



Cornerstone Christian School

“...with Jesus Christ Himself, as the Chief Cornerstone.”
Ephesians 2:20

Parent-Student Handbook

REVISED August 2017

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Form to be signed and returned to CCS office after reading *Parent/Student Handbook, Computer/Internet Policy and Code of Conduct.*

Mission Statement:

Cornerstone Christian School is an independent, evangelical and interdenominational school with the primary mission of partnering with parents to develop well-educated, spiritually mature persons, dedicated to Christ, and equipped to contribute to His church, our society, and their own well-being.

Statement of Objectives:

1. To provide a God-centered, Christ-honoring education with a Bibliocentric curriculum in a positive learning environment that promotes a Christian world and life view.
2. To teach the Bible as God's inspired work, emphasizing its application to every area of life.
3. To inculcate pupils with a desire to know and obey the will of God as revealed in the Scriptures.
4. To lead pupils to confess Jesus Christ as Savior and Lord, guiding them to responsible Christian maturity.
5. To impart an understanding of the Christian's role in the church and its worldwide mission of witnessing, evangelism and discipleship, and to stimulate interest and involvement in this mission.
6. To encourage, support and give guidance to the Christian home, to aid families in Christian growth, to cooperate with parents in every phase of developing their children, and to encourage parents to understand and bear their responsibility of educating and training their children.
7. To promote high academic standards and help pupils realize their full potential.
8. To help pupils gain a thorough comprehension and command of the fundamentals of interpersonal communication with an emphasis on reading, writing, speaking, listening and arithmetic.
9. To teach and encourage good study habits, to teach pupils to work independently and cooperatively, reason logically, apply themselves and fulfill their responsibilities.
10. To provide activities designed to arouse curiosity, stimulate creativity, enrich understanding and foster an appreciation of the arts.
11. To promote good citizenship through the development of an understanding and appreciation of the American heritage and Christian tradition of responsible freedom, human dignity and acceptance of authority.
12. To develop an understanding and appreciation of God's world, an awareness of man's role in his environment and his God-given responsibilities to properly use and preserve them.

GENERAL SCHOOL INFORMATION

ARRIVAL AT SCHOOL AND PICK-UP

School is in session from 8:20 a.m. to 3:00 p.m. Students should arrive at **8:00 a.m.**

Students driven to school should not arrive more than 15 minutes prior to the time school starts. **Please do not send children to school earlier than 8:00 am**, as school personnel cannot provide adequate supervision. Teachers are preparing for the day's lessons during this time and are not available to supervise the children.

Students who use District Busing will *not* be considered late, if their bus is late. **Late is any time after 8:20 a.m.** The late child needs to go to the school office to get a **late pass**.

If you are picking up your child at 3:00 p.m., parents/guardians are asked to sign the *Pick-Up Book* and wait in the gym, for their children to be released by the teacher. Doors to the gym will be opened at **2:50 pm, not any sooner**. **Please do not go to the classroom.** **Pick up time is 3:00 p.m.** Please be courteous to our staff and please be on time.

Late Pick-up Policy: If your child is not picked up by 3:15 pm, your child will be placed in the After School Program and you will be charged accordingly. If there is no After School on that day, there is a \$1.00 per minute late fee that is due immediately, by cash or check. If there is a serious emergency, we will do whatever we need to do to help you and your child. Parents should call the office as soon as they realize they will be late.

ATTENDANCE

DAILY ATTENDANCE AT SCHOOL IS IMPORTANT IN ORDER FOR EACH CHILD TO RECEIVE THE MAXIMUM BENEFIT FROM REGULAR DAILY SEQUENTIAL INSTRUCTION. STUDENTS SHOULD NOT BE ABSENT OTHER THAN FOR ILLNESS OR EMERGENCY.

Parents must notify the school office, 634-7977, press 1 for Cornerstone, before 8:20 a.m., should illness or other unexpected needs require that a youngster be absent. You may call during the night and leave a message on the answering machine. We will attempt to follow up on any absentees whose parents have not notified us. We look forward to your cooperation in providing this additional safety margin for the youngsters entrusted to our care.

IT IS THE POLICY OF CORNERSTONE AND NYS EDUCATION DEPARTMENT TO HAVE EVERY ABSENCE DOCUMENTED, THEREFORE, AN ABSENTEE NOTE MUST BE SENT IN WHEN THE CHILD RETURNS TO SCHOOL.

Absentee Notes:

WHAT TO INCLUDE IN THE NOTE: When a child must be **ABSENT** from school, it is necessary that the parent **SEND A NOTE** to the child's teacher upon the child's return. Please include the following:

- **DATES ABSENT**
- **REASON FOR THE ABSENCE**
- **CHILD'S NAME**
- **PARENT'S SIGNATURE**

Students who return to school without a note will have an unexcused absence.

WHEN TO GET A DOCTOR'S NOTE: If the absence is due to a **communicable disease** or if the **illness is (5) days or more**, a **DOCTOR'S NOTE** is required to permit return to school. If children come to school without a doctor's note and appear to be ill or contagious, they will be sent home.

Anticipated Vacation Absences: Vacation trips are **unexcused absences** and should be planned to coincide with school holidays. Parents who wish to take their children out of school for more than five (5) days for vacation purposes must notify the principal. For anything less than five days, the teacher should be notified two weeks before. Teachers may not be able to give assignments prior to trip. Teachers are in no way obligated to plan their lessons in advance for students on vacation. Daily missed work is required to be completed by the student within the time limit established by the teacher prior to the vacation.

