

Cornerstone Christian School

Eagles Inspire. Eagles Serve. Eagles Lead. **Eagles Soar.**



Parent/Student Handbook 2026-2027

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INTRODUCTION: CORNERSTONE CHRISTIAN SCHOOL

Organizational Information and Credentials

Cornerstone Christian School (CCS) is a non-profit, non denominational, private Christian school serving the interdenominational Christian community of believers in the surrounding areas of Olympia, Washington in grades Preschool through High School.

CCS is a long-standing member of the Association of Christian Schools International (ACSI), the largest Christian school system in the world. As a member, we fully subscribe to their high standard of spiritual and academic excellence. In addition, CCS is a member of the State Board of Education, allowing us to work within the framework of the legislature to assure the high level of spiritual and academic achievements parents have come to expect from a Christian school.

SCHOOL BOARD

Members of the School Board are born-again believers and subscribe without reservation to the school's Statement of Faith and Educational and Spiritual Objectives. They are Christian role models in the school and community. The School Board includes parents of children attending the school and interested community members. The role of the School Board is to elect officers, oversee the operations of the school by establishing policies, reviewing programs, and assuring a strong staff who is committed to the principles of the school. The School Board holds monthly meetings and welcomes parents who wish to bring ideas or concerns for discussion between 6:30 and 7:00 p.m. on the posted meeting date.

Parents should reach out to the school board president at least a week before the scheduled meeting to request time on the agenda.

SCHOOL CREDENTIALS

CCS is a private Christian school, fully approved and registered with the Washington State Board of Education. CCS complies with the requirements of applicable state laws and regulations.

TEACHER CREDENTIALS

CCS is committed to providing a Christ-centered education. The staff is made up of dedicated, born-again Christians who attend Christ-centered churches on a regular basis. They model a Christ-centered life of integrity and service for our CCS families and community, in and out of the classroom.

Cornerstone Christian School is in compliance regarding Washington's RCW and WAC requirements for private school teacher qualifications. Cornerstone teaching staff must possess one of the following:

- A bachelor's degree in education or a closely related field (e.g., early childhood education, special education, secondary education).
- Or, equivalent experience in an educational setting, which may include:
 - Demonstrated success in classroom instruction or curriculum development.
 - Formal training in pedagogy or child development.
 - Relevant certification or ongoing professional development in education.

This policy reflects our commitment to providing students with high-quality instruction rooted in both academic expertise and Christian values. By ensuring that every teacher has a strong foundation in educational theory and practice, we uphold our mission to nurture students spiritually, intellectually, and emotionally.

CCS Statement of Faith

* We believe that there is one God, creator and sustainer of all things, eternally existent in three Persons: Father, Son, and Holy Spirit. (Deut 6:4; Matt. 28:19)

* We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracle-working power, in His vicarious and atoning death, in His resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:1; Matt. 26:63-64; Heb. 4:14-16)

* We believe in the divine inspiration of the Bible, our all-sufficient rule of faith and conduct. (II Tim. 3:15-17; Heb. 4:12, II Peter 1:20,21)

* We believe in the necessity of the rebirth of man and in his consequent salvation from spiritual death and hell through repentance and acceptance of Jesus Christ as Savior. (John 3:1-7, I6; John 5:11-12; Rom. 10:9-10; Heb. 4:14-15)

* We believe that the observable evidence of the new birth: the inward evidence being the direct witness of the Holy Spirit and the outward evidence being a life of holiness and love of God and Man. (Rom. 8:16; I Peter 1:15-16; Matt. 22:36-40)

* We believe in the spiritual unity of believers in Christ, and the resurrection of the saved unto eternal life only through Jesus Christ. (John 17:20-23; Eph. 4:1-4; I Cor. 15; John 5:28-29; II Cor. 5:10; Rev. 20:11-15)

* We believe that every person, from the unborn to the elderly, has equal value and rights as they are made in God's image. God created humans in His image as biologically male or female, and rejecting this design goes against His creation order and word. Marriage is defined by God as the union of one man and one woman, a foundational aspect of His design and covenant. (Gen 1:27; Gen 2:23-24; Eph 5:32-33)

Vision

Cornerstone Christian School endeavors to equip and inspire students to impact their world for Christ through a life of service to Him.

Mission

CCS partners with Christian parents to challenge students' minds and train their hearts through a distinctively biblical education. With Christ as our Cornerstone, CCS is dedicated to equipping the next generation of godly leaders.

Nondiscrimination Policy

Cornerstone Christian School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, and athletic and other school-administered programs. As a religious, private institution, however, it does screen students on the basis of academic ability and compatibility with the school's religious goals, purpose, and philosophy.

Educational and Spiritual Objectives

Our school is based on the belief that "...Whatsoever you do, do it all for the glory of God." (I Corinthians 10:31). It is from this belief that we design every aspect of our program. The goal of the administration and faculty at CCS is that each student follows and serves the Lord Jesus Christ as His faithful ambassadors. It is our desire that each child would come to accept Christ as his/her personal Savior and Lord. We want our children to make godly choices inspired by their love for God and biblical knowledge, rather than an obligation based on do's and don'ts. As Christ is the cornerstone of the church He is also the cornerstone of our educational program. In accomplishing this, success is largely dependent upon the cooperative efforts of home and school. Thus, teachers regularly communicate with parents, and we expect parents to take an active role in their child's education at CCS.

CCS does not stress any specific denominational doctrine but emphasizes Biblical principles and that Christ's preeminence permeates all subject areas within the curriculum.

Our school strives for excellence in education and provides a loving environment that meets the needs of the whole child: spiritually, academically, physically, socially, and emotionally. Our program is designed to provide a strong foundation in the basic skills. In our approach to teaching reading, we emphasize the "whole act" of the reading and writing experience. At Cornerstone Christian School, our Pre-K program is intentionally designed to align with our K5 curriculum, providing a strong foundation in both academic readiness and Biblical values. Through age-appropriate instruction, our Pre-K students are gently introduced to core concepts in literacy, numeracy, and social development while being immersed in a Christ-centered environment that nurtures spiritual growth. The Preschool/Pre-K program focuses on a "hands-on" approach which prepares them for our school-age program. In grades K-2 we concentrate on an intense phonetic program to teach the students the basics of reading and spelling. In grades 3-8, literature is the primary emphasis in our reading programs. Math is taught from a text and practiced through IXL. Science and Social Studies are taught from various resources. Subjects are taught with hands-on experience where applicable. High School objectives are available on the school website.

Parent Responsibilities

PRAY for the school, faculty, and volunteer staff and specifically for the teachers of your children. Make it a united family effort. Several parents of CCS students meet each week to pray at each campus for the needs of the school. Please consider being a part of this valuable ministry.

STRIVE FOR ATTENDANCE on all school days, in accordance with school policies (see illness policy on page

22). SET THE EXAMPLE by:

- Testifying to a personal relationship with Jesus Christ as Savior and Lord.
- Attending a Christ-centered, Bible-believing church.
- Acknowledging that your primary responsibility is to educate the whole child spiritually, academically, socially, and physically.
- Recognizing and supporting the delegated authority of CCS teachers to educate your child.

The more parental involvement you take in your child's education, the more interest they will take in their studies and the better they will perform.

GLORIFY GOD by using your specific talents at CCS. Tuition and fees do not cover all the costs for the education of your children. Make yourself available to support and assist on special projects, work days, maintenance, and fundraising events at the school.

VOLUNTEER SERVICES to CCS are expected from K-HS families each school year. Serving And Laboring Together (S.A.L.T.) is our parent volunteer program.

SUPPORT the discipline and rules of the school. If you cannot support a particular disciplinary action, do not discuss it with your child, undermining his/her confidence and respect for the teacher and the school. Instead, please make an appointment with the teacher or the administrator to discuss it.

TUITION should be paid on time each month according to the payment plan set up in FACTS. Your bill will be charged a late fee of \$20 per student if tuition is not paid by four days past your chosen due date. It is the parent's responsibility to contact the school immediately if they are unable to meet their financial obligation. No final report cards will be released until all accounts are paid in full.

