



**CORNERSTONE  
CHRISTIAN SCHOOL**

**CODE OF CONDUCT**

**Adopted by the Cornerstone Christian School Board  
On August 20, 2013**

**REVISED August 2018**

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## I. Introduction

The Cornerstone Christian School Board is committed to providing all of its students with a **Spirit Controlled, Disciplined, Academic Environment that is conducive for Spiritual growth, Academic Excellence and Physical Development**. A safe and orderly school environment where students may receive and school personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other school personnel, parents and other visitors is essential to achieving this goal. 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. 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.

### Some Strategies for Success:

- 1- **Spend time with God and His Word daily.**
- 2- **Attend school each day.**
- 3- **Arrive to class prepared and on time.**
- 4- **Feel free to ask for help or guidance from a teacher or administrator when you need it.**
- 5- **Find a quiet place to do your homework.**

The Cornerstone Christian School has a long-standing set of expectations for conduct on school property and at school functions. At CCS, we believe that discipline is corrective and positive in nature. Discipline is directed toward developing an integrated, self-functioning, motivated personality. It is our purpose to discipline our students as this 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

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this Code applies to all students, School District personnel, parents and other visitors when on school property or attending a school function.

## II. Definitions

For purposes of this Code, the following definitions apply:

"Disruptive student" means an elementary student ages 5 through 14 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School function" means any school-sponsored extra-curricular event or activity.

"Violent student" means a student under the age of 21 who:

1. Commits or threatens an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school District property.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

### **III. Student Responsibilities**

Each Cornerstone Christian School student has the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all CCS policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control his/her anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of CCS when participating or attending school-sponsored extracurricular events and hold themselves to the highest standards of Christian conduct, demeanor, and sportsmanship.

**Attendance**

Attendance at school provides a student with valuable classroom experience. This experience is composed of participation in interactive classroom activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up”. For this reason, frequent failure of a student to attend class on a regular basis will be seen as a serious problem. Upon returning to school after an absence, the student is to bring a signed note from their parent or guardian detailing the cause of the absence, and the dates of the absence to their homeroom teacher. If a student’s absence from school is known ahead of time, it is the responsibility of the student, parent or guardian to contact the appropriate teachers, and secure the class assignments for that period of time. All coursework and homework assignments are due within three days of the student’s return to class. Any missed tests or quizzes will be made up at the teacher’s discretion within a reasonable length of time. Excessive absence may result in a reduction of the grade for the class, based upon the student’s ability to master and complete the missed class work.

**Lateness to School**

Any student reporting to school any time after 8:20 AM must secure a late pass from the main office. In order to receive the most out of classroom instructional time, all students are to be in their seats, in proper uniform, with the appropriate materials necessary for their class. The classroom teacher will then take attendance. Repeated unexcused lateness or unpreparedness may result in a reduction of the student’s grade or other disciplinary action.

**Bible Devotions and Chapel**

Bible Devotions are held daily and a weekly Chapel Service is conducted on Tuesday and Wednesday afternoons. Chapel services are a time for us to corporately reverence and worship God. We expect that there be no unrelated school work or conversations during Chapel services and all students are expected to participate by being both attentive and responsive to the directions given by staff members as well as the platform ministry.

**IV. Essential Partners**

All essential partners will work to maintain a Godly environment which includes a climate of mutual respect and dignity that will strengthen students’ self-concept and promote confidence to learn. Essential partners have an obligation to read and understand the school’s Code of Conduct. Faculty and staff are required to apply and enforce the Code of Conduct in a fair and consistent manner.

**A. Parents****All parents are expected to:**

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the Cornerstone Christian School community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are legitimate.
5. Insist their children be dressed and groomed in a manner consistent with the student 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.

6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and Cornerstone Christian School.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Assist the school in upholding the Code of Conduct expectations (e.g. not phoning or texting their child during school hours.)