Contagious Diseases: Please contact the school **immediately** if your child is diagnosed with a contagious disease. Do not send your child to school if you suspect the possibility of any contagion, including persistent coughing, sore throat, and sneezing or runny nose. **Pink eye** and **ringworm** are also very contagious. Students will be sent home from school immediately and can only return if they have a medical physician's note.

Excessively Absent: Children who are absent too often run the risk of falling behind in their education. Children who are excessively absent, without a doctor's note, *will be considered truant* and will be subject to summer school in their district's public school and/or be retained at CCS for lack of attendance. If the child is chronically ill and has a note from a pediatrician, we will do all we can to help.

Fever: All children **must be without fever for a period of 24 hours before returning to school.** If your child was sent home from school with a fever of 100 degrees or more, they may not come to school the next day.

Fractures: Any student with a fracture will need a doctor's note stating the child cannot participate in gym or recess. Upon healing of the fracture, another note will be needed to say the child can resume participation. Students will attend gym and recess but not participate.

Head Lice: If your child contracts head lice, do not send him to school until 24 hours after treatment has been administered. For health and safety purposes, we request reporting all cases to the school office. Lice can and does happen to *anyone* and needs to be treated immediately.

Ringworm: If your child contracts ringworm, a contagious fungus infection, the school will need an official note from a physician, and it must say the child is under treatment and can return to school. Children with untreated ringworm at CCS will be sent home.

Stomach Virus: Please **do not send** your child to school for **24 hours after they have vomited.** This helps your child to recuperate and possibly keep them from picking up another virus in their weakened state. It also helps to stop the spread to others in the school community.

EXCUSED AND UNEXCUSED ABSENCES

- ❖ **Excused** *Non-Attendance* are defined as absences, tardiness and early departures from school due to personal illness or death in the family, impassable roads or weather, quarantine, required court appearances, physician appointment, or other such reasons approved in consultation with CCS Administration.
- ❖ All other *Non-Attendance* is considered **unexcused** absences.
- ❖ All *Non-Attendance* must be documented. It is the parent's responsibility to notify the school office within 24 hours of the *Non-Attendance* and to **provide a written excuse** upon the student's return to school.
- ❖ A student leaving within the first 90 minutes of arrival will be considered absent for the day.
- ❖ At the elementary school level, any student with more than **7 unexcused absences for one-half year** or **14 unexcused absences for a full year** is in jeopardy of grade retention.

In the event that a child sustains serious injury or becomes ill during the school day, the child's parent will be reached by telephone and asked to come to school for the child. If the parent cannot be reached and the illness or injury appears to require immediate care, emergency procedures will be used. We retain the right to seek professional help, including ambulance, emergency room and physicians' services. *It is important that we have your child's current health insurance information. Parents will be responsible for the payment of services obtained on the child's behalf. Parents will always be contacted immediately and are the preferred means of transporting an injured child if the situation allows.

Emergency Phone Numbers: It is imperative that parents provide the school with the telephone number and name of a relative or neighbor, who may be called for assistance in the event that the parent cannot be reached. Please do not list your home phone as an emergency number, as the school will automatically call the home number and then a work number. **Give both parents' work phone, cell phone and the number of a relative or neighbor.** A third party is needed in the event parents are unavailable.

Injury at School: If a child is injured during school hours, an *Accident Report* will be sent home. Parents need to sign and return the *Accident Report* form, which will be put into the student's file. CCS is covered by Gracepoint Gospel Fellowship's insurance policy. Insurance claim reports should first be submitted to your own insurance company and then to our insurance company to pay the difference.

Injury to Head: If during the school day your child gets a bump to the head, we will attempt to notify you by phone. If we cannot reach you, we will leave a message. Most bumps are not serious, but we want to keep you informed.

Medication: Cornerstone Christian School Staff **may not administer** medication of any kind, prescription or over-the-counter, to children attending our school **unless specific instructions are signed by a physician accompanying the medication.** **Parents must bring the medication to the office.** Parents must not send in medication with a child. All medication must be in the original container. Parents are to leave a signed note giving permission to administer medication. This procedure is in compliance with East Ramapo's regulations.

Asthma: Students with asthma may carry and use a prescribed inhaler during the school day with the written permission of an authorized health care provider and parental consent.

BEHAVIOR CODE

In order to insure spiritual and educational benefits for all students, each student will be required to accept and obey all rules and regulations of the school. Our primary objective will be to develop respect for those in charge and to develop self-discipline on the part of the student. While on school grounds or a school sponsored trip, students are under the supervision and monitoring of CCS teachers and staff. Staff may have to correct a child's behavior even in the presence of the child's parent. This is not necessarily a reflection on the parent.

BUS POLICY

Students will be put on their bus unless a note has been sent in, or a parent calls before 2:00 p.m., to give permission not to send the child on the bus. Permission must be given to an adult in the office. **A teacher cannot accept a child telling them they are not going on the bus, unless it has been confirmed with a signed and dated note from the parent or a phone call to office personnel before 2:00pm.** If a child is distraught, the principal will not send them on the bus. The parent will be responsible to pick up the child immediately.

Take some time to establish a positive relationship with the driver and the bus company. Please take the time to talk with your child about appropriate bus behavior and safety. If you suspect there may be a problem in this regard, **talk with the bus driver first.** If the problem persists, notify our office. Students may receive a bus conduct report from the bus driver and/or from CCS. **CCS reserves the right to suspend or revoke bus-riding privileges to students who neglect to follow *Student Responsibilities on the bus.*** Bus companies do issue *Conduct Reports* to the school, which in turn will be sent home to the parent.