ADDITIONAL CHARGES to your account may be made. If you utilize the vanpool and/or aftercare a monthly fee will be applied. There may also be additional charges such as field trips, apparel, etc. You will receive a statement with the amount that will be billed. Please review these charges and let the office know if you have questions.

ATTENDANCE

Attendance and Academic Progress Policy

When a student enrolls in CCS, a contract has been created which includes the following responsibilities: (a) the student is expected to be regular and punctual in attendance and do the work assigned and (b) the teacher will provide worthwhile learning experiences for those enrolled. A record of attendance is taken at the beginning of each day.

Regular attendance is essential for academic success and spiritual growth. Absences totaling three or more consecutive school days - Whether excused or unexcused - are considered excessive and may negatively impact a student's grades and overall academic progress. In some cases, excessive absences may prevent a student from advancing to the next grade level.

Teachers and administration will monitor attendance closely and communicate with families when patterns of concern arise. In cases of extended absence, families are encouraged to work proactively with the school to support the student's learning and ensure continuity.

Regular attendance is a contributing factor to success in school and should be considered a prime responsibility of the student and parent.

1. When a student is absent from school, the parent or guardian is to report the absence to the school by 8:45 a.m. every day the student is absent.
2. A student with twenty or more absences per school year may be required to repeat that grade level.
3. Students may not participate in nor attend an extracurricular activity if they have an illness from school for more than half a day on the day of the activity or an unexcused absence for any portion of the day of the activity.

Excused Absences

Absences will be excused if they are for illness, medical/dental needs*, bereavement, family emergency, or if the student has completed a Planned Absence Form. Students with excused absences are to make up work missed according to the

Make-Up Work procedure described in a later section.

*Note: If it appears to a teacher that an excessive number of medical/dental appointments are being made during class time, it will be brought to the attention of the principal in order to schedule a parent conference to discuss the circumstances.

It is CCS's policy that if your child has a contagious illness or flu symptoms such as vomiting, diarrhea, or a fever, they will not be admitted back to school for 24 hours after the last incident. CCS does not have a full-time nurse on staff, nor does it have a sick room. If a student becomes ill while at school it is the expectation that a parent, when called, will come to the school immediately to pick up the student.

Excessive Absence Warning

Attendance is an essential component of a student's academic success. In order to make the most of educational opportunities, students must have consistent, punctual daily attendance. If a student accumulates more than 5 absences per quarter an email from the administration will be sent home, a conference may be scheduled with an administrator and teachers to discuss the circumstances.

Academic Support During Absences

At Cornerstone Christian School, we recognize that absences - though sometimes unavoidable - can disrupt a student's learning. Our team is committed to supporting students academically during these times, with procedures tailored to each grade level:

Middle School - High School (Grades 6-12)

For students with access to online academic courses, every effort will be made by the CCS team to provide access to assignments and instructional materials during the absence. Expectation for the required lessons will be made available to the student through their online platform or direct communication from their individual teachers.

K5 - 5th Grade

Teachers will provide students with available textbooks to take home, along with a copy of the weekly lesson plan. Parents should be aware that while these resources offer helpful guidance, they do not replace the value of in-class instruction, discussion, and hands-on learning. Missed classroom experiences may affect the student's understanding of key concepts, and teachers will work with families to help bridge any gaps upon the student's return.

Families are **STRONGLY** encouraged to plan their extended vacations (more than two days) around the school vacation days. Students who will be absent from school for more than two (2) days in a quarter for planned reasons must complete a Planned Absence Form that is available in the office. The subsequent steps must be followed:

1. Extended vacations will ALWAYS academically impact a student. Parents must accept responsibility for the loss of academic time, for any assignments that must be made up, or for concepts that must be taught to the student's level of understanding.
2. Parents must discuss their child's academic standing with the teachers before planning an extended school time vacation.
3. Parents must submit a Planned Absence Form. Such a request must be given at least ten (10) days prior to the absence and can be for no longer than five (5) school days. Absences requested in excess of five (5) school days per school year must have the express approval of the school administrator.
4. Upon approval by the administrator, arrangements for the completion of assignments must be made with all the student's teachers, at least five (5) school days in advance of leaving. Every effort will be made by our CCS team to help provide any academic assignments to the student for the duration of the absence. A copy will be kept in the office and one will be given to the student.

Students may be required to turn in work before the vacation begins on any major projects (i.e. term paper, Bible verses, book reports, etc.) that are due during the dates that fall during an extended vacation. Such project grades will be

penalized the same as all late assignments according to the teacher's grading policy if assignments are not turned in within the timeframe specified by the teacher.

Tardiness

It is important that students learn the value of being on time and ready to start class. Therefore, they are expected to be punctual. The elementary school day begins at 8:30 a.m. and Middle School/High School begins at 7:55 a.m. Tardies are disruptive to class management and may become a negative habit. Students will be considered tardy if they are not seated and ready for the school day at 8:40 a.m. for elementary students and 8:10 a.m. for Middle School/High School. Any tardy student must check in at the school office upon arrival to obtain an admit slip. An excused tardy is granted by the office for the following reasons:

1. Medical or dental appointments
2. Emergency
3. Car or traffic problems when confirmed by an adult (Three (3) excused tardies per quarter are allowed for traffic, construction, carpool issues, etc.)

A student is not excused for reasons such as the following: (CONTINUED ON NEXT PAGE)

1. Alarm did not go off
2. Being in the school restroom at the beginning of the school day
3. Sleeping in

Three (3) unexcused tardies per quarter will constitute one (1) unexcused absence.

Make-Up Work

It is the student's or parent's responsibility to make arrangements for all make-up work. Schoolwork missed because of absences must be made up according to the following schedule and arranged with each teacher. A guideline has been set to usually allow a student with an illness to be granted twice the number of absent days to do the make-up work while simultaneously keeping up with the current daily work. This does not apply to long-term assignments such as term papers or projects that have been assigned well in advance of the absence. Students must also make arrangements with the teacher to make up for missed exams. For each school day, an assignment past due following an excused absence may be given a 10% reduction in the final score or receive a reduction of one letter grade (example: "B" to "C"). A grade of zero may be given for work not turned in on time. A major term project or assignment not turned in at all may result in an "F" for the course, depending on the importance of the assignment and the grading policy of the teacher.

Skip Days

There is no time when it is appropriate for individuals or groups of students to be absent under the guise of a "sneak day" or "skip day."

Students are expected to be in attendance during all class periods unless permission to be excused has been given by the teacher or office. A student is considered to be skipping class when he/she misses all or part of a class period without permission or fails to go where he/she has been directed. Students who skip class may be subject to further disciplinary action.

DAILY ROUTINE

Arrival

It is CCS's goal to provide a safe and secure environment for all our students. It is of utmost importance that teachers are able to begin the school day promptly at 8:30 a.m. for K-5th and 7:55 a.m. for 6th-12th grade students. Students arriving late to school must be signed in by an authorized adult in the office. Please hold any morning discussions with teachers to a minimum. Parents may request meetings with staff through email or the Remind app.

School Hours

Kindergarten through Fifth Grade

Doors Unlocked: 8:20 A.M. School Begins: 8:30 A.M.

School Ends: 3:00 P.M.

Sixth Grade through High School

Doors Unlocked: 7:45 A.M. School Begins: 7:55 A.M.

School Ends: 2:18 P.M.

Departure

Kindergarten through fifth-grade students will be released only to the parent(s) or authorized person once that person has arrived. Students leaving school during the day must be signed out in the office by the authorized adult. If you will be making alternative pick-up plans for your child, a written note or call into the office is required before that student will be released from class. This includes going to a friend's house after school.

6th grade - High School will be monitored by a CCS staff member until all students are picked up from campus. Any student drivers must leave the CCS campus within five minutes of dismissal. No student(s) may stay on school grounds unsupervised after 3:00 p.m.

LATE PICK-UP

Please pick students up no later than ten minutes after the school day ends. Students who are left at the school for more than 10 minutes after their class is dismissed will be taken to the front office for late pick-up. Parents need to communicate with the office if they will be late. Excessive late pickups may result in an aftercare charge to the family's account.

