parents call the school in advance to let us know.

## MEDICATIONS

**Should a parent find it necessary to send medications for their child the following is needed:**

- medications should be prescribed by a physician
- the medications should be in the original container bearing the pharmacy label including date filled, physician's name, directions for use and child's name.
- Aspirin, Tylenol, cough syrup and other home remedies should have the student's name written on the label.
- A form giving parent's permission to allow the student to take any medication – prescribed or over the counter – must be signed and kept on file with the office. All medications will be kept and administered by the Office.

# LUNCHES

Cornerstone students bring their lunches from home each day. We have microwaves they may use. School staff members do not prepare meals for the students. Unfortunately, we do not have adequate refrigerator space for lunch boxes. If food needs to stay cool, please use insulated bags and ice packs. **Wednesdays have been PIZZA DAY at Cornerstone. On Tuesdays, students may pay for and order a personal pan pizza for Wednesday's lunch.**

We do our best to find the owners of silverware, lunch boxes etc. when they are left behind. Anything left is disposed of or given away at Christmas break and the end of the year. To help us, please put the child's name on their lunch box and send disposable silverware.

# BREAKS

As weather permits, we will take a morning break outside. Students may bring snacks but are not allowed to purchase pop except at lunch and after school.

# PHYSICAL CONTACT

Expressions of affection can and often does draw undue attention to the participants when in a public setting. Such displays consequently have no place whether at school or school functions. The administration and staff feel this creates a poor image of our student body and school. Appropriate action will be taken with those students who do not use good judgment regarding such displays. When necessary, the "6 inch" rule will be enforced.



## **SEARCHES FOR SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS**

In most every school there are those students who not only push the limits where rules are concerned, but prefer to violate them when they can. This often occurs when the student brings to school items which are prohibited, such as weapons and drugs. The school administration reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item. All parents and students should realize that such searches may be done without the student's or parent's permission and that registration at Cornerstone Christian School constitutes parental consent for such searches. These searches include anything on the school property—automobiles, backpacks, purses, pockets, desks, etc.

The obvious things that are not approved would be guns, knives, or anything that could be used as a weapon. It is impossible to make a complete list of things that could be included in this area. A pocketknife for one might be a weapon and for another a tool to do his chores. Therefore, the school administration reserves the right to decide if any item is considered dangerous depending on the situation.

Students are sometimes wonderfully creative when it comes to irritating those in authority. The absence of an item in the list above should not be considered tacit permission for the student to bring something to school. The school reserves the right to require a student to be checked for drugs. Parents would be notified and pay for any expense incurred.

