

Cornerstone Christian School

2011-2012 Handbook

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STAFF

School Administrator..... Miss Terry M. Walker

ELEMENTARY (Pre-K - 4TH GRADE)

Pre-Kindergarten Teacher..... Mrs. Brenda McGowan
Pre-Kindergarten Teacher Aide..... Mrs. Cathy Michalski
Pre-Kindergarten Teacher Aide..... Mrs. Diane Schneider
Kindergarten Teacher..... Ms. Jennifer Robertiello
Kindergarten Teacher Aide..... Ms. Kathy Felten
First Grade Teacher..... Miss Jean Komline
Second Grade Teacher..... Mrs. Linda Chance
Third Grade Teacher..... Mrs. Gehan Sultan
Fourth Grade Teacher..... Miss Sara Perrotti

MIDDLE SCHOOL (5TH GRADE-8TH GRADE)

5th Grade Homeroom..... Mrs. Sushma Pitta
6th Grade Homeroom..... Miss Alyssa Stepien
7th Grade Homeroom..... Mrs. Melissa Constantinou
8th Grade Homeroom..... Mr. Charles Schmidt
Science (Gr. 5-8) Mrs. Sushma Pitta
Math (Gr. 5-6) Miss Terry M. Walker
Math (Gr. 7-8) Mrs. Sushma Pitta
Bible (Gr. 5-6)..... Mr. Charles Schmidt
Bible (Gr. 7-8)..... Mrs. Lynda Mazzella
Literature (Gr. 5-8)..... Miss Alyssa Stepien
Social Studies (Gr. 5-8)..... Mrs. Melissa Constantinou
English (Gr. 5)..... Miss Alyssa Stepien
 (Gr. 6)..... Miss Terry M. Walker
 (Gr. 7, 8)..... Mrs. Melissa Constantinou
Vocabulary Skills (Gr. 5-8)..... Miss Alyssa Stepien
Creative Writing..... Mrs. Lynda Mazzella

SPECIAL SUBJECTS

Physical Education..... Mr. Charles Schmidt
Music Director..... Miss Christine Shawala
Computer Lab..... Ms. Aneck Sanchez- Gomez
Bus 31..... Mr. Charles Schmidt
Chapel..... Miss Christine Shawala
Spanish..... Ms. Aneck Sanchez-Gomez

SUPPORT STAFF

Administrative Assistant.....	Ms. Kathleen Collazo
Financial Business Manager.....	Mrs. Maria Baig
Cafeteria.....	Mrs. Laura Szot

CHURCH LEADERSHIP

Sr. Pastor.....	Rev. David Mazzella
Youth Pastor.....	Pastor David Amendola
Deacon.....	Mr. George Tkachuk
Deacon.....	Mr. Julian Branche
Deacon.....	Mr. Simon Bushi
Treasurer.....	Mr. Vince Coward
Secretary.....	Mr. George Williams
Trustee.....	Mr. Ray Morales
Trustee.....	Mr. Steve Redler
Trustee.....	Mr. Paul Mischuk
Administrative Assistant.....	Mrs. Jeannette Sal-Frantz

COMPENSATORY EDUCATION

Basic Skills.....	M.C.E.S.C.
English as a Second Language.....	M.C.E.S.C.
Speech Therapy.....	M.C.E.S.C.
Nurse.....	M.C.E.S.C.

2011-2012 SCHOOL CALENDAR

September

Wed., Sept. 7 First Day of School
12:45 P.M. Dismissal

Thurs., Sept. 8 Full Day Session

October

Mon., Oct. 10 Columbus Day
School Closed

Thurs., Oct. 13 Progress Reports Issued

Fri., Oct. 21 Staff Development Day
School Closed

November

Tues., Nov. 8 Election Day
School Closed

Nov. 10-11 MACSA Teachers' Convention
School Closed

Mon., Nov. 14 End of Marking Period

Nov. 16-17 Parent/Teacher Conferences
12:45 P.M. Dismissal

Nov. 23-25 Thanksgiving Vacation
School Closed

Mon., Nov. 28 School Re-Opens

Mon., Nov. 28 Report Cards Issued

December

Tues., Dec. 13 Christmas Staff Luncheon
12:45 P.M. Dismissal

Tues., Dec. 20 Progress Reports Issued

Dec. 23-Dec. 30 Christmas Vacation
School Closed

January

Mon., Jan. 2 Christmas Vacation
School Closed

Tues., Jan. 3 School Reopens

Mon., Jan 16 Martin Luther King, Jr. Day
School Closed

Wed., Jan. 25 End of the Marking Period

February

Fri. Feb. 3
Feb. 17-20

Tues., Feb. 21

Report Cards Issued
Presidents' Day
School Closed
School Reopens

March

Tues. Mar. 6
Mar. 14-15

Fri., Mar. 23

Progress Reports Issued
Parent/Teacher Conference
12:45 P.M. Dismissal
Staff Development Day
School Closed

April

Wed. April 4
Fri., April 20
April 5-13

April 16

April 23-27

End of Marking Period
Report Cards Issued
Easter Vacation
School Closed
School Re-Opens
Terra Nova Testing

May

Wed., May 9
Mon., May 28

Progress Reports Issued
Memorial Day
School Closed

June

Mon., June 11
Tues., June 12
Wed., Jun. 13

Kindergarten Graduation
Eighth Grade Graduation
Last Day of School
12:45 P.M. Dismissal

MISSION STATEMENT

It is the mission of Cornerstone Christian School to instill in each child an unwavering faith in the gift of salvation through the sacrifice of Jesus Christ. In accordance with that mission, we dedicate ourselves to providing the highest level of excellence in the area of academics. The staff is dedicated to the training and admonition of each child in partnership with the parents and caregivers thus encouraging a nurturing environment both at school and at home.

PHILOSOPHY

The educational guidelines at Cornerstone Christian School are based on the Christian traditional approach in contrast to the humanistic progressive systems of education. This approach has its foundations in truth and strong moral values thus providing excellence in programs and methods of study.

A Christ-centered education at Cornerstone is founded on the authority, authenticity, and the reliability of the Bible. John 17:17 states, "Sanctify them in the truth; your word is the truth." In each student we seek to develop Christian character and teach matter in harmony with God's truth in the various academic courses.

Our emphasis is geared towards building a foundation for students to ultimately glorify God in all they do. We intend to bring glory to God by teaching the Word of God in such a fashion that our students will be equipped for service, empowered by the Holy Spirit, and able to use the Word of God with great authority. With the indwelling of the Holy Spirit teaching and enabling our students to live a holy life, we enforce spiritual growth with daily Bible classes, weekly chapel services, spiritual emphasis week, missionary support, and daily wisdom with Godly instruction from Christian teachers.

As we fulfill the will of God, our ultimate goal at CCS is to manifest the Lordship of Jesus in the lives of our students. We desire to lead all students to a more intimate relationship with our Lord and Savior Jesus Christ. Thus, we will continue to be dedicated to teaching the truth of God's love while providing a "quality" academic program based on excellence and the full development of students entrusted to our care.

HISTORY

Cornerstone Christian School was organized in 1985 by a group of Christian women who attended Lighthouse Christian Fellowship and were convinced of the necessity for a God-centered education for their children. The school opened in the fall of 1985 for students Pre-Kindergarten through sixth grade. The first year began with thirty-seven students and four teachers.

STATEMENT OF FAITH

- We believe the Bible is the inspired Word of God, a revelation from God to man, the infallible rule of faith and conduct, and is superior to conscience and reason but not contrary to reason.
- We believe the one true God has revealed Himself as the eternally self-existent, self-revealed "I AM" and has further revealed Himself as embodying the principles of relationship and association; as Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His incarnation, in His virgin birth, in His sinless life, in His miracles, in His substitutionary death, in His bodily resurrection, in His ascension to heaven, and in His personal return in power and glory.
- We believe the grace of God, which brings salvation, has appeared to all men through the preaching of repentance towards God and faith towards the Lord Jesus Christ. Man is saved by the washing of regeneration and renewing of the Holy Spirit, and, being justified by grace through faith, he becomes an heir of God according to the hope of eternal life.
- We believe the scriptures teach a life of holiness, without which no man shall see the Lord. By the power of the Holy Spirit, we are able to obey the command "Be ye holy, for I am holy." Entire sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God's word. We believe the church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of the Great Commission.
- We believe God cares about all our needs, including physical ones, and through Christ's sacrifice, He provides healing in answer to believing in prayer.
- We believe the resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the coming of the Lord, are imminent and are the blessed hope of the church.