Parents on Campus

Parents who come to the elementary campus after 8:30 a.m. are required to report to the school office upon arrival. If items need to be taken to a child, the office staff will be responsible for delivering these items. Our goal is to keep disruptions to a minimum, and we ask you to respect this procedure with your cooperation and adherence to this policy.

Important Information to Review

Change of Family Information

Please notify the school as soon as possible of any changes of address, home or work phone numbers, cell phone numbers, or medical information, including but not limited to insurance changes, new allergies, stopping or starting medications, etc.

IN CASE OF EMERGENCY, WE MUST HAVE CURRENT INFORMATION FOR YOUR

STUDENT. Telephone/Cell Phone Use

Students are discouraged from requesting to use the school telephone unless it is to call a parent for an important issue. Cell phones at school are not allowed for elementary students. Middle school students may only have cell phones for extenuating circumstances (for example: calling home following after-school sports or activities), and they must be powered off and stored away in a backpack during the school day 7:55 am-2:18 pm and on the vanpool. If a student is in possession of a cell phone during the school day, teachers are authorized to confiscate the phone and give it to the principal to give to the parent when the student is picked up from school.

Electronic Games/Devices/Cameras

Students should not bring electronic games, handheld devices, iPods, or cameras to school. The school is not

responsible for damage or loss of such items. Teachers may confiscate such items and give them to the principal to return to the parent when the student is picked up from school.

Office Equipment

School office equipment is for the exclusive use of the school staff. Students are not allowed to use or operate the copier, laminator, office computer, or other equipment unless permission is granted by the office administrator.

Lunch

Refrigerators and microwaves are not available for your child's lunch. Parents should avoid foods that need refrigeration, freezing, or heating.

Birthdays

Your child will be recognized on or near his/her birthday. You may bring cake, cupcakes or a snack to be served at a time agreed upon by your teacher. Please check with your teacher to determine if there are students in the class with any food. If so, please do not bring any snack that contains that ingredient.

No birthday parties will be held during class hours. If your child is having a party and not everyone in class is being invited, please use discretion in delivering invitations.

Emergency Closing of the School

In case of inclement weather or emergency, our first concern is for the safety of our students and families. For current information on school closures or late starts, some options are available:

1. We will send out a notification on the REMIND App.
2. Check the school's Facebook and Instagram pages
3. Call the CCS message machine at 360-923-0071
4. Check your email for information

Emergency Preparedness

In accordance with state regulations, CCS requires that each student has three (3) days of emergency materials on hand. These materials are stored on the premises of CCS. There are enough supplies for every student to have emergency rations of water, first aid equipment, areas of shelter, and sanitary supplies for a minimum of three days. We ask each new family to contribute \$15.00 toward the general emergency supply fund. In addition to this equipment, parents are required to provide a supplemental kit (containing a three-day supply of food) for each of their children. There is an itemized list available in the school office as to the requirements for these supplemental kits. These kits will accompany each student on the first day of school for safekeeping.

If your child is taking any medications that are necessary to sustain life, a three (3) day supply must be on campus at all times. There is space in the office to store these medicines. Bring them in the original pharmacy container with your child's name and the current dosage needs to be clearly labeled. You will also need to provide a signed doctor's permission slip to the office. These forms may be obtained in the CCS school office.

Preparedness Drills

In compliance with state regulations, CCS periodically holds fire, earthquake, and lock-down safety drills.

Lost and Found

Students are encouraged to have their names on all outer clothing and items brought to school. The Lost and Found is located in the school office where parents are encouraged to check periodically for missing items. Unclaimed items are donated to charity.

School Calendar

An official school calendar is issued in August of each year for parents' convenience. Please note that occasional days for staff development have been integrated throughout the school year. We encourage families to use these times as well as scheduled holidays to plan family outings. While we try to be aware of the public school calendars, it is impossible to coincide with all the various districts' calendars.

ACADEMICS

Curriculum

Our curriculum, designed to meet all state accreditation requirements, is taught from a Christian worldview. Biblical principles are interlaced throughout all areas of learning. In addition, the Bible is taught as an independent subject in each grade. At CCS there is a special emphasis on personal responsibility and the application of God's word to our daily lives.

Emphasis is placed on reading comprehension, writing, and language skills as a foundation for learning and understanding all subject matter.

A combination of different texts and curricula are used which may include Abeka, ACSI, BJU Press, Saxon, Modern Curriculum Press, and others. Our administration constantly reviews new materials and assesses the present curriculum in an effort to best meet the needs of the students and to further the goal of academic excellence.

The most important aspect of our program is our "Living Curriculum"-- our staff. Each member is at CCS because of God's call on his or her life to minister to children in the name of the Lord Jesus Christ. Our staff prays for each child and family, believing God can do all things. The staff is committed to living a holy life as an example to the students.

Students with Special Needs

Prospective and enrolled CCS students should have the capability to be successful in the academic program proposed for him/her at CCS. We have limited resource teachers available throughout the week to provide one-on-one support to students who need it. Parents and guardians should understand that the school reserves the right to select and maintain students on the basis of academic performance, behavior, and faith commitment.

All new students are placed on general academic and behavioral probation for the first two (2) months to ensure a successful adjustment to the school.

Grades

Progress report indicators for K-8 are as follows:

- E Excellent P Participates/Works to Ability
- S+ Above Average + High
- S Average /+ Above Average
- S- Below Average / Satisfactory
- N Needs Improvement /- Below Average
- U Unsatisfactory -- Low

Grades 2-8 are scored on the following scale:

- A+ Excellent 97 -100
- A 94 - 96
- A- 90 - 93
- B+ 87 - 89
- B Above Average 80 - 83
- B- 80-82
- C+ 77 - 79
- C Average 73 - 76
- C- 70 - 72
- D+ 67 - 69

D Below Average 63 - 66
D- 60 - 62
F Failing 50 - 59

Grades 9-12 are scored on the following scale:

A Excellent 93 - 100
A- 90 - 92
B+ 88 - 89
B Above Average 82 - 87
B- 80 - 81
C+ 78 - 79
C Average 72 - 77
C- 70 - 71
D+ 68 - 69
D Below Average 62 - 67
D- 60 - 61
F Failing 0 - 59

Honor Roll

Each student's grade point average (GPA) is calculated at the end of each grading period. The school converts each letter grade into the number of points, adds the total points from all grades earned, and divides the total points earned by the total number of grades. Students qualify for Honor Roll with a cumulative grade point average of 3.5 or higher. Students do not qualify for the Honor Roll if a grade in any subject is lower than 73 (72 in HS) or 2.0 GPA. Honor Roll for middle school students is acknowledged at the end of the year Awards Ceremony.

Progress Reports

Notices of academic progress and/or deficient work are issued at the middle of each quarter for students in third through eleventh grade. The purpose is to keep parents informed of any academic problems their child may be having. Parents are encouraged to contact the school whenever they have questions.

Late Assignments

Grades 3-5: For each day an assignment is not turned in on time, a reduction of one letter grade or 10%, whichever is greater, may be given to that assignment according to the teacher's grading policy.

Grades 6-8: Grace tickets are provided each quarter. Late assignments submitted without a grace ticket will receive no credit.

Grades 9-12: Each teacher will share their late policy in the class syllabus.

Academic Probation for Middle School & High School Students (Grades 6 -12)

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. The goal is to improve the deficiency to a satisfactory or passing level. If not, the principal will decide if the student will be able to continue at Cornerstone Christian School. Academic probation will follow these guidelines:

1. A student who earns an F at the conclusion of a grading period will be placed on academic probation for the upcoming grading period (quarter). A letter of notification will be sent to the parents.
2. A conference will be held with the parent, the student, the teacher, and the principal to give an explanation of the probation, and suggestions for a successful academic quarter will be discussed.
3. The principal will review the student's academic status at the end of the next grading period.