BUS TRANSPORTATION

Your school district handles all scheduling of routes, times of pick-up and drop off, and hiring of drivers. They generally mail a time schedule to your home the week before school begins. It is a good idea to know the child on the route who is picked up just before your child. Application forms for bussing can be obtained from the Cornerstone Christian School office, but **parents are responsible for filing for transportation by APRIL 1st** for the following year.

Due to insurance requirements, buses can only carry children from their own school district.

Bus Drills: Three times a year, we conduct state-mandated drills. These drills take place during the school day. East Ramapo Bus Transportation provides bus drill instructors.

CANCELLATION OF SCHOOL

On days when weather is severe, parents are urged to make sure that school will be in session before dropping their children off at school. Examples are snow, ice conditions, hurricanes, flooding, etc...

Should the weather get severe and the children are **already at school**, there may be a need to send the children home due to the bad road conditions.

Early Dismissal: CCS attempts to reach parents via “One Call Now” and/or email, *while children are in school*, in case of an early dismissal. All phone numbers must be up-to-date. Parents may call the office if it begins to snow and they are not at their usual phone number in order to be reached. When students are sent home because of an early closing, please be sure arrangements have been made in advance so your **children know where to go, if they come home to an empty or locked house.**

For School Closing Information: When school is going to be closed or opening delayed, an announcement is normally made by 7:00 am. If there is a need to close schools early, all school buses will pick up early. The bus districts usually call us to say they are coming to pick up the students. Parents should check the following for announcements:

WHUD 100.7 FM

NEWS 12 TV Channel 12

Message on School Phone

Check our website:

www.ccsny.org

One Call Now (To all Families)

Parents may also access the school closing information on: **www.cancellations.com** and sign up through Cancellations.com for email notification.

CELL PHONES

All Cornerstone students are not to use cell phones during school hours. If a cell phone is at school, it must be secured in the student’s backpack and turned off. Cornerstone will not be responsible for any lost, stolen or damaged cell phones. A teacher or staff member will take away any cell phone that is seen or heard. Parents will be responsible to come to the office to retrieve the cell phone.

CHANGE OF ADDRESS

If you change your address, telephone numbers, or work location, please notify the school office. Please inform us of emergency numbers that change too. It is important that the emergency information in your file is current.

CLOTHING

Each year we give away many fine articles of clothing which are unclaimed. Parents are urged to see that their **children's names are on CCS sweatshirts, hats, coats, gloves, and other articles of clothing**, which could be lost at school. This helps to avoid confusion and aids in identifying lost clothing. Please dress small children so that they can put on and remove their own outdoor clothing. It is helpful if there are large loops on coats and sweaters to make hanging them up easier. During inclement weather, children should be dressed in suitable clothing. The students need to wear a **CCS T-shirt under a CCS sweatshirt** so they may remove their sweatshirt when it gets too warm during the day.

DISCIPLINE PHILOSOPHY

At Cornerstone Christian School, we believe that discipline is different from punishment. Discipline is corrective and positive in nature. Discipline is directed toward developing an integrated, self-functioning, motivated personality. Punishment, however, is merely the payment for improper or incorrect actions. It is our purpose to discipline, not to punish, as this emphasis is consistent with our philosophy of education. Our ultimate objective is always the development of Christ-like character in the child. Our goal is to see evidences of progress toward the continued development of self-discipline, which is evident in the fruit of the Spirit. *“But the fruit of the Spirit is love, joy, peace, long suffering, gentleness, faith, meekness, temperance; against such there is no law.” Galatians 5:22-23.*

We believe students learn self-discipline through four aspects that reflect God's principles of behavior:

1. **ORDER** is the organization, which provides a good environment for learning.
2. **TRAINING** is the process of practicing what is right.
3. **CORRECTION** is the discouragement of wrong behavior.
4. **AFFIRMATION** is to encourage students to continue in obedience.

DISCIPLINE PROCEDURE

The classroom teacher is responsible for establishing classroom rules at the very beginning of the school year. The rules will help maintain an **orderly** environment favorable for learning. Each teacher should maintain classroom behavior in a manner according to Christian principles set forth in scripture. **Train** the students to use correct words for encouraging and edifying the Body of Christ. When possible, the teacher is to **correct** wrong behavior with pre-established consequences. At all times, the teacher should be **affirming** those students who are meeting the expectations of behavior. The teacher should **affirm and restore** those students who have been corrected.

Discipline throughout the school is a team effort and therefore requires that any teacher or staff member could correct an inappropriate action at any grade level. Students should expect to be corrected by any teacher whenever they display unacceptable conduct. In the case of **minor situations** (i.e. running in the building, chewing gum, talking out of turn, teasing, swinging arms, etc...) parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful. If the minor situation becomes a repetitive behavior, the parent will be notified with a discipline slip and/or a phone call. Disciplinary corrections can be but are not limited to, non-participation during specials and/or extra-curricular activities.

Other more **serious offenses** (i.e. willful destruction of property, theft, cheating, fighting, lying, use of profanity or obscene gestures, disrespectful or rebellious attitudes, violent threats, carrying weapons, use of ordinary objects as weapons, etc...) will most certainly result in detention, in-house suspension, suspension, and/or expulsion. The parent will be notified by either the teacher or school administrator by way of a letter, a discipline slip or a phone call. Corporal punishment is not used at CCS.

*Please note, it is not possible to list all types of misbehavior for which corrective action will be taken.

Discipline Slips: They will be given to any students in need of discipline. The office and teacher get a copy. Slips are to be brought home and signed by the parent. The discipline slip must be signed and turned in the next day. If we do not receive it the next school day, the parent will be notified by phone.

Academic/Disciplinary Probation: All new students to CCS are subject to academic and disciplinary probation for the first 90 days of attendance. Within this time period, CCS reserves the right to dismiss a student for academic or disciplinary reasons without condition.