GENERAL POLICIES

ACADEMIC REPORTING

Report Cards:

Report cards are distributed four times during the school year. **Report cards will be issued for the 2011/2012 school year on the following dates:**

November 28, 2011

April 20, 2012

February 3, 2012

June 2012

(4th marking period report cards will be issued via mail)

Grading System:

Pre-Kindergarten

1	Excellent	3	Average
2	Above Average	4	Not yet, Needs Improvement

Kindergarten

1	Outstanding	4	Below Average
2	Above Average	5	Unsatisfactory
3	Average	N/A	Not Applicable

Grades 1-8

A+	100	B	88-90	C-	78-79
A	95-99	B-	86-87	D+	75-77
A-	93-94	C+	83-85	D	72-74
B+	91-92	C	80-82	D-	67-71

Averages falling below a 67 are designated by an F.

Grades 1-4 – Letter grades will appear on report card.

Grades 5-8 – Numeric percentages will appear on report card.

Codes for special subjects, effort, social work, and characteristics:

1	Outstanding	4	Below Average
2	Above Average	5	Unsatisfactory
3	Average		

Report cards will not be issued unless all financial accounts are current each marking period.

Retention: Grades 1-4

A final grade of F constitutes a failure. Students in grades 1-4 who fail any two subjects will be a candidate for retention. Passing a subject is assured if a child's average is C- or higher. A final grade of D+, D, or D- will be considered passing only if there has been improvement in the marking period grades towards the end of the year. Summer remediation may be required or the child may have to be retained as determined by the administration.

Retention: Grades 5-8

Students in grades 5-8 who fail any two subjects will be a candidate for retention. When the final average is below a D average and retention is not invoked, summer remediation may be required in order for the child to return the following year. All candidates will be subject to review, and retention will be determined on an individual basis.

Progress Reports:

Progress reports will be issued to those students who generally fall below a C- average in any subject area or for students displaying poor behavior patterns in the classroom. The progress report can also indicate a student who does not hand in homework, has missing work, has low test grades, or is frequently unprepared for class. Progress reports will be mailed directly to the student's home address. **Progress reports will be mailed on the following dates:**

October 13, 2011

December 20, 2011

March 6, 2012

May 9, 2012

APPOINTMENTS

The office requires the following procedures to arrange appointments:

1. Appointments with the school administrator may be arranged by calling the school office.
2. Appointments may be arranged through your child's teacher if you have a concern or question.

Upon arriving and exiting, all visitors must check in at the school office.

ANNOUNCEMENTS

Special school announcements and school closings will be made through the Sycamore school management system. Please make sure that the office has the correct contact numbers on file.

ATTENDANCE

Excessive absences hinder a child's expected progress. Legitimate excuses for being absent are illness, death in the family, and other emergencies. Family vacations that include out-of-town trips must be scheduled to coincide with school vacations; otherwise they will be counted as unexcused absences. Absences and reasons for absences ***must be reported*** on the day of the absence to the school office - (732) 422-7066 - before 8:30 A.M. Any student absent with a contagious disease (such as measles, chicken pox, strep throat, conjunctivitis, etc.) will need a doctor's note to return to school. Students absent for three or more consecutive days are required to obtain a doctor's note to return to school depending on severity of illness.

A student must be in attendance a minimum of 4.5 hours to be marked present for a full day. A student with an excess of 16 days absent for the year may be a candidate for retention.

Homework is not issued on the first day of an illness but will be available at parental request on the second day at the school office after 2:00 P.M. Homework is not automatically prepared in advance.

BEHAVIOR

Students should speak and act in such a way that will not harm others. The use of coarse or vulgar language and practices detrimental to a Christian's character, such as the use of tobacco, alcohol, and narcotics, are not permitted. Movies, music, television, and literature should be carefully chosen and supervised by the parents in accordance with Philippians 4:8 (NIV).

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy- think about these things.”

When the student deviates in these areas, it is the responsibility of the home and the school to help by both correction and guidance. While the discipline of the child is the parents' responsibility, parents and teachers must cooperate fully with one another. Mutual understanding can be gained by conferring with and praying for one another.

Outward behavior is a direct reflection of the heart of a person. For this reason, Cornerstone Christian School is devoted to not just correcting behavior but to building a firm foundation for Jesus Christ in the hearts of our students. Our goal is to correct behavior that deviates from the expectations for well-grounded Christians. Scripture will be used for the training and admonition of students, and prayer and repentance will be expected as part of the correction.

Discipline is established with the intent to train or build character into the lives of our students as based on Matthew 28:19 and Proverbs 2:6.

Behavior Guidelines:

- 1. Cheerful obedience to authority as well as respect and courtesy for teachers, administrators, visitors, and peers**
- 2. Responsibility and promptness in attendance and academic work**
- 3. Cooperation and truthfulness in all endeavors**
- 4. Cleanliness in person as well as respect for school and peer property**
- 5. Good moral conduct at all times**

Items listed below are not allowed in school and will be confiscated and returned to the parent:

Toys, games, laser pointers, skateboards, roller skates, roller blades, pagers, walkmans, iPods, video games, CD players, sunglasses, trading cards and games, offensive music or printed materials, and any other unnecessary items. Baseball caps are not to be worn during school hours. **Cell phones**, for middle school students only,

are allowed to be kept in lockers, with a note from the parents, for emergencies only. They may not be used during the school day without permission from a teacher. They cannot be removed from the lockers without a teacher's permission. After three infractions, the student will lose all cell phone privileges.

The school is not responsible for lost, stolen, or damaged items. The previously listed items and any other toys are not allowed in the extended session program.

BUS 31

Bus 31 is a mobile media center. All elementary students will be scheduled for weekly visits to Bus 31. Before visiting Bus 31, students should retrieve coats, hats, etc. from their lockers. Students will be escorted to the bus by their teachers and/or an elementary aide. Upon their arrival, a staff member will meet the students on the bus. At the end of the appointed time, a teacher will escort the students back to their classroom.

CHAPEL

Chapel will be held on Mondays with emphasis on growth in Christ. Students are encouraged to contribute to the monthly chapel offering. The money will be distributed to various missionaries and their families sponsored by The Assemblies of God headquartered in Springfield, Missouri. Please bring all money in a sealed envelope marked, "Offering".

CHURCH

Board of Directors – Lighthouse Christian Fellowship

The Board of Directors are available for questions, concerns, or suggestions. You can deposit written questions, concerns, or suggestions in the Suggestion Box located outside the entrance to the gymnasium or bring them to the church office in a sealed envelope addressed to the board.

CONDUCT

Cornerstone is a school for children who are willing to work to achieve their maximum potential. The school is not equipped to handle children with learning disabilities, physical, emotional, or disciplinary needs. The school reserves the right to not accept any student who has a history from his/her previous school of being a behavior or academic problem. Cornerstone reserves the right to dismiss any student who becomes a behavioral or academic problem during the school year.

CONFERENCE POLICY

Conferences will be at the discretion of the homeroom teacher. Matters involving your child shall be handled in conference with the desired teacher.

Conference Schedule:

November 16-17; 12:45 P.M. Dismissal; Begins at 1:00 P.M.

March 14-15; 12:45 P.M. Dismissal; Begins at 1:00 P.M.

Communication between home and school is encouraged. Conferences with Cornerstone staff members shall take place by appointment only. Unscheduled visits to classrooms for visitation or consultation are not permitted.

DISCIPLINE

The school and home must be parallel in disciplinary outlook for moral training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable. Some guidelines as we build toward such an outcome are:

1. The responsibility and authority to discipline comes from God. (Ephesians 6:1-4)
2. Discipline has moral content. The foundation is our amenability to God and the revelation of His standard of righteous conduct. It is both positive and negative. Disobedience is the core of sin. (1 Peter 1:16)
3. Christian love is at the heart of discipline. The dark side of love (correction and chastening) is an essential part of the firmness of love. They must be balanced. Firmness minus love becomes harshness; whereas love without firmness is sentimentality. Both errors produce (instead of solve) problems. (Proverbs 3:11-12)
4. All discipline is designed to show the child his/her sinful nature and leads him/her to trust Christ and to become a self-disciplined person who wants to do God's will. (Galatians 3:19-24)

DISCIPLINE PROCEDURES:

"Having all confidence in your obedience, I write to you, knowing that you will do even more than I say." Philemon 1:21

Minor disciplinary matters will be handled by a teacher or staff member. If a student continues to disregard faculty and staff warnings, detention, revoking of recess privileges, or time out at the school office may be assigned to that student. In certain instances, when the discipline policy has been clearly presented and is known by the student, warnings are not required before action is taken. After repeated correction and disciplinary actions, the parents will be called and required to meet with the administration. Disciplinary offenses which are handled at the class level include, **but are not limited to the following:**

- disrespect for peers
- dress code violation
- excessive talking
- late to class
- abuse or disrespect of school property
- running and/or making excessive noise in hallways
- rebellious attitude
- aggressive behavior
- classroom disturbance
- tardiness in the morning
- throwing items, food, etc.
- unprepared for class
- unexcused absence from homeroom, recess, or class

- using inappropriate language
- entering another student's locker
- entering a teacher's desk
- chewing gum/eating in class
- cheating on homework or tests
- stealing or lying
- inappropriate drawings
- purposefully being in an unsupervised room
- use of bathroom without permission

AND ANY OTHER ACTION DEEMED INAPPROPRIATE
BY A TEACHER OR STAFF MEMBER

* Discipline sheets are sent home daily for elementary students. Discipline charts are located in each elementary classroom.