4. After being placed on probation, a student who earns no F's during the following grading period will be removed from probation.
5. After being placed on probation, if the student earns an F the following grading period, the principal will decide if the student will be allowed to continue at CCS or remain on probation for another quarter.
 - a) If the student has made significant progress in spite of the F, the principal may decide it is more appropriate for the student to remain at CCS.
 - b) If the student has not made progress or has regressed, the principal may decide either to hold a second conference to attempt to remedy the academic deficiency or to have the student withdrawn from CCS.
6. Following withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:
 - a) The student has attended another school with successful grades for one full quarter,
 - b) The student has completed a full academic load for that quarter, and
 - c) The student received no grade lower than a D in any subject.
7. Students who are placed on academic probation may not be allowed to participate in extracurricular activities. This could include but is not limited to sports, student clubs, after-school music classes, retreats, or graduation ceremonies.

Homework

Homework is a part of the schooling experience at CCS. We believe it is a necessary and important part of our curriculum. Teachers will strive to give homework that is meaningful and that promotes independent learning patterns in students for life-long use. Homework must be work that has been introduced or explained in class. Class time should be given in proportion to the depth and difficulty of the assignment.

It should be realized that a student not maximizing class time might need to do more homework in the evening.

Detention may be assigned to upper elementary and middle school students if they have more than three late assignments.

We feel that academic work is the primary task of students enrolled in Cornerstone Christian School. After-school/evening/weekend activities should not leave the student too weary to study or give them an excuse for being late with an assignment.

Parents are encouraged to:

- Take an interest in your child's schooling and the subjects they are learning.
- Provide a suitable place and environment for study (a desk, firm chair, good light, dictionary, possibly a reference set, and a place free from distractions).
- Help your student plan his/her study time.
- Prayerfully counsel him/her regarding extra activities.
- Serve as a consultant for the homework assigned rather than doing the assignment for the child.

If a parent feels his/her student has too much homework or is aware of a problem, please arrange for a parent-teacher conference.

Kindergarten through 5th grade students are required to have a homework folder that goes back and forth between home and school every day. Students in 5th through 12th grades are required to use an assignment planner. Parents will be required to cover the cost of replacement assignment books in the event they are lost.

Types of Homework

- Completing unfinished class assignments
- Memorizing scripture
- Studying and mastering mathematics

- Reading library books
- Studying spelling lists
- Completing worksheets for reinforcement of skills
- Making up work for students who have been absent
- Completing projects and long-term assignments given by the teacher

Cheating/Plagiarism

Honesty is expected from our students (Proverbs 12:22). Cheating and plagiarism (presenting work or ideas from another source as your own) are dishonest and will not be tolerated. If a student is caught in an act of cheating or plagiarism, the teacher will contact the parents. The assignment or test will be given an "F" or zero grade. Acts of cheating will be considered serious offenses and will result in disciplinary consequences.

Chapel

Chapel is held each Wednesday at both campuses. Chapel is an opportunity for students and staff to worship together, learn the Word of God, and have the Lord minister to them through the hearing of his word. Students should be respectful and attentive throughout the chapel period. A variety of formats and speakers are used, including administration, teachers, pastors, missionaries, and guest speakers.

Enrichment

We strive to offer opportunities that enhance our curriculum, including an annual music program, field trips, technology, school spelling bee, science fair, art classes, and physical education.

Field Trips

Field trips will be planned during the school year to enrich the knowledge and experiences learned in the classroom. You will be notified prior to each field trip.

A fee is charged to cover costs (if any) of transportation and/or admission to field trip destinations.

Parents are always needed to attend outings as supervisors. As volunteers and/or drivers, a Washington State Background Check is required as outlined in the VOLUNTEERS section. In addition, drivers must complete a Volunteer Driver Agreement. Younger siblings are not invited to accompany the chaperone parent on the field trip because the parent chaperone's primary attention must be given to the safety and supervision of an assigned group. Therefore, you should make child-care arrangements for other siblings.

* The win-win volunteer solution:

Trade babysitting with another CCS family; this way, you can give 100% to the teacher, your school-aged child gets 100% of you, and the CCS babysitter can count the hours as volunteer time, too! Then switch.

Please see the section on DRESS CODE for Field Trip attire.

Athletics (Grades 5-12)

The role of sports at CCS is one of providing physical activity for the students and an opportunity for fellowship and character development in a Christian environment. Students must demonstrate the utmost integrity in these after-school events to maintain the privilege of participation.

All students interested in participating in a sport must have all Athletic Forms completed and on file with the school office. To meet WIAA and CCS eligibility, athletes must have a physical exam every two (2) years.

STANDARDS FOR ATHLETIC PARTICIPATION

1. Prior to the first day of practice, the student must have the following:
 - Up-to-date physical examination on file with the school office (physical is good for 2 years) •
 - Proof of health insurance on file with the school office

- Signed Parent-Student Participation and Medical Release Agreement
- Parent-Student signed Athlete's Code of Ethics agreement
- Payment turned into the office for the specific sport (amount may vary)

2. The student must consistently cooperate with the school guidelines and behavioral expectations while maintaining at least a 2.0 GPA with no failing grades.
3. The student must be present for at least half of the school day on the day of the game/practice and have an excused tardy/absence issued by the school office.

CODE OF ETHICS

All school activities, curricular and extracurricular, in the classroom and on the playing field/court, must be compatible with Cornerstone Christian School's goals and objectives established for the intellectual, physical, social, and moral development of its students. It is in this context that the following Code of Ethics is presented.

It is the responsibility of each athlete to:

- Place academic achievement as the highest priority.
- Show respect for teammates, opponents, officials, and coaches.
- Respect the integrity and judgment of game officials.
- Exhibit fair play, sportsmanship, and proper conduct on and off the playing field.
- Maintain a high level of safety awareness.
- Refrain from the use of profanity, vulgarity, and other offensive language and gestures.
- Adhere to the established rules and standards of the game to be played.
- Respect all equipment and use it safely and appropriately.
- Know and follow all game rules and regulations.
- Win with character; lose with dignity.

CONDUCT AND EXPECTATIONS

General Guidelines

The purpose of instruction at Cornerstone Christian School is to lead our students in a godly and disciplined life that is a living testimony of our Lord (Hebrews 12:7-11). Our goal is to instill these values in our students: love your neighbor as yourself and do all things for the glory of God.

Student Expectations

Students are expected to:

- ❖ Attend school regularly
- ❖ Be in class on time
- ❖ Follow directions given by those in authority
- ❖ Complete and submit assignments and homework on time
- ❖ Work to their full potential
- ❖ Display a cooperative attitude
- ❖ Be courteous and cheerful to one another
- ❖ Be honest and truthful
- ❖ Listen while others are talking
- ❖ Observe the rights and property of others
- ❖ Respect teachers, authority, and all individuals on campus
- ❖ Willingly abide by attendance policies, the dress code, and any classroom or extracurricular rules

Students are asked to care for our campus by keeping the grounds and buildings clean. Parents/students are expected to reimburse the school for damages to the building or property that result from a student's harmful, careless, or accidental behavior.

Items Not Permitted at School: Students are not permitted to bring the following items on the school grounds: guns, bullets, matches, firecrackers/fireworks, lighters, knives, pocket knives, cigarettes, alcohol, or illegal drugs. Electronic devices are not allowed at school, but the student can get permission to bring them for use during before and after school care. Do not bring or chew gum at school on or around our campus. Toys are not allowed at recess unless it is sports equipment (i.e. baseball mitt, basketballs, footballs, etc.) Please label your child's equipment. CCS will not be responsible for any stolen, lost, or broken property.

Cell Phones: Cell phones can be a significant distraction. If a parent elects to provide a cell phone for a student, the phone must be turned off during the school day and placed in a backpack. The cell phone may not be used during regular school hours. Any emergency calls during school hours should be made from the school office. The Principal or teachers are authorized to confiscate any cell phone that is brought out during the school day in class or on the school grounds. If a cell phone rings or buzzes while in a backpack or locker during the school day, it will be confiscated. The phone will be returned to the parent after school.

CCS reserves the right to prohibit students from having personal property on the school campus if it disrupts class instruction or endangers other students or staff.