Conflict Resolution Strategies: CCS will attempt to help our students resolve conflict through the use of conflict resolution strategies found in *Peacemaker*, written by Ken Sande, and *The Young Peacemaker* curriculum, written by Corlette Sande. The staff uses the “5A’s with God” found in *The Young Peacemaker*, which is based on four principles in the Bible; repentance, confession, forgiveness and restoration. The 5 A’s are: Admit, Apologize, Accept, Ask and Alter.

DRESS CODE

Because outward appearance is a reflection of the heart and mind, our students are expected to cultivate and exercise good taste and judgment in both dress and personal appearance at all times. Research has determined that there exists a correlation between attire and behavior and that self-esteem is intricately related to one’s appearance. We believe that one’s dress and appearance must support a positive, healthy self-concept. Modesty, neatness, cleanliness, and practicality are goals sought in providing guidelines for appropriate attire at CCS.

CCS requires uniforms for Kindergarten – 8th grades.

Gym uniforms can only be worn on gym days or by teacher request for a class trip.

**** Students who have not complied with the school dress code, and have incurred a 3rd offense, will have after-school detention for 40 minutes. Parents will be responsible to pick up their child. ****

Parents can purchase *CCS T- shirts in the school office*. *Official CCS Uniforms are purchased at *Flynn & O’Hara Uniform Company: (800-441-4122)*.

CCS DRESS CODE for BOYS

UNIFORM DAYS – Three days a week

Kindergarten through 2nd Grade:

- *Official Sweater *and/or* Sweater Vest *and/or* Polar Fleece
- *Official Polo Shirt, long *and/or* short sleeve, in white or burgundy
 - Slacks beige or khaki (no cargos)
 - Shorts beige or khaki (September, October, April, May and June)
 - White button-down dress shirt with solid color burgundy tie and Official vest or sweater

3rd through 8th Grade:

- *Official Sweater *and/or* Sweater Vest *and/or* Polar Fleece
- *Official Polo Shirt, long sleeve (winter) *and* short sleeve (spring), in white only
 - Slacks beige or khaki (no cargos)
 - Shorts beige or khaki, white sneakers may be worn (September, October, April, May and June)
 - White button-down dress shirt with solid color burgundy tie and Official vest or sweater

GYM UNIFORM – Two days a week

- Official Sweatshirt maroon
- Official Sweatpants maroon
- Official Gym Shorts maroon nylon micromesh
- Official CCS T-Shirt (purchase at CCS office)
 - Sweat-shorts maroon in color
- *Official Hooded Sweat Shirt 3rd - 8th

Hair should be neatly trimmed and combed. Haircuts should not include a design shaving, mohawk or any other type of “new fad” cut, unless approved by administration.

Shirts should be tucked inside pants.

Footwear should be black or brown uniform dress shoes for dress uniform and sneakers for gym uniform, both being in good taste and conducive to health and safety standards.

Unacceptable Dress for Boys is as follows:

- Blue jeans or denim pants
- Tight fitting clothing
- Oversized clothing
- Message on clothing
- T-shirts (except CCS T-shirt on gym days)
- Tank tops or shirts that expose skin
- Sweatshirts (except CCS sweatshirt on gym days)
- Waistband of pants hanging below waist
- Overalls or cargo pants

CCS DRESS CODE for GIRLS

UNIFORM DAYS – Three days a week

Kindergarten through 2nd Grade:

- *Official Sweater *and/or* Sweater Vest *and/or* Polar Fleece
- *Official Polo Shirt, long *and/or* short sleeve, in white or burgundy
- *Official Jumper maroon plaid color *and/or*
- *Official Kilt Skirt maroon plaid color *and/or*
 - Skorts (skirt with shorts) khaki color *and/or*
 - Pants khaki color *and/or*
 - Shorts khaki (September, October, April, May and June)
- *****Stretch shorts worn under a skirt or jumper are permissible**

3rd through 8th Grade:

- *Official Sweater *and/or* Sweater Vest *and/or* Polar Fleece
- *Official Polo Shirt, long sleeve (winter) *and* short sleeve (spring), in white only
 - Skorts (skirt with shorts) khaki color *and/or*
 - Pants khaki color *and/or*
 - Shorts khaki, white sneakers may be worn (September, October, April, May and June)

GYM UNIFORM – Two days a week

- Official Sweatshirt maroon
- Official Sweatpants maroon
- Official Gym Shorts maroon nylon micromesh
- Official CCS T-Shirt (**purchase at CCS office**)
 - Sweat-shorts maroon in color
- *Official Hooded Sweat Shirt 3rd - 8th

Hair should be neatly trimmed and combed. No “hair fad colors” of any kind are allowed.

Footwear should be black or brown uniform dress shoes for dress uniform and sneakers for gym uniform, both being in good taste and conducive to health and safety standards.

Acceptable footwear includes dress or casual shoes and sneakers in good repair.

Unacceptable footwear includes sandals, high heels, and clogs.