## **B. Teachers**

### **All CCS teachers are expected to:**

1. Maintain a Godly environment of mutual respect and dignity, which will strengthen student self-concept and promote confidence to learn.
2. Be prepared to teach
3. The teacher agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 resolving conflicts. All differences are to be resolved by utilizing Biblical principles always *presenting a united front*. *Appropriate confidentiality will be observed in regard to pupil, parent and school matters. (Titus 3:2 and Galatians 5:15)*
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies, Code of Conduct, and rules, and enforce them in a fair and consistent manner.
6. Communicate to students and parents:
  - Course objective and requirements
  - Marking/grading procedures
  - Expectations for students
  - Classroom discipline plan
7. Teacher will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living.
8. Model behavior expected from students under Code of Conduct (e.g. dress and electronics policies).

### **C. Principals**

1. Develop and maintain an elementary school that is thoroughly Christian and academically sound.
2. Administer the school from a Biblical perspective and in accordance with the policies and procedures promulgated by the CCS Board.
3. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
4. Evaluate on a regular basis all instructional programs.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

### **D. Cornerstone Christian School Board**

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the CCS Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings from a Biblical perspective, professional, respectful, courteous manner.

### **V. Student 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.

**\*\*\*\* 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. \*\*\*\***

CCS requires uniforms for Kindergarten-8<sup>th</sup> grade.

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

### **CCS DRESS CODE FOR BOYS**

#### **DRESS UNIFORM DAYS – Three days a week**

##### **Kindergarten through 2<sup>nd</sup> 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, 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

**3<sup>rd</sup> through 8<sup>th</sup> 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 3<sup>rd</sup> - 8<sup>th</sup>

**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.

**Footwear** should be 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 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****DRESS UNIFORM DAYS – Three days a week****Kindergarten through 2<sup>nd</sup> 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, white sneakers may be worn (September, October, April, May and June)
- \*\*\*Stretch shorts worn under a skirt or jumper are permissible

**3<sup>rd</sup> through 8<sup>th</sup> 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 3<sup>rd</sup> - 8<sup>th</sup>

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

**Footwear** should be 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      | -Overalls               | -T-shirts     |
| -Sheer Blouses   | -Oversized clothing     | -Low cut tops |
| -Exposed midriff | -Tight fitting clothing | -Tank tops    |
- Jeans or denim pants –Cargo 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 6<sup>th</sup> and 7<sup>th</sup> graders)

**Dress Code for GYM Day Mandatory For all Students, Kindergarten through 8<sup>th</sup> grade**

Official CCS T-shirt (Gym days only).

\*Official CCS sweatpants and /or shorts and sweatshirts (Gym days only).

The principal or designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

**VI. Prohibited Student Conduct**

Cornerstone Christian School expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, CCS personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. CCS personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

**Students may be subject to disciplinary action, up to and including suspension from school, when they:**

**A. Engage in conduct that is disorderly.**

**Examples of disorderly conduct include, but are not limited to:**

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.

4. Engaging in any willful act which disrupts the normal operation of the school community.
5. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the CCS acceptable use policy.

**B. Engage in Conduct that is insubordinate.**

**Examples of insubordinate conduct include, but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrator or other school employees in charge of students or otherwise demonstrating disrespect.
2. Leaving the classroom or school without permission.

**C. Engage in conduct that is disruptive.**

**Examples of disruptive conduct include, but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Use of cell phones and all hand-held electronic devices during the instructional day.

**D. Engage in conduct that is violent.**

**Examples of violent conduct include, but are not limited to:**

1. Committing an act of violence (such as hitting, kicking, punching, and scratching)
2. upon a teacher, administrator or other school employee or attempting to do so.
3. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
4. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
5. Displaying what appears to be a weapon.
6. Threatening to use, or actual use, of any weapon.  
Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school District property.