Closed Campus

Students are not permitted to leave the school grounds unless accompanied by a parent, guardian, or authorized adult. Special permission to leave the school grounds via public transportation, bicycle, or walking will be granted if a parent or guardian provides written authorization to the school.

Public Displays of Affection

Public displays of affection between boys and girls will not be permitted on campus or at school-sponsored events. If a student(s) are seen on campus or at school-sanctioned events in the act of PDA, the administrator and teacher are responsible for speaking to the student(s), informing the parents or guardians, and disciplinary action will be taken.

Guns and Weapons

All students have a right to attend school without fear of violence to themselves or others. Guns, knives, and all weapons or articles used to inflict bodily harm clearly are a hazard to a safe learning environment and the welfare of human beings. Any student bringing a gun (loaded or unloaded) onto school property or to any school event will be permanently expelled. Bringing knives or other weapons will result in severe disciplinary consequences and may result in expulsion if the weapon is directed in a threatening manner toward any student or staff member. Cornerstone Christian School will not accept any student who has been expelled from another school because of a gun or weapon violation.

General Discipline

BIBLICAL GUIDELINES: CCS maintains a discipline policy to encourage students to make good choices by obeying school rules. Our policy is intended to ensure that every student is in an environment in which they can maximize their learning time. CCS acknowledges the following Biblical principles that lead to developing positive relationships. All discipline is administered within the context of Matthew 18:15-17, Galatians 6:1-2, Ephesians 6:1-3, Romans 13:1-4, and Hebrews 13:17.

It is the fundamental belief of CCS that the education, training, and discipline of children are the biblical responsibility of their parents. While the parents delegate that responsibility to the school, they do not abdicate it. The teachers and administration will strive to work together in a spirit of cooperation with the parents regarding any discipline incidents or problems toward a goal of restoration.

At CCS, the teacher is the primary authority in the classroom and assumes the major responsibility for the training and discipline of each student. The students are expected to follow the specific rules of the classroom and of the school.

Occasionally, a student's behavior fails to live up to the aforementioned conduct expectations. It then becomes necessary to administer discipline. It is wrong for a Christian educator to ignore improper behavior and attitudes; to do so is to ignore golden opportunities to teach the child and train his heart.

Positive reinforcement is the preferred method of management/discipline. Good behavior may be noted and rewarded by special privileges or awards for students who demonstrate a habit of making good choices. (Ephesians 4:32)

Students who fail to follow school rules or misbehave will receive discipline and counsel from the teacher as necessary. Willful misconduct may cause a student to be moved to a time-out area, assigned special tasks or detention, and/or lose privileges. Such misconduct may include:

- ✓ Being unprepared for class
- ✓ Failing to complete assignments
- ✓ Disobedience
- ✓ Tardiness
- ✓ Lying
- ✓ Cheating
- ✓ Profanity
- ✓ Dress code violations
- ✓ Threats or bullying, particularly to smaller, younger, or weaker students
- ✓ Fighting or inflicting pain on others
- ✓ Behaviors that might harm others
- ✓ Disrespectful behavior or actions to a teacher or staff member
- ✓ Defiance of an order from a teacher or staff member
- ✓ Disrespectful/abusive behavior toward other students
- ✓ Disruptive behaviors, particularly in the classroom

In the event a student continues to display an attitude or behavior inconsistent with the purpose or standard of CCS, the school reserves the right to implement probation, suspension, or expulsion.

Disruption/Aggression/Safety

Since Cornerstone Christian School staff want to partner with parents to provide a safe environment for the students and staff of CCS, we have established the following policy for either aggressive, disruptive, or unsafe behavior.

- Aggressive behavior includes actions such as slapping, scratching, biting, pushing/shoving, using verbally aggressive language, or hurting another person - all of which may or may not be provoked.
- Disruptive behavior is defined as an incident when a student disrupts the educational environment of the classroom or the transition from class to class. If a child is placing him/herself or other children in a state of not being protected or monitored, that behavior is considered a safety issue and falls under the guidelines of this policy.

The teacher or staff member observing this behavior will document the behavior and determine if an incident report is to be completed. The following steps will be implemented when documenting the behavior/incident.

1. Each incident is to be documented with a description of the situation and, if possible, the situation that led to the event.
2. A parent is required to sign the incident report that will be filed in the child's portfolio. The teacher will notify the parent to discuss the incident via phone, email, or person as soon as possible.
3. Depending on the severity of the incident, after a student's aggressive, disruptive, or unsafe behavior, the parent will be notified that they are expected to be proactive in working with the child at home to correct the behavior. The student will be sent home depending on the severity of the behavior.
4. If the negative behavior continues, a conference with a CCS administrator and the student's teacher will be required for the student to continue attending school.
5. A student who continues to display aggressive, disruptive, or unsafe behavior will not be allowed to attend school for a period of time deemed by the administrator(s), which might include the student being dismissed for the remainder of the school year.

6. Approval by the CCS administrator will be required before a student can return the following year.

CCS strives to provide a safe, loving, healthy environment for all children, teachers, and staff. Parents are expected to partner with CCS in this effort.

Discipline Consequences

The following table details the behaviors that are not desirable at the school and their consequences. The consequences for misconduct have been divided into four levels, depending on the severity of the issue.

Level 1 Behaviors • Disruptive classroom/hallway behavior • Excessive talking/making loud noises in class • Running indoors • Cursing or inappropriate talk • Possession of prohibited items* • Not following directions • Cheating/lying • Using school computer, phone, cell phone, or other electronic devices without permission • Unsafe behavior (throwing objects) • Not respecting physical space (hitting, pushing) Level 2 Behaviors • Continuing level 1 behavior • Chronic and/or severe disruptive behavior • Directed cursing and abusive language/gestures • Abuse of school or others' property • Leaving the classroom without permission • Refusal to hand over prohibited items to a staff member • Horseplay or rough or dangerous behavior	Level 1 Consequences Staff Response, choose from: • Student-teacher conference • Teacher-directed problem solving • Parent/Guardian Contact • Apology letter, Biblical restoration • Reassigned seats/Time out by working in a separate location • Removal from participation in classroom activity • *Prohibited items will be confiscated, and the student must retrieve them from an administrator. After the second offense, the parent/guardian must come to school to retrieve items Level 2 Consequences Staff Response • Anecdotal documentation • Parent/guardian contact and choose from: • Student-teacher conference • Teacher or Administrator directed problem-solving • Refer to office • In-school suspension overseen by an administrator
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Level 3 Behaviors • Continuing or severe level 2 behavior • Verbal disrespect to a teacher, arguing, yelling, cursing • Physically aggressive behavior • Refusal to relocate • Irreparable vandalism • Engaging in behavior that creates a substantial risk of injury • Threatening violence with clear intent • Using slurs based on community or culture • Sexual (verbal or written) harassment	Level 3 Consequences Staff Response • Immediate removal from the classroom to the main office • Student Conduct Report filed • Parent/guardian contact Administration will: • Parent/guardian contact • Administrative conference with the student Administration may also: • Conference with student and/or guardian • Administrator-assigned restrictions • In-school suspension overseen by an administrator
Continued on following page	

Level 4 Behaviors • Continuing level 3 behaviors • Physical fighting • Weapons • Sexual (physical) harassment • The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication • Continued willful disobedience, misconduct, disrespect • Any action taken by a student that disturbs the privacy or invades the private property of a teacher or administrator at his or her home or that affects his or her private property at school	Level 4 Consequences Staff Response: • Immediate removal from classroom to the main office with student conduct report • Parent/guardian contact Administration response: • Parent/guardian contact • Administrative conference with student and guardian • Administrator-assigned restrictions Administration may: • Involve law enforcement when necessary • Disciplinary probation • Out-of-school suspension • Expulsion
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Parent Appeals

Parents may appeal a decision for out-of-school suspension or expulsion to the School Board. A Disciplinary Committee will hear the appeal and make a recommendation to the full School Board, which has the final decision-making authority. Bringing a gun (loaded or unloaded) to school or a school activity results in a permanent expulsion without appeal.

Explanation of Consequences

The teacher, student, and principal will complete a Conduct Report describing the misconduct and corrective action to be taken. The report is signed by a parent to be returned the following day.