Detention Policy:

- Detention hours: 7:30 A.M. – 8:30 A.M.
- Detention will be held the next school day after its issuance.
- There will be no substitutions for detention. It must be served on the scheduled day. Parents are responsible for insuring the student is able to attend the detention assigned; this includes arranging transportation.
- In the event that a student does not attend his/her assigned detention, additional detention time will be given.
- Students will receive a detention notice that must be signed by a parent and returned to the homeroom teacher. This is to insure parents are aware of impending detentions and the reason for the discipline.
- All detentions must be served before final report cards or graduation diplomas can be issued.
- Repeated detentions will result in a meeting with the administration.
- Students may be required to write apologies, do additional assignments, complete a work detail, or any other activity deemed appropriate by the teacher or administration.

Immediate Suspension:

Students involved in any of the following offenses will be subject to an out-of-school suspension. Parent(s) may be asked to pick-up the student from school if he/she is issued an out-of-school suspension as soon as the offense occurs. Offenses warranting immediate suspension include, but are not limited to:

- **Intentional rock throwing**
- **Fighting on school property or during an extra-curricular school event**
- **Disrespect of school authority**
- **Offensive music or printed materials**
- **Intentional endangerment of peers**
- **Continual use of profanity**

- **Physical misbehavior that causes or could possibly cause an injury**
- **Leaving class or school property without permission**
- **Falsely pulling fire alarm/false 911 calls – possible expulsion**

POSSIBLE EXPULSIONS:

- Graffiti – Defacing – Destruction of school property
- Possession of drugs, alcohol, or cigarettes
- Weapons of any kind
- Making life threats against students, faculty, or staff

Any student serving an out-of-school suspension will be issued a temporary zero in each subject area. The student will then be required to complete all in school assignments and homework issued the day of the suspension while they are at home. All work must be handed in the following morning or will result in a zero as a permanent grade. Make-up tests will be administered at the convenience of each individual teacher.

Continued suspensions will result in a conference with the parent, student, and the administrator. If discipline offenses continue with no apparent change from the student, the possibility of expulsion will be implemented.

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

DRESS CODE

- Skirt length should be such that a girl’s dress may be deemed modest by the administration and not exceed 3” above the knees. Uniforms should be clean and in good order, without stains, wrinkles, or odor. Uniforms are to be properly buttoned and closed. All students must keep shirts and blouses tucked in.
- Excessively wrinkled uniforms will result in a dress code violation.
- Excessively long hair on boys is prohibited. Hair length cannot extend lower than the top of a shirt collar. Hair must be neatly styled within modest boundaries. “Punk”, shaved head, or extreme hairstyles (as determined by the administration) are prohibited. That includes shaved hair at #1 or less, floppy topped styles that hang into the eyes, excessively long afros, pony tails, braids, bleached, colored, or dyed hair. Earrings are not allowed for boys. Neither are tattoos, body piercing, hanging chains, or thick beaded necklaces.
- T-shirts worn under school shirts are to be solid white only. No colored T-shirts are allowed under uniforms. Polo shirts must have the CCS logo from Flynn & O’Hara.

- Boys' pants are to be properly hemmed. No cuffed or bunched pants that drag on the floor are allowed. Belts are **required** for boys in grades 1-8.
- Girls should keep hairstyles neatly arranged and out of eyes. No extreme cuts with varied lengths, spikes, teasing, long string-covered braids, or colors are allowed. Bandanas, tattoos, or body piercing are not permitted. Clear, lightly tinted, or light colored lip glosses are acceptable - no excessive jewelry, large chains, or hanging keys. Girls may wear earrings not to exceed two per ear and not of excessive length or size.
- Students are to exhibit good grooming habits, and appearance should be clean and neat. Nails should be groomed and not be of excessive length. Girls may use clear and light colored polish; offensive nail art is prohibited. Middle school girls may wear a minimal amount of make-up.
- No type of jacket, whether of sweatshirt material or winter weight, is allowed to be worn over school uniform in the school building. Only the dress code sweaters are allowed to be worn in the building as per the uniform code.

Dress Down Days:

Clothing must be presentable and modest. No inappropriate decals or slogans permitted on clothing. Sleeveless shirts, sandals, open-toed shoes, or clothing that exposes the stomach area are prohibited. **No flip flops allowed at any time.** No hats are permitted to be worn indoors during school hours. Pants should be properly hemmed and should not bunch at the ankle, drag on the floor, or droop. Shorts are allowed only when specified by the school; shorts must not exceed 3" above the knees.

Dress Up Days and Special Occasions:

Clothing should be modest and within set standards. No tight fitting dresses, no bare shoulders, no short skirts exceeding 3" above the knee, and no jeans or sneakers are allowed. Boys are to wear dress shirts and pants, and when applicable, should wear a jacket and tie.

DRESS CODE VIOLATIONS FOR THE 2011/2012 SCHOOL YEAR:

- **Students not in compliance with the school dress code will be sent to the school office and given one warning notice.**
- **A second notice will result in a phone call home.**
- **A third notice will result in parents bringing to school proper school apparel in order for the student to return to class, and a detention will be issued for each offense.**

STUDENT UNIFORM DRESS CODE

GIRLS – GRADES K-4

- Blue Plaid Jumper
- White Rounded Neck Blouse (Long or Short Sleeved)
- Solid Navy Cardigan Sweater with logo
- White Turtleneck (under dress shirt during winter season)
- Navy, White Socks (Crew or Orlon Knee Hi)
- White or Navy Tights (Winter Dress Code)
- Solid Black or Navy Shoes
- **No open-toed or open-heeled, or boot type shoes**
- **NO sneakers of any type**

GIRLS – GRADES 5-8

- Grey or Maroon Plaid Wool Skirt
- White Button Down Oxford Shirt (Long or Short Sleeved)
- Maroon or White Short or Long Sleeve Polo Shirt (has school emblem on left chest). Polos must be purchased thru Flynn & O'Hara. No turtlenecks or other long sleeve shirts are to be worn under polo shirts.
- Solid Maroon Sweater with logo: Vest/ Cardigan/ Pullover
- Maroon, White, or Grey Socks (Crew or Orlon Knee Hi)
- Solid Black Shoes allowed with all skirts
- White, charcoal, or maroon opaque tights
- **No open toed or open heeled shoes**
- **Maximum heel height: 2"**
- **No Sneakers of any type**

BOYS – GRADES K-4

- Navy Twill Pants
- Blue or White Dress Shirt (Long or Short Sleeved)
- Blue or White Turtleneck (under dress shirts during winter season)
- Solid Navy Sweater with logo: Pullover / Vest / Cardigan
- Black Belt **must** be worn
- Navy, White, or Black Crew Socks (no ankle socks)
- Solid Black or Navy Shoes
- **No work boots or boot type shoes**
- **No sneakers of any type**

BOYS – GRADES 5-8

- Steel Grey or Khaki Twill Pants
- White Button Down Oxford Shirt (Long or Short Sleeved)
- Maroon or White Short or Long Sleeve Polo Shirts (has school emblem on left chest)
Polos must be purchased thru Flynn & O'Hara. No turtlenecks or other long sleeve shirts are to be worn under polo shirts.
- Solid Maroon Sweater with logo: Pullover / Vest / Cardigan
- Black/Brown Reversible Belt **must** be worn
- White, Grey, or Black Socks (no ankle socks)
- Solid Black Shoes allowed with both pant colors
- Solid Brown Shoes allowed with khaki pants only
- **No work boots or boot type shoes**
- **No sneakers of any type**

PHYSICAL EDUCATION POLICIES & DRESS CODE

Physical education classes will be held on the following days:

Tuesday: Grades K-8 wear gym uniform to school

Friday: Grades 3-8 bring sneakers; Grades 1-2 wear sneakers with regular school uniform

Physical Education uniforms are required to be purchased through Flynn & O'Hara (see gym uniform order form). CCS athletic emblem is required as a part of the Physical Education Dress Code. Students are also permitted to wear navy spirit shirts, Bus 31, and athletic wear as issued by the athletic department. Sneakers must be worn and may be any color. Platform sneakers are NOT permitted. Pre-Kindergarten students are not required to wear a uniform.