Unacceptable Dress for Girls is as follows:

- Miniskirts
- Sheer blouses
- Exposed midriff
- Jeans or denim pants
- Skirts should be no more than 2” above the knee
- Sweatshirts (except CCS sweatshirt worn on gym days)
- Long nails that interfere with the school day or can cause harm
- Makeup* (permissible on special occasions *only for 6th – 8th graders*)
- Overalls
- Oversized clothing
- Tight fitting clothing
- Cargo pants
- T-shirts
- Low cut tops
- Tank tops

- ***DRESS CODE for GYM DAYS** (Mandatory for *All Students*, K through 8)
- *Official CCS T-shirt (gym days only). These are sold in the CCS office.
- *Official CCS sweatpants and/or shorts and sweatshirts (gym days only)

EMERGENCY PLAN DESTINATION

Specific plans and procedures have been developed for CCS as part of the **Rockland County Radiological Emergency Plan for the Indian Point Nuclear Power Plants**. Below is a list of 5 actions that could take place depending on the severity of the incident at Indian Point and the potential danger to the general public. These steps are taken to protect the health and safety of our students. Rockland County Officials will notify schools at the earliest stage that an incident has occurred. One of the following actions will be ordered:

1. Schools may continue *normal school session until the end of the school day*, at which time students would return home in their usual manner.
2. School would be *cancelled* for all schools in Rockland County.
3. School would be ordered closed and the *children would be returned home by bus or parent pick-up*. (Similar to a snow closing when children are in school.)
4. In the event the above third action is not the safest course of action, based on the information and instruction from the Rockland County Emergency Coordinator, *children and staff may be ordered to take Shelter-Within the school*. *IOSAT, potassium iodide pills, will be distributed to children whose parents have sent in permission slips for their children to be given the pills.
5. Schools within the 10-mile Emergency Planning Zone for Indian Point (this includes CCS) may be **evacuated to a School Reception Center by county buses**. This occurrence would be extremely rare.

**CCS would be evacuated to: BERGEN CATHOLIC HIGH SCHOOL
1040 Oradell Avenue, Oradell, NJ 07649
201-261-1844 OR 201-261-0023**

FIRE DRILLS

These are conducted throughout the year. When the alarm sounds, all persons in the school building must file out in a quiet, orderly fashion and go to their designated location. *Students must walk and not talk*. Each student is to remain with his class at all times. All classes will have two assigned exits and are to remain outside away from the building until a signal is given to return to the classroom.

GRADING

For Kindergarten and first grade, the letters O, S, N are used for **Outstanding**, **Satisfactory** and **Needs improvement**. This is developmentally appropriate for children in early childhood.

Second through forth grades receive letter grades that coincide with numerical grades:

A+ = 97- 100	B+ = 87 - 89	C+ = 77 – 79	D+ = 67 - 69
A = 93 – 96	B = 83 – 86	C = 73 – 76	D = 63 - 66
A- = 90 – 92	B- = 80 – 82	C- = 70 – 72	D- = 60 – 62

Fifth, Sixth, Seventh and Eighth grades receive numerical grades:

A+ = 96-100	B+ = 86-89	C+ = 76-79	D = 60-69
A = 93-95	B = 83-85	C = 73-75	F = Below 60
A- = 90-92	B- = 80-82	C- = 70-72	

Honor Roll is awarded to students in grades 6th, 7th, and 8th. In order for a student to qualify for Honor Roll that student must have achieved an average of 90-95. For High Honor Roll, a student must have achieved an average of 96 and higher. Lowest grade for Honor Roll is 80% for a specific grade and for High Honor Roll is 85% for a specific grade.

HEALTH CARE

The East Ramapo registered nurse is available for CCS. She makes on site visits two mornings a week. She keeps the immunization and medical records up to date. She assists with the preventive health screening.

Your child's *Immunization Record* is required at the time of registration. New York State Law requires a physical examination of new students and students entering kindergarten, 2nd, 4th and 7th grades and at any other time deemed necessary in the educational interest of the student.

***Services Provided to CCS by East Ramapo School District:** Annual vision screening, an annual hearing screening, scoliosis screening for all children 8 years of age and older, and the maintenance of individual cumulative health records, for each CCS student, are provided. Academic evaluations are provided when deemed necessary, after parental consultation.

HEALTH INSURANCE: All students attending Cornerstone **must have health insurance coverage.** If a student is not covered under the parent or guardian's health provider, Rockland County Department of Health offers Health Insurance Programs for Children that are free or low cost. Call the Health Dept. at 845-364-3394 or go to www.rocklandgov.com and ask about **Child Health Plus.** Proof of coverage must be given at registration and re-enrollment.

LOST & FOUND

Please **label all clothing, lunch boxes and supplies.** This expedites the search for the rightful owner in the event these become lost. All items found should be turned in to the classroom teacher, and they will be placed in the lost and found box. We cannot be responsible for lost items that have not been claimed in a timely fashion.

LUNCH PROGRAM

CCS provides a *Lunch Program* through Whitson's Food Service. If parents choose not to use this service, **students should bring their own bagged lunch** with them to school. Please send in **cash or a check made out to CCS,** at the time you place your order. Print child's name on the check. Should your child forget his/her lunch, provision will be made to give the student a sandwich and juice or milk. A fee of \$1.60 for the sandwich/drink will be charged to the next month's lunch calendar. Payments not made for lunch will be added to tuition. Please put the child's name on the lunch calendar you send to school. **A microwave is not available for student lunches.** Lunches from fast food restaurants may not be brought in, except for a birthday lunch.

PARENT INVOLVEMENT

We believe that God has entrusted to your care the well-being of your child. We are partners in educating your child, but cannot assume full responsibility. **It is important for you to be involved.** To invest your time and effort is to show your children that their education is important to you. Research indicates that **parental involvement is critical to a student's success in school.**

Parent Teacher Fellowship- The purposes of the PTF are as follows:

- To provide and encourage avenues of communication between home and school.
- To assist parents in enabling their children to succeed.
- To enable parents to provide input regarding school programs and assistance.
- To enable parents to stay informed about Christian Education.

It is essential to CCS that at least one parent per family attends PTF meetings. This is in keeping with your “Pledge of Partnership” agreement. Please see the *Parent Calendar* for Scheduled PTF meetings.