Detention assigned as a disciplinary measure is designed to ask the student to reconsider their behavior while giving time back to the school. Detention often consists of 30 minutes of work duty after school (janitorial, grounds clean-up, etc). Students who miss a detention due to an absence should plan to serve it on the arranged day. When detention is not

effective, the parents will be called for a conference to discuss other disciplinary alternatives.

Probation is a period of time when a student's behavior receives careful scrutiny by the administration.

A Student Probation Contract is used for a student to agree to the terms of a contract designed to assist in the specific areas of concern.

In-school suspension is the removal of a student from the classroom, with the expectation that work is still being completed.

Suspension is dismissal from school for one to ten days, but the usual suspension is three (3) days. Very specific changes in attitudes and actions are expected prior to re-admission. Teachers and administration reserve the right to prohibit student involvement in extracurricular activities, including but not limited to field trips, sports, or clubs.

Expulsion/Dismissal will be recommended for extremely violent behavior/actions, exceptional cases of insubordination to staff, or if it becomes apparent, the student is not seriously pursuing his/her academic program (either because of lack of effort or disruptive behavior). Recommendations for expulsion/dismissal will require the approval of the CCS School Board. In rare cases, uncooperative or argumentative behaviors of a parent may result in expulsion or non-acceptance of a student for the following term.

GENERAL DRESS CODE

The teacher will address any type of attire that attracts undue or unwanted attention to the wearer and causes a distraction for the classroom. If the dress continues, then the student will be referred to the principal. OBJECTIVES

- We dress in such a way that our living testimony will glorify the Lord Jesus Christ. "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17
- We dress in such a way that shows cleanliness, modesty, neatness, and self-respect.

GENERAL GUIDELINES

There is a definite relationship between appropriate dress habits, strong work habits, and proper school behavior.

Students are required to remain in proper dress throughout the day: before arrival until after they leave and at school-related functions.

Parents have the primary responsibility of ensuring that their children are properly attired and groomed. According to CCS standards of dress, students inappropriately dressed will be addressed by their teacher according to the Student Handbook. If the dress continues, the student will be referred to the principal. The following specific items should be observed by parents before leaving for school each day.

School Colors

Cornerstone Christian School colors are red and white. In biblical terms, red stands for Christ's blood and his cleansing our hearts of sin. The color white signifies the purity and holiness of Jesus. Blue is used as an accent color.

Current Trends

Occasionally, a fashion trend will arise in popular culture that must be addressed specifically. We will inform you if this occurs.

Hair Style

Head Coverings: Hats and head coverings are permitted with the exception of Chapel time.

Hair: Hair is to be neatly groomed and out of the eyes of both boys and girls. Extreme hairstyles can be a distraction and may be addressed by the administration.

EAST DRESS CODE

Tops

Tops must cover the entire torso (including when lifting arms up). Sleeveless shirts/tank tops with 2" or wider shoulder area acceptable (please no undershirts worn as shirts, spaghetti strap, halter, or tube styles).

Bottoms

All pants and shorts are to be properly fitted in waist and length, not oversized or undersized (no skin-tight clothing). When bending over or raising the arms, undergarments or midriffs must not be showing. Leggings must be paired with a full-length shirt, dress, or skirt (for modesty please make sure it covers the bottom)

Hemlines on dresses, shorts, and skirts should be no shorter than mid-thigh. It is a good practice in modesty to dress students with athletic shorts underneath skirts or dresses when participating in playground or recess activities.

Footwear

Footwear is mandatory. Guidelines ensure safety as well as comfort. The sole and heel height of shoes should be modest to ensure safety. Flip-flops, Crocs, and slides are not allowed at school.

Field Trip Dress Code

Because safety is a primary concern on field trips, red CCS T-shirts or sweatshirts are strongly recommended to be worn by elementary-grade students for easier identification. These shirts are available in the office for purchase. At times, the specific field trip will require students to dress in nicer attire.

WEST DRESS CODE

Jewelry/Cosmetics

Subtle make-up is allowed for girls in grades 6-12. Pierced ears are acceptable for girls; take care to avoid earrings which may be unsafe for PE or recess activities, as well as limiting distractions in the classroom. Any piercing other than ears is not acceptable for students. Permanent tattoos are not permitted for students.

Tops

Tops must cover the entire torso (including when lifting arms up). Sleeveless shirts/tank tops with 2" or wider shoulder area acceptable (please no undershirts worn as shirts, spaghetti strap, halter, or tube styles).

Our clothing is both a representation of who we are as individuals, as well as who we are as image-bearers of Christ. Clothing or personal items with tobacco products, alcohol, gambling, violence, occult, sexually suggestive images/logos, or images/phrases that are inconsistent with our Christian commitment and mission will not be permitted. Slogans with inappropriate double meanings will not be allowed.

Bottoms

All pants and shorts are to be properly fitted in waist and length, not oversized or undersized (no skin tight clothing).

When bending over or raising the arms, undergarments or midriffs must not be showing. Leggings must be paired with a full-length shirt, dress, or skirt (for modesty please make sure it covers the bottom)

Hemlines on dresses, shorts, and skirts should be no shorter than 3-inches above the knee. Bicycle shorts may be worn underneath a clothing item should a parent not be able to find an appropriate length of short for PE class.

Footwear

Footwear is mandatory. Guidelines ensure safety as well as comfort. The sole and heel height of shoes should be modest to ensure safety. Flip-flops, Crocs, and slides are not allowed at school. Gym shoes (sneakers) must be worn for PE (no sandals or boots).

Current Trends

Occasionally, a fashion trend will arise in popular culture that must be addressed specifically. We will inform you if this occurs.

PE Attire

Students in grades 6-12 are required to dress down for Physical Education. PE attire is defined as loose-fitting shorts or 2 in 1 running shorts (loose fitting shorts over a long bicycle short is acceptable) or athletic pants (no jeans or slacks), a red CCS t-shirt, and a sturdy pair of gym shoes (sneakers). T-shirts may be purchased for \$10 for short sleeves and \$15 for long sleeves in the office.

Sports Uniforms

During our sporting events, students will be provided a uniform or jersey for the sport. Please keep in mind that if only a portion of the uniform or jersey is provided, we still ask that you abide by our dress code. This means that appropriate shorts are worn (please see PE attire).

HEALTH ISSUES AND INFORMATION

Illness Policy

The best way to prevent the spread of infectious diseases to students and staff is to limit and avoid exposure. Students and staff who exhibit these symptoms should stay home until seen by a health care provider or until symptoms have resolved.

- Appearance, behavior – unusually fatigued, pale, lack of appetite, difficult to wake, confused or irritable
- Eyes – white or yellow drainage, vision change, and/or redness of the eyelid or skin around the eye, itchiness, pain, or sensitivity to light. This may be a sign of conjunctivitis which needs a medical evaluation. Following a diagnosis of conjunctivitis, the student may return to school 24 hours after receiving the first dose of prescribed medication. Students can remain in school if there is only minimal redness to the white of the eye and no other signs.
- Chills, muscle pain, or body aches
- Fever – temperature of 100.4 degrees Fahrenheit or higher. Students need to be fever-free for 24 hours without the use of fever-reducing medicine such as Tylenol or Motrin before returning to school.
- Ear pain with fever – untreated ear infections may cause permanent hearing loss. Consult with the student's health care provider.
- Persistent nasal drainage and/or chronic cough – may need to be seen by a healthcare provider. A student with thick or constant nasal discharge should remain home.
- Sore throat – especially with fever or swollen glands in the neck. A student with a confirmed diagnosis of strep throat may return to school after 24 hours of appropriate antibiotic treatment. They must also be fever free for the past 24 hours without the use of fever-reducing medications.
- Diarrhea –more than one watery stool in a 24-hour period, especially if the student acts or looks ill. A student with diarrhea should stay home and return to school only after being symptom-free for 24 hours.
- Nausea and vomiting – A student with vomiting should not return to school for 24 hours following the last episode of vomiting.