On Tuesday, grades K-8 are required to wear the appropriate gym uniform and footwear. On Friday, students in grades 3-8 need to **bring** the appropriate sneakers to class. Sneakers are **NOT** to be worn any other time than gym time. They may be kept in the students' lockers. On Friday, students in grades 1-2 will wear sneakers with the regular school uniform. Violations, at any time during the 2011/2012 school year, concerning the Physical Education Dress Code will result in:

1st Violation: A warning notice sent home to the parent

2nd Violation: A phone call home to the parent, a non-participation grade will be issued, and removal from gym class

DROPPING OFF/PICKING UP STUDENTS

DROPPING OFF STUDENTS – BEFORE SCHOOL CARE 7:00 A.M.-8:20 A.M.

Before school care begins at 7:00 A.M. Any parent, relative, or assigned driver is required to walk the student to the main double vestibule doors on the east side (church office side) of the building, enter the gym where student(s) will be signed in by the assigned staff member. The said parent, relative, or assigned driver must exit the building immediately following the signing in of their student(s) to before school care. Visitor admittance into the building from 8:00 A.M. – 8:20 A.M. is prohibited unless pre-arranged. **Pre-Kindergarten parents walk students directly to the Pre-K classroom.**

DROPPING OFF STUDENTS 8:20 A.M. – 8:40 A.M.

The main double vestibule doors will be open from 8:20 A.M. – 8:40 A.M. Any parent, relative, or assigned driver is required to walk student(s) to main double doors, either east side (church office) or west side (school office). The assigned drop off driver must then return to their car and exit the grounds. If a parent, relative, or assigned driver has business at the school office, they must use the bell outside the west single door located outside the school office. After admittance into the building has been granted, the visitor must report directly to the school office. **Pre-Kindergarten parents walk students directly to the Pre-K classroom.**

The parent, relative, or assigned driver does not have permission to visit any part of the school other than the school office unless permission is granted from the office (this includes restrooms, classrooms, and lockers).

TARDY ARRIVAL ENTRANCE 8:40 A.M. OR AFTER

Any student arriving after the 8:40 A.M. late bell is considered tardy. The parent, relative, or assigned driver is required to use the bell system located on the west single door next to the school office for admittance. Entrance into the building will only be permitted through this entrance. If the parent, relative, or assigned driver has school business to conduct, they must report directly to the school office. After the business has been conducted, he/she must promptly exit the building through the west single door (parents are not permitted to go to student's locker or classroom).

Any middle school student arriving between 8:40 A.M. – 9:20 A.M. is to report directly to his/her homeroom teacher for a late pass after entering through the west single door next to the school office. This pass will be necessary to be admitted into any class. After 9:20 A.M., late passes will be issued by the school office. This pass is required for entrance into the classroom. No student will be admitted to class without a late pass.

OFFICE/ VISITOR POLICY 8:40 A.M. – 3:15 P.M.

Admittance into the school building between 8:40 A.M. – 3:15 P.M. must be approved by the school office and gained by using the bell outside the west single door (next to the school office). All visitors **must** sign in and sign out at the school office. The school office will remain open until 4:00 P.M. each day school is in session for your school business needs.

3:00 P.M. DISMISSAL LOCATIONS/ PICK-UP INSTRUCTIONS

Students will be dismissed at the following dismissal exit locations. The assigned driver **must** walk to the assigned dismissal exit location door where students will be dismissed. After picking up the student(s), walk directly to your vehicle. Students will not be dismissed or allowed to walk by themselves to your vehicle. Older siblings will be dismissed to the youngest student's exit location.

Pre-Kindergarten	Parents pick-up students from classroom
Kindergarten	North rear double doors, back parking lot (Next to Room #4)
Grade 1, 2	North rear double doors, back parking lot (Next to Room #4)
Grades 3, 4	North rear double doors, back parking lot (Next to Room #8)
Grades 5, 6	East main double vestibule doors (church office side)
Grades 7, 8	West main double vestibule doors (school office side)
Car Pool	West single door next to school office

DROPPING OFF/ PICKING UP STUDENTS PARKING LOT GUIDELINES

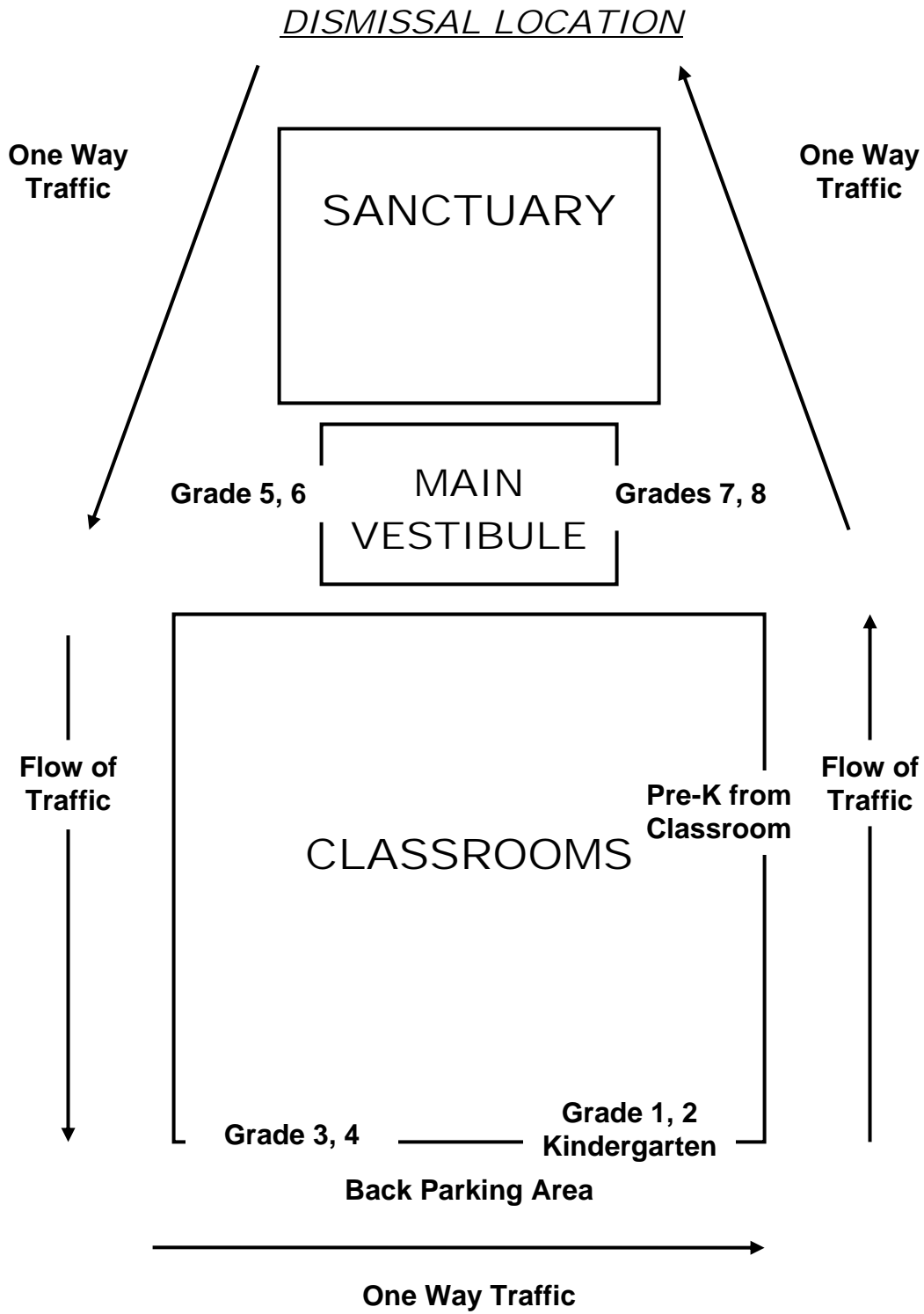
1. All vehicles must enter the parking lot following the one way only sign; please enter to the right only.
2. Find a parking space to drop off or pick-up students. **Do not park in the spots designated for Pastor Mazzella, Youth Pastor, or Financial Office or your vehicle will be towed.**
3. Do not park in the yellow fire lines or handicapped spaces.
4. The parking lot is one way.
5. When exiting the parking lot, drive all the way around the parking lot to prevent accidents. Do not use the turn around circle.
6. DO NOT EXCEED 10 miles per hour.
7. Vehicles entering the parking lot please stop as a courtesy to allow the parked vehicle to exit its parking space.

STUDENT DISMISSAL FORM

Whenever anyone besides a parent or legal guardian will be picking up a student(s), a student dismissal form must be completed and submitted to the homeroom teacher that morning. Students will not be released without proper documentation. Student dismissal forms can be obtained at the school office.

EARLY DISMISSAL

Dentist and doctor appointments must be scheduled after school. Cornerstone does not allow appointments during regular school hours. A family emergency is the only reason for early dismissal. Students leaving prior to 3:00 P.M. must be signed out by a parent, or the student will not be dismissed. All students must report to the office to be signed out by their parents. The student is responsible for all class work missed.