PARENT PLEDGE OF PARTNERSHIP (on back of Re-Admissions form)

Parents should recognize that the teachers and staff are laborers of Christ, co-laboring with parents to give their children sound academics, with Biblical truth and a Biblical worldview. Parents should seek the advancement of Cornerstone Christian School. If a problem should arise, the pattern in Matthew 18:15-18 is to be used.

PLEDGES

The three pledges used at CCS are the *Pledge to the American Flag*, *Pledge to the Christian Flag*, and *Pledge to the Bible*. Everyone is expected to stand and cover their heart with their right hand. Students learn them quite quickly, so it is not necessary to study them.

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.”

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

Bible Pledge: “I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and light unto my path. I will hide God’s Word in my heart, that I might not sin against God.”

SCHOOL BOARD

You are welcome to write or contact the Board Chairperson. Please call school office for name and address. Meeting dates are generally held on the third Thursday of the month.

STUDENT RECORDS

The Buckley Amendment, of the Family Educational Rights and Privacy Act of 1974, grants the right of access by parents to their child’s educational records. If you wish to see your child’s records, please call the office for an appointment. These records cannot be released to persons or institutions outside the school without written request of the parents or court appointed guardian.

SUGGESTIONS OR CONCERNS

Please refer to **Matthew 18:15** in handling any suggestions or concerns which you may have. Go first to the individual directly involved, and *make an appointment* with that person. When proper channels have been followed and conflicts are still unable to be resolved, a third party (another teacher, or the principal) may be notified. The goals of resolution of conflict and restoration of individuals are primary.

TELEPHONE CALLS AND MESSAGES

All telephone calls and messages to students or teachers must be directed to the school office, **634-7977**, “press 1” for CCS. Students or teachers cannot be called out of class except in an emergency. Student use of the telephone will be limited to *urgent* calls only. Please **try to avoid last minute messages to student and teachers**, as **2:30-3:00 is often very busy** and may lead to miscommunication.

TESTING

Tests and quizzes will be administered throughout the year. Students in 3rd through 8th grades will be given the New York State English Language Assessment (ELA), NYS Math Test (3rd through 8th grades) and NYS Science Test (4th & 8th grade). 1st and 2nd grade receive standardized IOWA testing during March. IOWA test results will be sent home.

TRADING CARDS AND TOYS

All trading cards and toys should be left at home. In the past, these have caused conflict among students or disappointment for the owner if the item became lost.

TUITION ACCOUNTS

In the event that an account becomes **overdue**, CCS will continue to hold parents responsible for satisfying the account. It is the responsibility of parents to notify the school, if personal or financial difficulties prevent them from making timely payments, before the payments are due. Tuition must be paid in full or paid thru FACTS tuition management over a 10 month period, beginning July ending in April. In the unlikely event one of these options is not chosen, there will be an **Additional \$250 administrative fee** to be paid to CCS before the student attends school each year. Application/testing/registration fees are **non-refundable**.

Please be advised that the agreement to have your child attend Cornerstone Christian School is a contractual agreement. Our budgets and school management plans are based on enrollment. Based on this, we are compelled to remind families that the agreement is a full year commitment. If a child(ren) withdraws from Cornerstone, during the school year, the family is responsible for paying the full year tuition. **In the event of non-payment of tuition, parents are responsible for any legal fees, costs and disbursements incurred by Cornerstone Christian School, to recover payment.**

Student(s) will not be permitted to attend school, if account becomes 60 days past due. Until the balance is paid in full, the following is in effect:

- The student's academic records cannot be released to another school.
- Report cards will not be given to parents.
- Outstanding tuition balance jeopardizes any guarantee of placement for the following year.
- If the student is in eighth grade, they will be unable to participate in the graduation ceremony.

The scripture says, *"Let no debt remain outstanding."* (NIV Romans 13:8a)

FACTS Tuition charges a fee for payments that are returned. Payments will be reattempted.

PARENT PARTICIPATION FEE:

It is required that each family pays a Parent Participation Fee of **\$100.00, for every new school year**. You have to volunteer a **full 15 hours, per year**. **This fee is kept on your account and if you have completed the 15 hours, it is rolled into the following year's account.** There are many ways to meet your hours throughout the year. Please ask your child's teacher as well as us, the CCS Office, to help you find activities that would be best suited to your needs. You may also enlist other family members, such as grandparents, as long as they know the Lord to volunteer time.

VOLUNTEERS

Volunteers are vital to Cornerstone's growth and success. A volunteer is a person who performs a service. A list of opportunities is given as a handout at *Meet the Teacher Night* and available at the school office.

WORKDAYS

During the school year, workdays are scheduled to keep our school facilities clean and safe. Because we are striving to help repair or do odd jobs around the building and grounds, at least two scheduled workdays are held during the year. You will be notified of these days through a flyer. Parents who are not able to attend scheduled workdays may be able to help periodically in other ways. We ask that you consider it a part of your responsibility to CCS **to share in these maintenance tasks**. Also, a maintenance list will be kept in the school office for those who wish to help.

CLASSROOM INFORMATION

BIRTHDAYS

A student may bring in a special birthday snack (cupcakes or brownies are a good choice) to share with classmates, but the time is limited to 10 minutes during snack. **Please do not bring in party bags**. Birthday snacks are up to the discretion of the classroom teacher. Permission from the classroom teacher is required at least 2 days before. **Birthday “parties” for students are not to be held during school time.**

CLASSROOM ROUTINE

Students will receive instructions in Bible, Reading, Mathematics, Language Arts, Spelling, Handwriting, Social Studies, Science, Computer, Health, Art, Music, Spanish, and Physical Education. Students are expected to come prepared to class with textbooks, necessary materials and completed homework assignments.