**E. Engage in any conduct that endangers the safety, morals, health or welfare of others.**

**Examples of such conduct include but are not limited to:**

8. Lying to school personnel.
9. Unauthorized possession of and/ or stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
10. Bullying which is defined as aggressive behavior that is intentional and involves an imbalance of power or strength, and includes behavior that is threatening, stalking or seeking to coerce or compel a person to do something, intentionally placing or attempting to place another person in fear of imminent physical injury, engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, color, ethnicity, national origin, ethnic group, religion, religious practice, gender, age, weight or disability. Bullying includes, but is not limited to, teasing or name-calling (whether through the use of spoken words, or written messages), threatening actions, physical intimidation, physical harm (i.e. hitting, punching, pushing) or intimidation through gestures or social exclusion.
11. Cyber bullying, is bullying that takes place by electronic means (i.e., e-mail, instant message, blogs, chat rooms, social network sites, pagers, cell phones, gaming systems, to deliberately harass, threaten or intimidate others, and includes but is not limited to, actions of a person sending mean, vulgar or threatening messages or images, posting sensitive, private information about another person, pretending to be someone else in order to make another person look bad, and/or intentionally excluding someone from an online group.
12. excluding someone from an online group.
13. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
14. Inappropriate use of the Internet (see Internet policies).
15. Possession and/or use of lighters, incendiary devices, flammable materials, fireworks and explosives.

**F. Engage in misconduct while on a school bus.**

It is required that each student conduct himself or herself in such a manner as to please God, uphold the good name of Cornerstone Christian School and that of his or her fellow students.

It is crucial for students to behave appropriately while riding on the school buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

### **G. Engage in any form of academic misconduct.**

Examples of academic misconduct include but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

#### **Cheating**

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves the both components of lying and stealing. Cheating is defined as: copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. If it is determined by a teacher that a student has indeed cheated, the following actions may be taken:

- 1 – The student may receive a zero on the assignment.
- 2 – The Principal will be notified.
- 3 – The Principal will confer with the student and the student's parent or guardian.

#### **Textbook Policy**

To insure that each student has the best materials possible we require that all textbooks remain covered throughout the year. They are to be covered in such a manner that the covers can be removed without damaging the book. Students are responsible for their textbooks, and should damage or loss occur, the student's parent or guardian will be responsible for any replacement fees. If a textbook is lost the student should notify the classroom teacher who will notify the curriculum supervisor who will supply the student with a replacement as soon as one is available. A letter will be sent home to notify the parent/guardian. The parent /guardian will have two weeks to either find or pay for the lost book. Textbooks are to be returned to the school in a similar condition as when they were given to the student.

#### **Homework Policy**

Homework is a very important part of the academic process and should be completed in a timely and diligent manner. We strongly recommend that each student use a Day Planner to put their assignments in. CCS provides the daily planners for the older students. Recording and having one location for all assignments make it easier for students to remember their assignments and for parents to check up on their student's completion of assignments. Each student will receive a homework and grading policy from each teacher within the first full week of school. It is your responsibility to seek additional clarification and or assistance from your teacher as soon as the need for such assistance is realized. Excessive failure to complete prescribed homework assignments will affect the student's grade.

#### **Use of Hand-Held Electronic Devices in School**

Calculators, or other devices, approved by the principal to be used for academic purposes, can be used during times authorized by the principal or teacher. Electronic communication devices – “smart devices” (e.g., smart phones, PDAs, iPads or other tablet computers, etc.) may only be used in school during the school day under the direct supervision of a teacher as part of an educational activity. Cell phones and hand-held electronic devices, including cords and “earbuds”, must be turned off and out of sight during the instructional day. Hand held electronic devices and cell phones in use or in plain sight during the instructional day will be confiscated until a parent / guardian arrives to pick it up, or at the end of the school year. CCS assumes no responsibility for lost or damaged cell phones or hand-held electronic devices.

## **VII. Reporting Violations**

All students are expected to promptly report violations of the Code of Conduct to a teacher, the building principal or designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee.

All CCS staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. CCS staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension.