EXTENDED SESSION

Before school care begins at 7:00 A.M., and after school care is offered until 6:30P.M. During aftercare we provide a snack, supervised play, and an opportunity for the children to do their homework.

Students will be released to legal guardians and pre-authorized individuals. All authorizations must be submitted to the school office in writing.

DROPPING OFF/ PICKING UP FROM EXTENDED SESSION

Dropping Off 7:00A.M. – 8:20A.M.:

Any parent, relative, or assigned driver is required to walk student through the main double vestibule doors on the east side (church office side) of the building and into the gym. The student(s) will be signed in by the assigned staff member. The parent, relative, or assigned driver must exit the building immediately following the signing in of student(s) to before school care. **Pre-Kindergarten parents walk students directly to the Pre-K classroom.**

Picking Up 3:10 P.M. – 6:30 P.M.:

The parent, relative, or assigned driver must enter through the East side main double vestibule doors (Church office side) when picking up students from the aftercare program. The west side main double vestibule doors will remain locked. Designated room locations for extended session is marked on the monthly athletic calendar(blue). Walk directly to that location, sign out the student(s) attending the program, and promptly exit the building through the same doors you entered (west side double main vestibule doors).

The fee for extended session is \$2.00 per half hour (per student). However, you will be charged for every minute they are in the program. There will be no exception to this policy. In addition, there will be no discounts for families with two or more children.

Late Pick-Up Fee:

An additional \$5.00 for every fifteen minutes (or part of) will be charged for parents arriving after 6:30 P.M. If a parent continues to pick-up the student after 6:30 P.M., the student's extended session privileges will be revoked.

Billing Information:

Parents will receive an extended session statement following the week the student used extended session. The parent will have until the date noted to pay the amount due. There is no allowance for monthly payments. If the statement is not paid by the due date (unless the child was absent), there will be a \$5.00 late fee assessed to that child's account. If the student's extended session account is delinquent for two weeks with no attempt to make payment, that student's privileges will be revoked until the account is paid in full.

EXTRA-CURRICULAR ACTIVITIES / SPORTS

Athletic permission slips are required for all students participating in extra-curricular sports. A physical is required for students to participate in all after-school athletics. If a student has had a physical previously that physical is valid for 12 months and the form must be signed off by the doctor. Students must have a signed permission slip and physical form from their parents before joining any student organization. Students must remain in good academic standing to participate. A decline in grade point average will place a student on probation at the discretion of the administration. If the grade average does not improve, the student will be unable to continue in the organization. Students who join an organization must understand they are making a commitment to that organization and their fellow students and are encouraged to continue for the duration of the organization's time period. Athletic uniforms will be issued and must be returned at the conclusion of the sports season. If athletic uniform and/or other organization items on loan to the student are not returned, returned stained, ripped, or not dry cleaned at the end of the athletic season, the student's financial account will be billed accordingly thus resulting in the account becoming past due and the withholding of academic records.

FIELD TRIPS/ OVERNIGHT TRIPS

Throughout the school year, field trips are scheduled for various grades. Each student will share equally in the expenses. Parents may be asked to chaperone these trips. All trips require permission slips signed by a parent prior to the field trip. Students who do not return a signed slip will not be allowed to attend field trips.

There is no allowance for verbal permission to serve as authorization for a student's attending a field trip. The proper form and emergency contacts are required to be submitted prior to all field trips.

Field trips are primarily educational and an integral part of the curriculum. Parents should refrain from disallowing their child to attend due to a disciplinary action. Cornerstone cannot provide care for students who are not permitted to attend a field trip.

Students attending field trips are representatives of Cornerstone Christian School and are expected to conduct themselves in an exemplary manner.

PLEASE NOTE: A student's attitude and behavior are important and may be cause for a student to be denied the opportunity to attend a field trip (day or overnight).

FINANCES/ FINANCIAL OFFICE

One-eleventh of the total tuition for the school year is due on the pre-selected day of each month, July through May. Facts Tuition Management, (800) 624-7092, is the authorized transfer agency for Cornerstone Christian School. **Payments will not be accepted at the school.** When a family becomes two (2) months delinquent, they will

be withdrawn in accordance with the financial department's regulations. Families not in compliance with the regulations set forth in the financial contract signed prior to admission for the 2011-2012 school year will be withdrawn in accordance with the financial department's regulations.

Payments for hot lunch, fund-raisers, or extended session payments should be made payable to Cornerstone Christian School. **A \$20.00 fee (subject to change) will be charged on all checks returned due to insufficient or uncollected funds.** In the event that two checks have been returned, all other payments will be accepted in cash or money orders only.

EARLY WITHDRAWAL POLICY:

Students withdrawing from the school during the months of July and August will be refunded their tuition fee. However, the registration fee is non-refundable. Any student withdrawing after September 1st will be obligated to pay the current month plus one month. Students withdrawing during the first quarter must also repay the \$38 set up fee charged the school by Facts Tuition Management. This recognizes that the students have been provided a spot for the entire year and the school has incurred costs on his/her behalf. This fee must be accompanied by a letter of official withdrawal indicating the reason for not completing the current school year. Report cards, test scores, transcripts, and any other additional records will be held if the family leaves the school owing tuition or fees. All checks must have cleared the school's account before report cards and transcripts will be released.

WITHHOLDING OF ACADEMIC RECORDS:

Academic records will not be transferred to another school or released if there is an unpaid balance on the family's account. This includes any charges that may appear on a family account, including hot lunch program, extended session, student activities, library fines, fundraising money owed, etc.

Quarterly report cards will be withheld if the family's account is in arrears on the release date of report cards. Final report cards, transcripts, graduation awards, letters of recommendation, or test results will not be released if the family's account is in arrears. Participation in eighth grade or any other graduation ceremony or banquets will not be possible if the family's account is in arrears.

Annual Fees:

The registration fee, payable to Cornerstone Christian School, is required to secure and maintain class placement each year. This fee is due by March 1st each year. Without this payment your child is not guaranteed placement on the upcoming year's class roster.

Financial Office:

Mrs. Maria Baig is Cornerstone's official finance business manager. Mrs. Baig can be reached at (732) 422-7065 for questions concerning your child(ren)'s account.

FOOD POLICY

The following guidelines are needed to keep our school neat and clean:

- No food, candy, or drinks can be stored in lockers or book bags with the exception of lunches stored in sealed lunch bags or packs.
- Empty food containers must be stored in their lunch packs to go home and not left in lockers.
- No gum chewing is permitted, at any time, on the premises. This includes in extended session, extra-curricular activities, and evening and weekend activities.
- Food and/or drinks are not allowed in the classroom. Teacher approved activities are the only exception to this policy.
- Exceptions to the food policy must be submitted in writing with an attached doctor's note of explanation.
- Birthday parties are permitted with pre-approval by the student's homeroom teacher.

HEALTH ISSUES

HEALTH AND HYGIENE

All students are required to be up to date with all immunizations for school attendance. Effective September 1, 2008, four vaccines were added to the current rule on minimum immunization requirements. Children in preschool must now receive the pneumococcal series and an annual influenza (flu) vaccine. Sixth grade students must receive one dose of the meningococcal vaccine and one dose of the Tdap vaccine. A yearly review of school health immunization records are required to insure compliance with current health regulations. When your child receives a booster, please update your child's records with the school nurse.

Correction: Physical exams are required for students in grades Pre-K, K and every 3 years thereafter. Newly enrolled students must have a current physical exam. A sports physical is required for all students participating in a sport. Forms will be given to students who register. No student will be accepted for any sport without the proper physical exam form completed by a physician. When a child becomes ill at school with a fever of 100 degrees, vomiting, diarrhea, and other medical conditions, parents or emergency contacts will be notified and arrangements must be made to have your child picked up within the hour.

Note: Please do not send your child to school if: 1) your child has not been fever free for 24 hours. A fever refers to a temperature of 100 degrees Fahrenheit or higher, without the use of Tylenol, Advil, or other fever reducing medications. 2) Your child has strep throat. He/She should be on an antibiotic for 24 hours before returning to school. 3) Your child is nauseous and/or vomiting and/or has diarrhea. 4) Has vomited during the night. 5) Has a suspicious rash (must be seen by a physician and cleared to return to school). 6) Has possible conjunctivitis (pink eye) – a doctors note will be required to return to school. 7) Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease. All contagious diseases must be reported to the school immediately.

ADMINISTRATION OF MEDICATION

Cornerstone Christian School is opposed to teachers administering medications and will not be held responsible. Any teacher or school official who individually chooses to take on this responsibility during normal school time assumes full liability. We require parents to request from their physicians that medication be prescribed in three doses a day instead of four as to eliminate the need for administration during school hours. Medications should be given at home if possible.