CLASS TRIPS

Teachers will plan *educational trips* throughout the year. Students will receive a *Trip Permission Slip*. It will have information about the trip, a tear off section, which **must be returned** so that your child may go on the trip, and a request for chaperones. If a permission slip has not been returned to school, then that child will remain at the school. It is important to abide by the dates for turning in permission slips and money. Some

trips are very popular with many other schools, therefore making it more difficult to secure a reservation. Money for the trip may be due early, so that your child’s teacher can secure a reservation.

Class Trip Volunteers: Charter Buses will be used for class trips, at a small fee. Parents are needed as chaperones for class trips. The teacher will make the decision, as to who will be the chaperone, based on the needs of the class, circumstances concerning time and in fairness to enable different parents to chaperone. **Parents will be notified, if they are chaperoning.** Please send a note to the teacher if you need to know by a certain day in order to take off from work. If you are designated as a chaperone then all the time may be used as Volunteer Time.

7th and 8th grade Spruce Lake Trip: This is an annual trip at a Christian Outdoor School. It is a three-day trip at a Mennonite Camp. The students go to classes mostly outside and learn a great deal about the character of our Creator and His creation. More information is given later in the year. The students pay approximately \$185.00 each, this includes 6 meals. It is helpful if the students begin in September to save their own money towards this trip. A parent organized and administration approved class fundraiser can help defray the cost.

FIELD TRIPS

Field trips are regarded as *an extension of the classroom*. The intent of the trip is educational and is related to the content that is studied in that grade. There will be follow up activities for students, such as a journal entry, a report, spelling/vocabulary words, artwork, and/or an evaluation to be completed after the trip. One field trip per year may be a fun-fellowship trip. These are usually taken at the end of the year. Parental permission must be received in order to participate.

NO STUDENT IS TO BE ALLOWED ON A CLASS TRIP WITHOUT **WRITTEN** PERMISSION.

KINDERGARTEN

A full day Kindergarten program is provided. This allows time to develop all aspects of each child's needs (behavioral, emotional, intellectual, social, spiritual, and physical). Parents of kindergarteners are encouraged to volunteer at times in the K-room. Please see the teacher first.

The first two days of Kindergarten are half days. Dismissal is at 12:00 p.m. noon. There is **NO bus service for the NOON pick-up for these two days. Please arrange for pick-up of your Kindergartener.** After these two days, Kindergartners follow the CCS calendar.

HOMEWORK

The primary purpose for homework is to reinforce concepts taught in school. Homework assists in the development of self-direction, initiative, independent thinking, and good working habits. Students will be provided assignments according to grade level and subject. Homework/Projects assigned during vacation breaks will be given 1 week in advance. Students will have the flexibility to complete the assignment before the break.

As a general rule, homework times will fall within the following guidelines:

Kindergarten:	Occasional assignments or requests to bring materials from home.
1 st Grade:	15 – 30 minutes per night.
2 nd /3 rd Grade:	30 – 60 minutes per night.
4 th /5 th Grade:	45 – 90 minutes per night. In addition, reports and long-range assignments will be required.
6 th /7 th /8 th Grade	60 – 100 minutes per night. In addition, reports and long-range assignments will be required.

There are many factors that might influence the amount of time that your child takes in completing homework. If you find that your child needs more time than suggested above, a parent-teacher phone conference should be scheduled.

Ordinarily, it is expected that work missed due to absences will be made up. You may arrange with a school friend to pick up the homework for your child. If you wish to pick up your child's homework, please notify the school office **before 10am** so that homework assignments can be gathered for **pick up between 3:00 – 4:15pm.**

Students are expected to complete their assignments on time. Please contact your child's teacher, by phone or note, **prior to the due date**, if homework has not been complete. A late assignment penalty will be reflected in the assignment grade. Only in an emergency will there be no late penalty.

Parents may be of help by designating a daily block of time for completing assignments, as well as providing a place where distractions and noise will not interfere with work. It is best to aim for consistency (same time and place each day) and to avoid attempting homework when a youngster is too tired to concentrate properly. **Good study habits** taught and practiced during elementary years will carry over through high school and college years. It is helpful to provide your child with a calendar and have him/her write down long term assignments, due dates, start dates, etc. Adhering to a set bedtime is beneficial to overall school success.

MEMOS

Please check your child's Two-Pocket folder daily for communications from your teacher or the office.

It is very important that you do your part in helping to maintain good communication.

REPORTCARDS/PROGRESS REPORTS

Progress reports (Grades 1-8) are sent home with the students 4 times a year, after the middle of the quarter. Report cards are issued after each quarter. You will receive the first and second quarter report cards at the parent teacher conferences. The third and fourth quarter report cards are sent home with the students. Report cards must be signed by the parent and returned to the teacher. At the end of the year, the parent keeps the original report card.

SUPPLIES

A supply list will be sent to you before the school year begins. Please adhere to the sizes due to the limited space inside a desk. **Also, use a permanent marker to write your child's name on the supplies.**

RECESS

Students will normally receive a morning break and/or snack time. All grades will have approximately 40 minutes for lunch and recess in the afternoon. Bathroom and water fountain use should be limited to recess and snack time.

SNACK

Snacks must be healthy. We suggest a fresh fruit or vegetable or dry cereal like *Cheerios* or *Kix*, or yogurt or crackers. **A sugary snack is not healthy. Cookies and soda are not healthy.** Snack time should last no longer than 10 minutes. Children need to have only **one item** for **snack**. A snack is not a meal. A snack is to take the edge off hunger so they can focus on academics until they can eat their meal at lunch.