## **VIII. Disciplinary Penalties, Procedures and Referrals**

### **Discipline Guideline Procedures**

As an aid in providing a Spirit-controlled, disciplined, academic environment, the following Discipline Guideline Procedure has been designed. All students are expected to have respect – i.e., Respect for God, Respect for Others, Respect for One's Self, Respect for Authority and Respect for Property. All of our disciplinary efforts are designed to be restorative and redemptive and the following is meant as a guideline, a suggested sequence of increasing consequences designed to aid in the student's character development.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

## **A. Penalties**

Students who are found to have violated the CCS Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to determine that penalty, and the building principal will follow CCS procedures to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the CCS staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, teachers, principal.
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, teachers, principal.
4. Detention – teachers, principal
5. Suspension from transportation – principal
6. Suspension from athletic participation – coaches, principal
7. Suspension from social or extracurricular activities – activity director, principal
8. Suspension of other privileges – principal
9. In-school suspension – principal
10. Removal from classroom – teachers, principal
11. Short-term (five days or less) suspension from school – principal, CCS Board of Education
12. Long-term (more than five days) suspension from school – Principal, CCS Board of Education
13. Permanent suspension from school –principal, Board of Education

## **B. Procedures**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### **1. Suspension from transportation**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal, CCS Board Education, or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance,

CCS will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

## **2. Teacher Disciplinary removal of disruptive students**

A student behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in another classroom or in the administrator's office.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a CCS-established disciplinary removal form and meet with the principal or designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the relevant events.

1. The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:
2. The changes against the student are not supported by substantial evidence.  
The student's removal is otherwise in violation of law, including the CCS Code of Conduct.

**The principal or the principal designee may overturn the removal of the student from class if the principal finds any one of the following:**

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of the CCS Code of Conduct.

The principal or designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal, after consultation with teacher, makes a final determination, or the period of removal expires, whichever is less.

### **3.Suspension from school**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the building principal.

#### **C. Permanent suspension**

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

#### **B. Minimum Periods of suspension**

##### **1.Students who bring a weapon to school**

Any student, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law 3214. The principal and the CCS Board of Education has the authority to modify the one-year suspension on a case-by-case basis.

In deciding whether to modify the penalty, both the principal and the CCS Board of Education may consider the following:

- a. The student's age
- b. The student's grade in school
- c. The student's prior disciplinary record
- d. The principal's belief that other forms of discipline may be more effective
- e. Input from parents, teachers and/or others
- f. Other extenuating circumstances

#### **IX. Visitors to the Schools**

Cornerstone Christian School encourages parents to visit schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to present identification and sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent- teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

## **X. Public Conduct on School Property**

CCS is committed to providing an orderly, Christ centered, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function including students, teachers and CCS personnel.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy CCS property or the personal property of a teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by CCS.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable CCS officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
16. Create a hostile environment by conduct, with or without physical conduct and/or by verbal threats, intimidation or abuse, of such a severe nature that: 1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or 2) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but not be limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, gender.

## **B. Penalties**

### **Persons who violate this Code shall be subject to the following penalties:**

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Faculty members: Shall be subject to warning, reprimand, suspension or dismissal.
4. Staff members: they shall be subject to warning, reprimand, suspension or dismissal.

### **C. Enforcement**

The building principal or designee shall be responsible for enforcing the conduct required by this Code.

When the building principal or designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or designee shall also warn the individual of consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

### **XI. Dissemination and Review**

**CCS will work to ensure that the school community is aware of this Code of Conduct and any amendments to the Code of Conduct by:**

1. Providing copies of a summary of the Code in an age-appropriate version, written in plain language, at a school assembly held at the beginning of each school year.
2. Providing a plain language summary of the code of conduct to all persons in parental relation to students before the beginning of each school year and making such summary available thereafter upon request.
3. Providing each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the Code as soon as practical following initial adoption or amendment of the Code.
4. Providing all new employees with a complete copy of the current Code of Conduct when they are first hired.
5. Making complete copies available for review by students, parents or person in parental relation to students, other school staff and other community members.
6. Posting the complete copy of the Code of Conduct, respectively, on the Internet web site, if any, of the school, including any annual updates to the Code made pursuant to this section and any other amendments to the Code.

The board will sponsor in-service education programs for CCS staff members to ensure the effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive Christian school climate while discouraging, among other things, discrimination or harassment against students by students and/or school employees; and including safe and supportive Christian school climate concepts in the curriculum and classroom management

CCS Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the board will consider how effective the Code's provisions have been and whether the Code has been applied fairly and consistently.