All medications must be in pharmacy labeled containers that include the name of the student, the name and telephone number of the pharmacy, the prescription number, the name and dosage of the medication, the directions for administering the medication, and the time it is to be dispensed at school. A statement authorizing the medications use, dose, purpose, time, and possible reactions must accompany all medications. If your child requires long term medication, a physician's note dated for the current school year must be submitted to the school office. New Jersey Law requires that all medication be kept in the nurse's office for the safety of all of the children. Inhalers are included in these items.

If an over the counter medication must be administered, it must be delivered to the school office in the original container along with a signed Physician's Order form. Forms may be obtained from the school office. Children who require asthma medications in school must have an Asthma Action Plan completed by the physician. These forms are available in the school or nurse's office.

Please do not leave messages involving the administering of any medication on the answering machine. Medication left without a medical waiver form will not be administered.

The school requires that you complete and return an emergency card for the current school year. If any of these numbers change, notify the school immediately.

PEANUT AND OTHER FOOD ALLERGIES

Students who have severe allergies to certain foods must have a Food Allergy Action Plan completed by a physician with the emergency information on this plan completed by the parent. This form, and a current Epi-Pen, must be made available to the school nurse by the first day of school every school year.

HOMEWORK

Homework must be neat, or it will not be accepted. Missing homework assignments will result in points being deducted from the student's grade point average.

HONOR ROLL & AWARD REQUIREMENTS

At the end of the 2011-2012 school year an Awards Assembly will be held recognizing students who qualified for High Honors, Honor Roll, and Perfect Attendance.

Grades 1-8:

HONOR ROLL AWARDS:

CCS believes recognition of academic honors is an incentive for superior academic achievement.

- High Honors - All A's.
- Honor Roll - All A's and B's only.

An honor student cannot have an average lower than 86% in any subject or receive a mark of unsatisfactory on his/her report card. A yearly honor roll award will be presented to students who qualify for honor roll or high honors for all four marking periods.

Other awards will be presented to students for outstanding academics, athletics, community service, tune-out, and other selected awards.

Grades K-8:

PERFECT ATTENDANCE AWARDS:

For students to be considered as candidates for the Perfect Attendance Award, they must be present at school for the entire marking period.

Please note the following criteria:

- A minimum of 4.5 hours is required to be marked present for a full day.
- Six or more days tardy will make a student ineligible for perfect attendance for that marking period.

Perfect attendance certificates will be awarded at the end of the school year based upon attendance records. A yearly perfect attendance award will be presented to students who are present each day of the entire school year.

All eighth grade graduation awards are determined immediately following issuance of the fourth marking period progress reports.

The Principal's Honor Award is given in recognition of the eighth grade graduate who had the highest overall academic average (minimum GPA: 93). A Principal's Honor Award recipient cannot have any 5's on his/her report card.

LUNCH

A monthly calendar will be issued to indicate the lunch selection and fee for hot lunch. The assorted drink selection of 1% White Milk, 1% Chocolate Milk, Apple Juice, or Orange Juice is included in the price of a hot lunch. Only bottled water can be

purchased separately. The Weekly Lunch Order form is issued on Mondays. The lunch form is due on Wednesdays. Students can select from a regular lunch menu or a vegetarian lunch menu. If the lunch form is not turned in or if a student forgets his/her lunch, a plain bagel with either butter or cream cheese or a cheese sandwich will be made available.

Students who bring their own lunch must use a closed lunch box or lunch pack. Please do not send your child to school with items that need to be refrigerated, frozen, or microwaved. Glass bottles or glass containers are not allowed in the cafeteria for safety reasons. Ice cream is available for purchase after students have eaten their lunch. The vending machine is available for students to use after school and at lunch time.

Students are dismissed by table only when the table is deemed neat and clean. Food does not leave lunchroom.

MINISTRY

Cornerstone Christian School places a strong emphasis on Christian service apart from our facility. Working together with the church and the Christian home, we desire to produce Christian young adults who will make a difference in this world. Presently, CCS students minister in nearby nursing homes, hospitals, and soup kitchens, and supply food, toys, and other necessities to those in need in surrounding communities.

MOVING

When you are moving to another address in the city or surrounding area, please fill out a new emergency card and transportation form with your new address and phone numbers. In addition, if you move out of the area, we need to know the name and address of the school your child will be attending. School records will not be released to the parents **but will be forwarded to the student's new school upon notification from that school.** In order to process the necessary forms, 30 days advanced notice of your family's withdrawal date is required, and the financial withdrawal policy on page 23 will be instituted. Students withdrawing from the school at any time during the school year, beginning with the July payment, will be obligated to pay the current month plus one month.

PLAYGROUND/RECESS RULES

The school grounds are considered part of the physical plant and should be used accordingly. Respect and proper care of school property is expected from each student at all times.

1. Students are required to attend recess and wear the correct seasonal outerwear.
2. No paper or other litter should be left on the grounds and care should be given to trees and property. Consumption of food is not permitted during recess.
3. Students may not leave the school property without permission.

4. Throwing stones, sticks, snowballs, or any other object which could harm others is absolutely prohibited.
5. Students are not allowed in any wooded areas. No one is allowed in the fenced playground area without the supervision of a CCS faculty or staff member.
6. All students are expected to behave in a manner that assures their safety and the safety of other students.
7. Climbing on the fences is not permitted.

REGISTRATION

- Submit completed Parent & Student Application forms.
- Return to Cornerstone the above forms, the most recent standardized test scores, and the latest report card.
- Schedule a tour of our facility and an interview with the administrator. Both parents and the student must be interviewed by the administrator (except in the case of single custodianship). Parents are asked to read and be in agreement with the Statement of Faith.
- To enter Pre-Kindergarten, students must be 4 years old prior to October 31st. To enter Kindergarten, students must be 5 years old prior to October 31st. To enter First Grade, students must be 6 years old prior to October 31st.
- All perspective students applying for Kindergarten must pass the Kindergarten Readiness Test administered by CCS. All students entering first grade and above must provide standardized test scores and previous academic performance indicating the student's ability to perform on or above the grade level they are presently enrolled in, or they will be required to pass an entrance screening test to determine grade placement.
- Upon notification of acceptance into Cornerstone Christian School, the registration fee will be required per student. The registration fee is non-refundable. In addition, a signed contract with Facts Tuition Management must also be signed accompanied by a voided check matching the name on the signed contract.
- CCS admits students of any race with all rights, privileges, programs, and activities made available to all students. CCS does not discriminate on the basis of race in administration of school policies.
- Although preferential requests may be made, classroom/teacher assignments are ultimately made at the sole discretion of the administration. Assignments are prayerfully made based upon enrollment, prior knowledge, and with an attempt to keep a gender balance.
- All balances due from the previous school year must be paid in full before a student may re-register.

SUPPLIES

Supply lists by grade are issued prior to the commencement of every school year. These supplies are needed for the entire year. It may be necessary to replenish these supplies throughout the school year. Please note: Students are considered **unprepared** for class if they do not have the required supplies requested by the teacher.

TARDINESS

School begins at 8:30 A.M. At 8:40 A.M., students must be seated and be prepared for their first class to be considered on time without a late pass.

Students, Pre-K thru 4th grade, arriving after 8:40 A.M., must report to the school office for a late pass. After receiving the pass, the student must go directly to his/her class. Pre-K will be escorted to their class by the office staff. Students are not permitted to stop at lockers prior to reporting to class.

After a parent/relative/assigned driver signs a student in at the school office, he/she must exit the building immediately, NO EXCEPTIONS!

Six tardy days per marking period are considered chronic. Continued tardiness will result in a parent conference and other disciplinary action as needed.

Middle School Students should arrive by 8:15 A.M. in order to go to their lockers and put away their backpacks and coats before entering the gymnasium. Any middle school student arriving between 8:40-9:20 A.M. is to report directly to his/her homeroom teacher for a late pass. After 9:20 A.M., late passes will be issued by the school office. No student will be admitted into class without a late pass.

Six tardy days per marking period are considered chronic. Continued tardiness will result in a parent conference and other disciplinary action as needed.

TELEPHONE

Students are not allowed to use the school telephone. Cellular telephones or pagers are not permitted for any elementary student. Cellular phones are permitted for middle school students, with a written note from the parents, but must remain in their lockers (see pg. 38). Please do not call the school with messages for your child(ren) unless it is an emergency.

Fax Machine:

Our fax machine number is (732) 422-0398. Parents may use this number to fax messages to the office or teachers. Faxes will be considered official as long as there has been a telephone call confirming the fax was sent by a parent.

TESTING

Achievement tests are given to all students in grades K-8. The Terra Nova, CTBS Complete Battery Plus, is given each spring. These tests are given to evaluate a student's achievement and cognitive abilities. These tests also aid the teacher in determining a student's area of need.

