

# CORNERSTONE CHRISTIAN SCHOOL

## 2023-2024



## Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God (II Timothy 3:15-16, II Peter 1:21). \*(1)
2. We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His Resurrection (John 11:25, I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinful nature of man, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5). \*(2)
5. We believe in the spiritual unity of all who believe in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
7. God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Marriage was designed by God to be the union of one genetic man and one genetic woman. (Gen 1:26-27; Gen 2:20-24, Mark 10-2-9; Hebrews 13:4).

### Clarification of doctrinal statements:

\*(1)The Bible is the Old and New Testament and constitutes the *only* rule of Christian faith and practice. We specifically mean that we do not accept any other testaments, documents or revelations claiming similar divine inspiration. We consider any other such claims to be false and heretical.

\*(2)We believe that the salvation process comes by grace, through faith alone. Works of any kind are a result of salvation, not in any way a means to it (Ephesians 2:8-9).

NOTE: Member schools of the Association of Christian Schools International (ACSI) of which Cornerstone Christian School, Inc. is a member, make no distinction concerning an individual's race, ethnic or socioeconomic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to others in order to embrace our Lord's Great Commission (Matthew 28:18).

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### School Address:

Cornerstone Christian School  
1700 8th St.  
Lewiston, ID 83501  
(208)798-7149

### Business Address:

Cornerstone Christian School  
Attn: Cyndy Kym  
4073 Fairway Drive  
Lewiston, ID 83501

### Email:

ccsoffice@ccslewisaton.com

### Website:

ccslewisaton.com

# Philosophy

The philosophy of Cornerstone Christian School is based on a God-centered view that all truth is God's truth, and the Bible is the inspired, authoritative Word of God. God created all things and sustains all things. Therefore, man is dynamically related to God and has the express purpose of glorifying Him. Because man is a sinner by nature and choice, he can only glorify or know God by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional areas. These are inseparable and through them run the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone - the scarlet thread must be woven throughout the total curriculum.

Our intellectual objective is to promote high academic standards while helping the student achieve skills in creative and critical thinking and incorporating a Christian world view into all academics.

Our aim, from a social standpoint, is to provide a Christian worldview perspective on the world and our society. Our hope is that through this preparation, our children will be equipped to model God's plan in the world and our society.

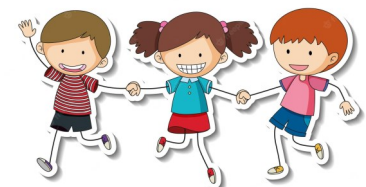
While the education of children is the responsibility of parents, the school functions as an agent for parents and encourages them to be involved in every phase of the child's development.

Above all, parents can be confident that their child will be loved with Christ's love at Cornerstone Christian School.

## Cornerstone Christian School History

Cornerstone Christian School began in 1995 with three children. The school was founded on the belief that the Christian faith should penetrate all aspects of our lives, including the education of our children. The school quickly outgrew its home basement roots and moved to rental space at Congregational Presbyterian Church in 1996.

Further growth required additional rental space at River City Church in 2001. In August of 2006 the school moved to the current location at First Church of the Nazarene. Since 2010 enrollment has been stable at over 100 students and 14 teachers. CCS has staff and students representing 20 area churches. God has been faithful by providing incredible teachers, faithful families and wonderful spaces.



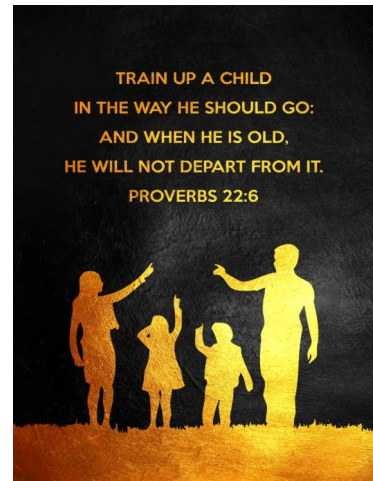
These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.  
**Deuteronomy 6:6-7**

DailyVerses.net

# ***MISSION AND VISION***

## **Mission:**

God has called us to raise and educate our children in a Christian environment while extending this opportunity to other families who may have similar desires. Therefore, our intention is to provide Christ centered education with challenging academics in a manner conducive to this calling.