TEXTBOOKS

Textbooks will be distributed at the beginning of the school year. Students are to **write their names in the books and keep them covered with book covers at all times.** Do not tape a protective cover onto the textbook itself. Lost or damaged books must be replaced by parents/guardians. **Parents will be charged for the cost to replace lost or damaged textbooks.** In order to prevent class work from being hindered, please make sure that books do not remain at home.

SPECIALS

Physical Education: All students are expected to participate in physical education activities, unless excused by a written physician's note for medical reasons. Students must wear sneakers and CCS gym uniform on assigned gym days. Each class will have two assigned gym times during the week.

Music: The purpose of our music program is to develop an appreciation for God's gift of music, as well as development of musical skill. Third graders are required to purchase recorders through the school.

Chapel: Chapel is held twice a week and is led by CCS staff, pastors or special guests. Students may also take part in the services either individually or by class. Parents are invited to attend. Chapels are on Tuesdays for grades K through 3 and Wednesdays for grades 4 through 8, at 2:30 pm.

Computer: Kindergarten through 5th grade will have lab time at least once a week throughout the year.

STUDENT RESPONSIBILITIES

During the School Day – Students Have a Responsibility to:

1. Follow directions the first time given.
2. Keep body parts to themselves at all times.
3. Use appropriate language. “Encourage one another, build one another up with your words.” No teasing, put downs, foul language, or harassment.
4. Use only school approved equipment.
5. Use equipment properly.
6. Walk, when inside the building.
7. Eat in the classroom and lunchroom only.

In the Classroom – Students Have a Responsibility to:

1. Follow directions the first time given.
2. Come prepared to do school work.
3. Listen while others are speaking. Wait their turn to speak.
4. Keep their classroom and desk neat and clean.
5. Use inside voices.

In the Hallways – Students have a Responsibility to follow the “Rules of the Road”:

1. Eyes forward.
2. Hands at sides.
3. Bodies behind bodies.
4. Mouths closed.
5. Listen for instructions.

During Lunch – Students Have a Responsibility to:

1. Get lunch and go to assigned table.
1. Remain seated until instructed to do differently.
2. Dispose of garbage properly and be certain table and floor is tidy before dismissal.
3. Follow the directions, given by the teachers and lunch monitors on duty, the first time.

During Indoor Recess – Students Have a Responsibility to:

1. Choose quiet games or work.
2. Follow instructions the first time.
3. Show honor to staff and volunteer persons on duty.

During Outdoor Recess – Students have a Responsibility to:

1. Follow directions the first time given.
2. Keep hands, feet, elbows and all other body parts to themselves at all times.
3. Use only school-approved equipment.
4. Use equipment properly.
5. No teasing, put-downs, foul language or harassment.
6. Remain in designated playground areas.
7. Check the playground for litter before returning to class.

On the School Bus – Students are expected to:

1. Show utmost respect and obedience to the school bus driver.
2. Follow directions the first time given.
3. Keep hands in the bus.
4. Sit facing forward and remain seated until their stop.
5. No teasing, put-downs, foul language or harassment.
6. Use inside voices on the bus.
7. Treat property with respect.

*CCS reserves the right to suspend or completely revoke bus-riding privileges to students who neglect these responsibilities. The bus company also has this right.

SPECIAL EVENTS

Celebrations: There will be various occasions for celebrations throughout the year. Class parents will be asked to help make arrangements for items and to help with supervision and clean up.

Meet the Teacher Night: This informational evening is sponsored each year by the faculty as an opportunity for you to become better acquainted and to be informed regarding the teacher's expectations for behavior, homework, curriculum, etc. This event is scheduled within the first few weeks of school. Parents are expected to attend. Students should not attend.

Class Trips: The teachers and administrator arrange educational and age-appropriate outings for each class. Permission slips with details of the trip are sent to parents and must be completed and returned to the teacher to enable student participation. You may be contacted about participating in a field trip as a chaperone.

Fundraisers: Throughout the year, a variety of fundraisers are held. Participation is encouraged. Families are encouraged to support, to the best of their ability, each of these efforts. Tuition costs and projects are supplemented through the various CCS fundraisers. Coordinating a fundraiser or giving your time to help the person coordinating will be counted towards your volunteer hours. Your personal involvement will enable us to enrich our programs and provide the very best to the children!

Christmas/Spring Concert: During the month of December and May, all students have a chance to share their faith and talents with family and friends at our annual programs.

Speech Meet: Each year children, from grades 1 through 6, are encouraged to participate in this event. Bible passages and poetry selections are memorized and recited in dramatic presentations. More information will be sent home, as this event approaches.

Science Fair: This event is held with students in grades 4 through 8 participating. Students use scripture related to their project. Students work at home on this project. An afternoon is set aside during school for the students to orally present their research projects. We have found this annual fair to be very educationally challenging and beneficial to our students.

Field Day/Picnic: During the last part of the school year, this day is planned and coordinated by teachers and parents. Included are organized games and relay races for all grades. Students are asked to wear a shirt the color of their assigned team. The emphasis is on promoting healthy teamwork with peers, as well as fellowship with one another, not one of intense competition against others. Parents, bring your lawn chair, wear your child's team color, and cheer them on!

Junior Olympics: This event is held at the end of the year, for students in the 3rd through 8th grades. CCS is a part of a team of Christian Schools that organize and facilitate this event for our students. All students are given the opportunity to participate in various athletic events. Parents are asked to attend to help run events and to cheer the CCS team on. It is an all-day event held in Sparta, New Jersey. Bring your sunscreen!