TRANSFERRING

If you move out of the area, we need to know the name and address of the school your child will be attending. School records will not be released to the parents **but will be forwarded to the student's new school upon notification from that school.** In order to process the necessary forms, 30 days advanced notice of your family's withdrawal date is required, and the financial withdrawal policy on page 23 will be instituted. Students withdrawing from the school at any time during the school year, beginning with the July payment, will be obligated to pay the current month plus one month.

TRANSPORTATION REIMBURSEMENT

Transportation is the total responsibility of the parents. The school will assist in providing information to aid the forming of car pools. Bus transportation is provided from various townships at the discretion of the municipality. In most municipalities, a set amount per year for the transportation of your child is available from the local Board of Education under the New Jersey Busing Bill. Application for transportation reimbursement should be made directly with CCS. It is the responsibility of the parent to submit transportation forms. New transportation forms must be submitted whenever a change of address occurs.

VACATIONS

Parents and family members are requested to carefully evaluate any absence from school (such as vacations) that is not necessitated by unavoidable circumstance. CCS discourages the taking of additional days before or after a school scheduled holiday or any time school is in session. The yearly calendar indicates various vacation dates available for vacationing; therefore, schedule vacations within these time frames. Vacations outside of the normal school calendar are unexcused absences. If a family deviates from the school's policy on vacations, the following guidelines will be instituted:

- Students are required to make up all work that is missed during an absence.
- A two week written notice signed by the parent must indicate the dates and reason why the vacation was not scheduled during the school's pre-scheduled days off.
- Teachers will make every effort to provide the student with work if ample notice is given.
- At the discretion of the teacher, additional work may be required to assure the student has covered class work that was missed.

- School work may be required which is related to a student's vacation.
- Tests and quizzes will be made up at the convenience of the teacher(s).
- All missed work must be made up outside of the student's normal school hours.

VISITORS/ VOLUNTEERS

Upon arrival, visitors must check in at the school office. Visitors must also notify the school office as they are leaving the building. Impromptu meetings with teachers are not permitted. Cornerstone welcomes volunteers to help with various programs and parties throughout the year. Volunteers are to check in at the school office. Only parents who have prior approval by the school office will be authorized to volunteer.

WEATHER EMERGENCIES

When inclement weather conditions occur, school cancellations will be announced on radio stations WMGQ (98.3 FM), WCTC (1450 AM), and STAR (99.1 FM). Special school announcements and school closings will be made through the Sycamore school management system. Please make sure that the office has the correct contact numbers on file. School will open at 10:00 A.M. on days with delayed openings. If a delayed opening is necessary, before school care will not be offered. If an early school closing is necessary due to inclement weather, dismissal will be at 12:45 P.M. After school care is not provided on days with an early 12:45 P.M. dismissal. We generally follow East Brunswick Public Schools' announcements pertaining to inclement weather.

WEBSITES

Visit us online at www.cornerstoneeagles.com to view calendars and special events happening around Cornerstone. You can email the school office at info@cornerstoneeagles.com with any pertinent information or questions. You can login to www.sycamoreeducation.com to view real time information about your child and the school. Enter the CCS school code **1707**, your ID and password (e.g., ID=LNN1056 and PW=PWcf239a). You can view school calendars, cafeteria menu, report card, discipline report, activities, school news, and much more.

PRE-KINDERGARTEN

“A Quality Early Childhood Experience”

Cornerstone Christian School has been a leader in establishing a successful early childhood program during the most impressionable period of a child’s life. The structure of our preschool classes provides a flexible first school experience where children begin to socialize and cooperate, in a group setting, under the supervision of an experienced Christian staff. Cornerstone Christian School provides a program parents can have confidence in, and children can achieve at their maximum potential.

Our quality program follows the accepted theory that preschool children learn best through experiences and involvement in which they learn a variety of social and physical skills. The Pre-Kindergarten program is not a daycare but a structured environment preparing your child for Kindergarten. Our caring, experienced staff provides the Pre-Kindergarten student with a stimulating environment and guides each child with the appropriate materials for the development of skills and creative expressions.

Our concrete, hands-on, multi-sensory, open-ended, developmentally appropriate program includes academic progress in math readiness, reading readiness, speaking skills, listening skills, work habits, social/emotional skills, and practical skills.

Extra-curricular classes include: Bible story time, Spanish readiness, creative art, music expression, computer lab, and science with activities. Fine motor and gross motor skills are enhanced with a creative movement class, open play time, and recess. There is also a **\$10.00 Pre-K Fee which includes the following:**

Pre-K Eagle Spirit T-Shirt to be worn for specified activities
Pre-K Take Home folder

Please Note: All children must be bathroom trained without the assistance of an adult. If a child during the course of the school day has a bathroom accident resulting in soiled clothing, the parent will be asked to come to school to change the child’s clothing immediately. In addition, at no time will a CCS staff member wipe a child or change clothing. A complete change of clothing must be kept in each child’s locker in a zip-locked baggie.

KINDERGARTEN

“Building Basics in Kindergarten”

The best foundations for a good education are the basics- reading, writing, and arithmetic. Our excellent Kindergarten program focuses on these basics and other cognitive skills to provide the finest academic foundation. For over 25 years, quality education has been a tradition at Cornerstone Christian School, and our Kindergarten program has provided an exceptional base for entry into elementary school.

A strong emphasis in our program is placed on teaching Kindergarten students to read. Reading is a “gift that will last a lifetime.” Our full day, accelerated program at CCS centers on teaching the Kindergarten child the following developmental curriculum:

- An intensive phonics program
- Manuscript handwriting
- Reading at various levels, including recognizing sight words, spelling, and comprehension
- Special reading emphasis incentive programs throughout the year
- Number concepts-including counting to 100, addition, counting coins, telling time
- Language Arts skills-including rhyming, sentence structure, and vocabulary
- Social Studies-emphasizing our community, country, and other cultures
- Science-studies of the five senses, weather, seeds, and animals
- Art-strengthening motor skills through cutting, drawing, painting, and coloring
- Physical Education-developing gross motor skills and coordination
- Music-studies on listening, rhythm, musical expression, and song
- Computers-basic skills
- Bible-includes verse memorization, worship, Bible lessons, and chapel services

Additional classroom time is scheduled for play, learning centers, and socialization. Through promotion of social skills, our Kindergarten students attain an ability to work in a cooperative learning environment, develop organizational and study skills, and relate to others in a caring, Christ-like manner.

Please Note: All children must be bathroom trained without the assistance of an adult. If a child during the course of the school day has a bathroom accident resulting in soiled clothing, the parent will be asked to come to school to change the child’s clothing immediately. In addition, at no time will a CCS staff member wipe a child or change clothing. A complete change of clothing must be kept in each child’s locker in a zip-locked baggie.

ELEMENTARY SCHOOL

Grades 1-4 work on a full range of cognitive and developmental skills. These skills focus on mathematics, language arts, reading, science, social studies, spelling, and handwriting. Each of these areas of concentration is divided to emphasize necessary skills. Reading includes vocabulary development and spelling as well as context comprehension. Language Arts includes grammar rules, language development, and creative writing skills. Mathematics focuses on computation, problem solving, and logical thinking. Social Studies encompasses historical and geographical information, current events, and civics from a Christian perspective.

The curriculum used for Grades 1-4 is as follows:

Grade 1

Mathematics- ACSI
Reading- A Beka
Language Arts- Houghton-Mifflin
Phonics- A Beka
Spelling- A Beka
Social Studies- Scott Foresman
Science- Bob Jones
Bible- Positive Action for Christ
Handwriting-Zaner Blozer

Grade 2

Mathematics- ACSI
Reading- Houghton-Mifflin
Language Arts- Houghton-Mifflin
Phonics- A Beka
Spelling- Houghton-Mifflin
Social Studies- Scott Foresman
Science- Bob Jones
Bible- Positive Action for Christ
Handwriting-Zaner Blozer

Grade 3

Mathematics- A Beka
Reading- Houghton-Mifflin,
Various novels
Language Arts- Houghton-Mifflin
Spelling- Houghton-Mifflin
Social Studies- Scott Foresman
Science- Bob Jones
Bible- Positive Action for Christ
Handwriting-Zaner Blozer

Grade 4

Mathematics- A Beka
Reading- Houghton-Mifflin,
Various novels
Language Arts- Houghton-Mifflin
Spelling- Houghton-Mifflin
Social Studies- McGraw-Hill
Science- Bob Jones
Bible- Positive Action for Christ
Handwriting-Zaner Blozer

Students also attend:

- Computer classes to enhance their typing skills, software applications skills, and internet research.
- Music classes which give students an appreciation for various types of music.
- Art classes teaching students appreciation as well as developing their skills using different mediums.
- Physical Education to enhance and build motor skills, sportsmanship, and athletic skills.
- Spanish teaching students new language skills and cultural awareness.
- Bus 31 to encourage the proper use of a library system.

Extra-curricular activities are also provided for student enjoyment.