- Rash – body rash, especially with fever or itching. Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a healthcare provider has made a diagnosis and authorized the student's return to school. Exceptions are rashes due to heat or allergic reactions which are not spread to others.
- Scabies – Students with scabies may return to school 24 hours after beginning treatment.
- Chickenpox – Students are infectious 1-2 days before the rash appears and until the blisters (sores) are dry and crusted. This is usually 5-6 days after the rash appears. Students need to stay home until all lesions have crusted over and there are no new lesions in 24 hours.

Immunizations

In order to protect students from a number of childhood diseases, Washington State law requires "attendance of every child at every public and private school...in the state shall be conditioned upon the presentation before or on each child's first day of attendance of proof of either 1) full immunization (medically verified by a doctor's signature or printed from the medical website), 2) the initiation of...a schedule of immunization, or 3) a certificate of exemption as provided for in RCW28A.210.090."

Under Washington State law a new requirement is in place for MMR vaccine. "Washington state will no longer be able to cite philosophical or personal beliefs to exempt their children from the combined measles, mumps, and rubella (MMR) vaccine that's required for attendance at private and public schools and daycare centers."

A chart of immunization requirements may be obtained from the Cornerstone Christian School office.

Student Medications

Our medication policy is governed by Washington State Law and applies to all schools RCW 28A.210.260. Please try to schedule medication so it can be taken at home. If your student must have medication during school hours, please do the following to meet state law and safety needs for your child:

- All medication must be provided with the current date in the original prescription bottle. The label should include the student's name, medication name, dosage, mode of administration, and instructions for the time to be given. Medication should be brought to and from school by an adult.
- Prescription Medications- The "Medication Authorization Form" must be filled out and signed by both the Licensed Healthcare Provider AND a parent or legal guardian for prescription medications. Your physician may have a similar type of form that would be suitable.
- Over-the-counter medications, including short-term medications, also need the "Medication Authorization form" on file but may be signed by just the parent to include dose and frequency. This authorization is good for the present school year only. These forms are available in the school office, or we can send them by request to your email.
- Any controlled medication such as narcotics- CCS does not have the proper set-up for this type of medication, and a parent will need to store and administer it.
- A Care Plan must be completed for any diagnosis requiring emergency medication administration, including Diabetes, Anaphylaxis allergy, and asthma requiring an inhaler. Care plans are available for pick-up in the office or via email by request. The parent or guardian and/or the child's physician can fill out this form. Care plans allow you to inform staff of your child's unique needs.
- Please do not put medicine of any kind, including aspirin, vitamins, or cough drops, in your student's lunch box or backpack. All of these are considered medications and must be given according to the above school policy.

Thank you for keeping all of our children safe.

Accident or Illness

If your child becomes ill or has an accident at school, you will be contacted and asked to make arrangements to pick up your child if needed. Please notify the school office as soon as possible of any changes in address, home/work/mobile phone numbers, or medical information. In case of emergency, we must have current information on your student.

If your child has a contagious illness, or flu symptoms such as vomiting, diarrhea, or a fever, he or she may not be admitted back to school for 24 hours after the last incident.

COVID-19 Wellness Protocol

Please refer to the current guidelines for the WA Department of Health regarding

COVID-19. Safety

Students are urged to observe every safety precaution while at school. Students must report any accident to their own teacher, to the recess teacher on duty, or to the office. Students who persist in unsafe behavior will be counseled.

FINANCIAL INFORMATION

Enrollment Fee

Upon completion of admission forms, a non-refundable enrollment fee is due.

K4 Registration Fee: \$175

K-HS Registration Fee: \$350

Classroom Fees

Pre-K: Full week-\$64, Half week-\$32

Kindergarten: \$136.00

1st Grade: \$163.00

2nd Grade: \$176.00

3rd Grade: \$183.00

4th Grade: \$230.00

5th Grade: \$232.00

6th Grade: \$136.00

7th Grade: \$91.00

8th Grade: \$71.00

9th-12th Grade: \$143.00

Tuition

Tuition is charged on a school-year basis. This figure is divided into eleven payments for students in K-12th grade beginning August 1st and ending June 1st as follows:

K4 Mon, Wed, Fri \$300/mo

K4 Mon-Fri \$568/mo

K thru 5th Grades \$8,745 (11 months, Aug-Jun)

6th thru 8th Grades \$8,978.20 (11 months, Aug-Jun)

9th thru 12th Grade \$11,426 (11 months, Aug-Jun)

* A 10-month plan is available. Inquire in the office.

Tuition must be paid by ACH (automatic withdrawal). CCS School Board approval is required to opt out of ACH payment.

Tuition Discounts

Multiple child: We offer a multiple-child discount. Please contact our finance department at finance@ccsoly.com.

Paid in full: Please contact our finance department at finance@ccsoly.com.

CCS has a limited amount of financial assistance. Families in need can apply each year. Please inquire at the office for more information; financial need is taken into account when awarding funds.

Financial Agreement

Staff salaries and expenses of the school cannot be met unless tuition payments are consistently and promptly made. Parents should follow the principles of personal finance as outlined in Romans 13:8, Psalms 37:21, and Luke 16:11-12 when doing business with the school.

Every parent who has children enrolled at CCS must sign a Financial Agreement. The agreement reads as follows:

In accordance with the principles of personal finance outlined in scripture (Rom 13:8, Ps 37:21, Prov 22:7, Luke 16:11-12), we agree that we will abide by the financial policies set forth.

Registration Fee: A non-refundable registration fee is required for each child enrolled at Cornerstone Christian School.

Tuition and Payment Schedule: Tuition is charged on an annual school-year basis. Parents or legal guardians who choose to pay tuition in installments rather than in entirety may pay in ten (10) or eleven (11) equal monthly payments beginning August 1st or September 1st prior to the new school year.

Late Fee: Payments not received by the 5th of the month will be assessed a \$20.00 late fee per child. Class space reserved for an upcoming school year will be forfeited should any of the Delinquent Accounts policy not be followed. Parents or legal guardians whose children are withdrawn from the school agree to pay any and all amounts due, including late payment charges and interest at 12% per annum, collection fees, including reasonable attorney's fees, and legal costs.

Withdrawals: Student withdrawals must be made in writing.

Returned Checks: In addition to bank handling fees, returned checks will result in a \$30 fee.

Report Cards: No final report cards will be released until account balances are paid in full.

It is important that you read and retain a copy of your Parental Agreement so that you can refer to it when necessary.

Other Fees

There is a \$75 technology fee per student. This helps us cover any replacement of Chromebooks, update any programs, etc. This fee is billed in September of the school year.

In addition to registration and tuition fees, other fees may be charged throughout the school year. Among other things, these fees cover the cost of transportation, admission to field trip destinations, curriculum enhancements, and possible late pick-up penalties.

Contributions and Gifts to CCS

Contributions to the school are welcomed and greatly appreciated. Those gifts help fund equipment and operating expenses. Please complete a donation form (may be requested from our bookkeeper at finance@ccsoly.com).

CCS is a nonprofit institution and any gifts or contributions above normal fees are tax deductible.

COMMUNICATIONS

Weekly Communication Bulletin

A weekly email from the school office will contain important information for you to review. Please keep an updated email on file in your FACTS account so you are aware of upcoming events, deadlines, and reminders.

Progress Reports

Mid-quarter progress reports for 3rd-12th grade and quarterly report cards are our primary method of reporting progress

to parents.

Parent-Teacher Conferences

Conferences will be scheduled for all parents at the end of the Fall and Spring quarters. The purpose of the conferences is to review the student's progress in all areas. Parents should make every effort to attend.

Phone Calls/Messages

Except in an emergency situation, neither students nor teachers will be called out of class to receive or make phonecalls.

Grievances

We believe that CCS (as any organization) works best when unity is present. "...and every city or household divided against itself will not stand" (Matthew 12:25) However, there may be times when misunderstanding or genuine differences in opinion occur. When this happens, it is important to deal with the matter in a Christ-like manner. To this end, we ask that you report grievances directly to the classroom teacher, not to other parents and not to people outside the school. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have gained your brother over." (Matthew 18:15)

Please uphold the teachers, workers, and policies of the school. Do not support negative criticism of the school. "Brothers, do not slander one another, brethren. (James 4:11) Never engage in gossip about the school, teachers or other students. "Likewise, the tongue is a small part of the body, but it makes great boasts. Consider what a great forest is set on fire by a small spark." (James 3:5)

VOLUNTEERS

We welcome volunteer involvement from members of the Christian community. Examples of volunteer work include tutoring students, helping with office tasks, assisting teachers with daily assignments and special projects, or participating in a committee or prayer group.