MIDDLE SCHOOL

Cornerstone Christian School is dedicated to the training and guidance of today's youth. The academic program includes the highest level of academic curriculum coupled with teacher-implemented enhancements.

It is our goal to prepare students to excel in high school academically and to be a light to the world spiritually.

The middle school levels follow a departmental schedule similar to a high school environment.

Bible:

The Bible curriculum is chosen with today's teenager in mind. It addresses current trends and social pressures while emphasizing God's answers to youth problems. Assignments, projects, and discussions are geared to helping students understand who they are in Christ. Self-worth is established by creating an environment where students feel comfortable with themselves because they understand God's unending love for them.

Mathematics:

Mathematics is stressed with increased academic periods. This comprehensive program introduces advanced concepts while placing emphasis on the basic math skills that provide mathematics excellence. The use of calculators is restricted to the higher functions necessary in advanced math while mental mathematics drills enhance student capabilities and speed.

Mastery of mathematics requires a firm foundation upon which higher functions build. The fifth and sixth grade levels build that foundation by focusing on mental math, higher level calculations, and speed drills. The seventh grade level includes pre-algebra skills and basic geometry concepts. The eighth grade level moves into algebra, geometry, and complex calculations.

Literature:

The literature program covers cognitive skills in the basal reader such as cause and effect, sequencing, drawing conclusions, and analogies. These skills build from fifth grade through to the eighth grade. Along with these basics, the curriculum covers various novels specifically chosen for their content and applicability to age level. Of primary importance in selecting novels is that they illustrate the practical application of Christian principles. Higher level reading skills are covered through the use of the novels and include comprehension, character analysis, vocabulary, figurative language, and vernacular dialogue.

English:

The study of Language Arts is a priority at Cornerstone. Many schools have opted to drop grammar training in order to promote the creative side of writing. This trend has produced students who are unable to use the English language in a written form with any degree of adequacy. Cornerstone continues to emphasize the basic rules that govern the use of written language.

Cornerstone curriculum focuses on grammar structure and paragraph formation. Students explore parts of speech, sentence structure, and punctuation. Our goal is to give each student the proper understanding of the tools of language to enable proficiency with the written word.

Creative Language:

Students will learn and practice the rudiments of successful writing techniques for prose, research, and essays.

Vocabulary:

This class provides students with the practical application of spelling rules and proper word usage.

Social Studies:

Social Studies not only focuses on the social history of mankind, but it endeavors to explore God's plan for man and the intricacies of social interactions both politically and personally. Assignments, activities, and projects promote cooperative learning, discussions, and interaction. Students are encouraged to explore, question, and discuss relevant social issues and trends in the light of historical revelations.

Science:

Science is the study of God's creation. Of utmost importance is the development of a student's ability to understand that the empirical evidence of science is never in opposition to God's word. The fifth and sixth grade curriculum covers general science topics that are foundational to understanding the scientific method and observable evidence in creation. Seventh grade focuses on Life Science. The curriculum is challenging but provides a foundation for high school biology that is unsurpassed. Eighth grade studies Earth Science focusing on the processes of the Earth's changing nature and our uniqueness in the universe. All grade levels explore the fallacy of Evolution and learn important scientific facts that support Biblical creation.

Additional Curricular Activities:

Cornerstone Christian School provides a well rounded education through the offering of Music, Physical Education, Visual Arts, Computers, Spanish, Creative Language, Vocabulary, Community Service and our Mobile Media Center, Bus 31.

MACSA

Cornerstone Christian School participates in the Mid-Atlantic Christian School Association through student attendance at the Spelling Bee and Track Meet.

ACSI

Cornerstone is an active member of the Association of Christian Schools International. Membership enables us to participate in ACSI sponsored functions. This year's activities include:

- Leadership Conference
- Spelling Bee
- Creative Writing
- Math Olympics
- Elementary Speech Meet
- Track and Field Meet

CONFERENCE POLICY

Conferences for the middle school run on the same days as elementary levels. In order to accommodate those parents who have students in both the elementary and middle school, we do not schedule specific time slots for the fifth through eighth grades. Teachers are available to parents as they arrive. As always, parents may call the school office to schedule a personal conference or a phone conference at any time during the school year. We do ask your understanding in not calling teachers at their homes.

DISCIPLINE

Cell phones:

Cell Phones are allowed to be kept in student's lockers for emergency purposes only, with a written note from the parents. They may not be used during the school day without permission from a teacher. They cannot be removed from the lockers without a teacher's permission. After three infractions, the student will lose **all** cell phone privileges.

Detention:

See page 12.

Suspension:

See pages 12-13.

HOMEWORK

Students who are habitually unprepared for class are unable to fully participate in the learning activities; therefore, chronic missing of homework assignments as determined by the subject teacher will result in detention(s).

LOCKER CODE

- **CCS is not responsible for lost or stolen items.**
- Combination locks are required for students in grades 5-8.
- Lockers are to be locked every night.
- Backpacks are for transporting books to and from school. They must remain in the locker during the school day. Backpacks are not allowed in the classroom during the school day. Backpacks must be neatly closed and straps must be tucked inside the locker. Nothing is to be placed above the lockers during the school day. Items placed above the lockers after school must be removed before 6:30 P.M.
- Lunches are to be stored in a closed lunch pack.
- Lockers are the property of the school. They must be continually maintained and cleaned, or the privilege of using one will be revoked. Parents are not allowed access to the lockers at any time.
- Students may not excessively decorate their lockers. Locker mirrors and tasteful pictures may be used.
- Magnets may be used to post school schedules or academic information that aids in preparedness. No flowers, stuffed animals, or magazines are allowed. The locker is to be used strictly for academic purposes. The student is responsible for the locker. Any loose parts or problems should be reported to the homeroom teacher. Kicking a locker or improper use of the locker will result in a disciplinary action.
- No aerosol or pump spray bottles are allowed. This includes perfumes, deodorants, breath sprays, etc.

STUDENT COUNCIL

The Student Council is comprised of students in the middle school. The middle school student body elects the President, Vice President, Treasurer, Secretary, and Spiritual Liaison. The Student Council represents responsibility, academic discipline, and a leadership role in Christian values. Rules and regulations for the council are decided by the officers and representatives.

TARDINESS

Middle School students should arrive by 8:15 A.M. in order to go to their lockers and put away their backpacks and coats before entering the gymnasium. Any middle school student arriving between 8:40-9:20 A.M. is to report directly to his/her homeroom teacher for a pass. After 9:20 A.M., late passes will be issued by the school office. No student will be admitted into class without a late pass.

SUMMER READING

Students entering Grades 2 through 8 are required to participate in our summer reading program to maintain and improve their reading skills. **Students entering Grades 2 through 8 are required to read and write a one page summary for all books listed for their particular grade.** Upon returning to school in September, students in Grades 4-8 will review their summer reading books with their literature teachers and will be tested. Test grades will be recorded for the First Marking Period. Students in Grades 2-3 are required to have their summaries signed by a parent indicating the books were read and credit will be given to the student towards their First Marking Period reading grade. School office has copies of the novels listed below available for purchase to assist those parents who might not have an opportunity to purchase books at a local book store.

Grade Entering:	Title:	Author:
Kindergarten	Little Owl Books Amber Lamb	A Beka Books A Beka Books
Grade 1	A Beka Reading for Fun Enrichment Library	A Beka Books
Grade 2	Treasure Chest Story Tree Nate the Great and the Stolen Base	A Beka Books A Beka Books Marjorie Weinman Sharmat
Grade 3	Footprints Mr. Popper's Penguins The Swiss Family Robinson	A Beka Books Richard & Florence Atwater A Beka Books
Grade 4	Stuart Little Shiloh My Life As A Smashed Burrito with Extra Hot Sauce: The Incredible Worlds of Wally McDoogle	E. B. White Phyllis Reynolds Naylor Bill Myers
Grade 5	The Lion, the Witch, and the Wardrobe From the Mixed-Up Files of Mrs. Basil E. Frankweiler Quest for the Silver Castle	C. S. Lewis E. L. Konigsburg Lela Gilbert
Grade 6	Call It Courage The Magician's Nephew Old Yeller	Armstrong Sperry C.S. Lewis Fred Gipson
Grade 7	Red Rock Mysteries "Haunted Waters" Stargirl Prince Caspian	Jerry B. Jenkins & Chris Fabry Jerry Spinelli C.S. Lewis
Grade 8	The Bronze Bow The Voyage of The Dawn Treader The Young Traveler's Gift	Elizabeth George Spears C.S. Lewis Andy Andrews

SCHOOL SPIRIT

- **School Colors** Navy & Gold
- **School Emblem** Eagle
- **School Mascot** Echo, the Eagle
- **School Scripture** Isaiah 40:31
- **Spirit Cheer** We are the Eagles!

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and shall not be weary; and they shall walk, and not faint.

Isaiah 40:31

CORNERSSTONE



CHRISTIAN