Because our parents are committed to Christian education and values for their children, volunteers who work with the children must verify a personal acceptance of the doctrine of the school. Volunteers are to report to the school office and sign in.

Background Checks

To assist Cornerstone Christian School (CCS) in safeguarding our children, we require that all family members and volunteers complete a Volunteer Application (that includes a WA State Background check). This form must be completed and on file at the school before any family member is permitted to help with school activities, etc. Family members include parents, grandparents, aunts and uncles, or any other relative who may be volunteering at the school. If you have any questions about the background check form, please contact the school office. Thank you for your willingness to be a CCS volunteer.

When helping in the classroom, we ask that younger siblings be left at home to avoid possible disruptive situations that would distract our students' learning. When staff members request a volunteer, they are counting on helping hands that can give 100%. When you bring a younger child along, realistically, you are not able to make that kind of commitment.

* The win-win volunteer solution:

Trade babysitting with another CCS family. This way you can give 100% to the teacher, your school-aged child gets 100% of you, and the CCS babysitter can count the hours as volunteer time too!

We ask that family members and volunteers not smoke or vape while on campus.

VISITORS

For the safety of the students, all visitors and first-time authorized pick-up persons are required to report to the school office and not go directly to the classroom. Student visitors are not permitted in the classrooms.

We ask that all visitors conduct themselves in a Christ-like manner while on campus and that they be role models for students.

OUR GOAL

Our Goal

The goal of the administration and faculty of CCS is that each student accepts the free gift of grace through faith in Jesus Christ. We desire your children to make godly choices inspired by their love for God, biblical knowledge, and love for others, rather than an obligation based on do's and don'ts. As Christ is the cornerstone of the church, He is also the cornerstone of our educational program. The CCS administration desires that family and school join together in providing a sure foundation for our students' lives to be built upon.

WHAT GOD SAYS ABOUT TRAINING OUR CHILDREN

Deut. 6:6 These commandments that I give you today are to be upon your hearts. Impress them upon your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

Prov. 22:6 Train a child in the way he should go and when he is old he will not turn from it. Luke 6:40 A

student is not above his teacher, but everyone who is fully trained will be like his teacher.

Eph. 6:4 Fathers, do not exasperate your children, instead bring them up in the training and instruction of the Lord.

Financial Expectations Policy

TUITION

Families and Cornerstone Christian School are entering into an agreement whereby the school will provide an education as stated in the Vision, Mission, and Educational and Spiritual Objectives. Families are agreeing to pay tuition in order that the school may fulfill its obligations in educating students. The board establishes a budget for the school year based on the commitment of parents to meet their financial obligation to the school. Without this commitment on the part of the parents, the school would not be able to fulfill their commitment. It is, therefore, important that parents understand their financial role in this process.

1. Tuition is charged on a per-year basis and shall be paid in eleven equal monthly installments due on the first of the month from August through June or can be paid in full on August 1. *A ten month payment schedule is also available.* If a student withdraws after August 1, tuition and fees owed during the quarter of withdrawal are due regardless of the date. For financial obligations in the event of withdrawal see the withdrawal policy.
2. It is the parent's or responsible party's responsibility to contact the school immediately if they are unable to meet their financial obligation for any reason so we can discuss potential options.
3. Tuition must be paid via Automatic Withdrawal only. If a family has previously been approved by the CCS School Board on another payment plan, the following stipulations apply:
 1. Any late payments or returned checks on non-automatic withdrawal accounts will require a move to automatic withdrawal.
 2. Any returned checks will result in a \$30 fee and any additional bank handling fees.
4. In the event tuition is not paid on time, FACTS will immediately assess a late payment fee of \$30 to the applicable parents or responsible party.
5. The board will be notified of all delinquent accounts.
6. If a period of 90 days has elapsed from the due date, without payment of the delinquent tuition or other arrangements having been made, the Board shall inform the Delinquent Party that their student(s) are hereby unenrolled from CCS for failure to pay tuition. CCS will pursue all remedies available under law to enforce the payment of delinquent tuition.
7. Upon the payment of delinquent tuition, the Board, in its discretion, may permit the unenrolled student to be readmitted to CCS on such terms and conditions the Board deems necessary and advisable.
8. No student will be permitted to start a new school year with an outstanding balance of tuition owed from the previous school year. Graduate diplomas, report cards for any grade level, transcripts, and all standardized test scores shall not be issued until all tuition has been paid in full.

ENROLLMENT FEES

1. All enrollment fees including registration, technology, books, supplies, etc. are required to be paid by the due date provided.
2. All fees, including registration, are non-refundable. A paid Registration fee is required for your child to be enrolled and have space reserved.
3. In the event fees are not paid on time, FACTS will immediately assess a late payment fee of \$30.
4. If fees continue to remain unpaid, the student's enrollment may be revoked at the discretion of the Board.

ADDITIONAL CHARGES

1. In addition to registration and tuition fees, other fees may be charged throughout the school year. Among other things, these fees cover the cost of transportation, admission to field trip destinations, curriculum enhancements, and possible late pick-up penalties.
2. Additional approved charges to your account may also be made. If you utilize the vanpool and/or aftercare, a monthly fee will be applied. There may also be additional charges such as sports, apparel, etc. You will receive an invoice with the amount that will be billed. Please review these charges and contact the Bookkeeper at finance@ccsoly.com if you have questions.

3. In the event additional charges are not paid on time, FACTS will immediately assess a late payment fee of \$30.
4. If fees continue to remain unpaid, the student may be removed from vanpool/aftercare and prevented from attending field trips at the discretion of the Board.

OUTSTANDING BALANCES

1. Under no circumstances will a student be allowed to start a new school year with an outstanding balance at CCS from the previous school year or unpaid enrollment fees or charges of any amount.
2. For all students whether re-enrolling at CCS or enrolling elsewhere, all graduate diplomas, report cards for any grade level, transcripts, and all standardized test scores shall not be issued until all tuition, fees, & charges have been paid in full.
3. CCS reserves the right to utilize all remedies available under law to enforce the payment of delinquent tuition.

WITHDRAWALS

1. We understand that there may be times when families feel the need to withdraw their child from school. However, because of the limited availability of classroom spots, any withdrawal from the current school year will result in the family being responsible for the remainder of the current quarter's tuition. This policy ensures that we can maintain the integrity of our class sizes and continue to support our teachers and staff in their mission to provide a quality Christian education.
2. In rare cases, we may consider waiving the remainder of the quarter's tuition due to extenuating circumstances. We ask that all withdrawal requests be made in writing, with as much advance notice as possible, and that any request for consideration of extenuating circumstances include supporting documentation.

In accordance with the principles of personal finance outlined in scripture, we agree that we will abide by the financial policies set forth. If our children are withdrawn from the school, we agree to pay any and all amounts due, including late payment charges and interest at 12% per annum, collection fees, including reasonable attorney's fees, and legal costs.

September 2026

Dear Cornerstone Parents,

This document comprises the Cornerstone Christian School Parent-Student Handbook. We encourage you to read this handbook with your student(s) in its entirety. We trust that you will take the time to discuss the content with your child. After you have read the handbook please sign and return this page, or a copy of this page.

Thank you,

Julie Caldwell, Administrator

Tad Sowers, Dean of Students

****Please return the signed portion to the school office by the last day of September.**

I verify that I have reviewed the Cornerstone Christian School Handbook including the Financial Policy
with my child(ren):

(Name of Student) (Student Signature)

(Name of Student) (Student Signature)

(Name of Student) (Student Signature)

(Name of Student) (Student Signature)

(Name of Parent) (Parent Signature)

(Name of Parent) (Parent Signature)