## **Vision:**

1. To provide a Christian environment
  - a. by praying over our children and over our school.
  - b. by employing Christian teachers.
  - c. by creating warm and loving, yet disciplined classrooms.
  - d. by teaching everything from a biblical worldview.
  - e. by participating in regular chapel services.
2. To provide an educational environment that challenges our children to reach their fullest potential
  - a. by recognizing that all knowledge is a gift from God.
  - b. by continually evaluating and selecting quality curriculums.
  - c. by incorporating earlier school hours.
  - d. by implementing a school calendar that enhances the child's capacity.
  - e. by maintaining a low student to teacher ratio.
  - f. by expecting and reinforcing appropriate behaviors.
  - g. by developing critical thinking skills.
3. To provide Christian parents the opportunity to be involved in their child's education
  - a. by praying over our children.
  - b. by donating a required amount of time to the school.
  - c. by monitoring homework and home projects.
  - d. by attending chapel and special programs.





## School Hours



Kindergarten, 1st & 2nd grade: 8:00 a.m. — 2:00 p.m.

3rd, 4th & 5th grade: 8:00 a.m.— 2:05 p.m.

6th, 7th & 8th grade: 8:00 a.m.— 2:10 p.m.

Lunch/recess:

K – 2nd 11:00-11:40

3rd–5th 11:20-12:00

6th – 8th 11:40 -12:20

Early Release Day Times:

K-2nd 11:30

3rd–5th 11:35

6th –8th 11:40

### Dismissal Times

Your family's school dismissal is at 2:00, 2:05 or 2:10 depending on your oldest child. Please do not enter the pick up loop until your appointed time. Students who have not been picked up by 10 minutes after their scheduled time should be picked up in their classroom. Consistent late pick-up will incur a late charge of \$1.00 per minute after the scheduled time. If you incur any late charges, a bill will be sent to you at the beginning of the next

- Lunch is monitored by school personnel or parent volunteers.

### Tardiness

**Our classes begin promptly at 8:00. We request that parents are respectful by having students at school ready to begin at 8:00, *but should not be dropped off before 7:45.* A tardy student disrupts class, feels conspicuous and misses valuable class time. Consistent tardiness is deemed disrespectful to our teachers and may effect a student's grade.**

### Absences, Illnesses, Injuries

- Consistent attendance is important.
- Instruction missed by absence can never truly be made up.
  - Class time, teacher instruction, class interaction are impossible to duplicate.
- Absences create extra work for teacher and students.
  - Missed work will be completed in a timely manner.
- Planned absence
  - Work can be sent along and all work must be completed.
  - Send a note or email—do not rely on student to inform teachers.
- Absence due to Illness
  - Students should remain home for 24 hours fever free without medication following an illness.
  - Please phone or email the school if your child is ill.
  - In case of illness, work will be assigned and completed at the teacher's discretion.
  - Work can be sent with a sibling or can be picked up in the school office.
- **Parents** need to communicate limitations and abilities when a child has had an injury or serious illness.

### Signing Students Out During the School Day

A student will not be allowed to leave school without parental permission. If a student leaves during the school day due to illness, doctor or dentist appointments, etc., the parent comes to the office to sign out their student. When the student returns to school the parent signs them back in through the office. There is a sign-out/sign-in clip board under the tuition box in the office.

### LUNCHES

Children will bring their own sack lunches. We have microwaves available for warm-ups (two minutes or less). Pop or caffeinated drink are not allowed unless expressly specified on special occasions. Once a week students may purchase a pizza lunch from school. This is a fundraiser for our 8th grade students' trip.



Snow days will generally follow Lewiston Public Schools. However, we **may** make a decision outside of this general policy. Once teachers are notified we will send an all school email & text alert by 6:30 a.m. Teachers will also send a text to their class. A snow day will be posted on the CCS app and on the school website [ccslewisston.com](http://ccslewisston.com). If it looks "iffy" check your email and your smart phone.



# Tuition and Fees: 2023-2024

	First (Oldest) Child Tuition & Fees	Additional Child	Comments
	Cash, check / <b>Credit Card</b>	Cash, check / <b>Credit Card</b>	Credit card amount includes fees. Must come to office to use credit card.
Kindergarten full day	\$3,100 / <b>\$3,200</b>	\$2,600 / <b>\$2,680</b>	Tuition includes classroom fees & yearbook.
First–Sixth	\$3,100 / <b>\$3,200</b>	\$2,600 / <b>\$2,680</b>	Tuition includes classroom fees & yearbook.
Seventh–Eighth	\$3,300 / <b>\$3,400</b>	\$2,800 / <b>\$2,900</b>	Tuition includes electives, classroom fees , graduation fee & yearbook.
Registration New Family (Paid with registration)	\$300	\$300	Non refundable upon acceptance Add \$50 after April 6.
Registration Returning Family (Paid with registration)	\$200	\$200	Non refundable upon acceptance Add \$25 after April 6.

- Tuition can be paid in three different payment schedules: (\*example of \$3,100 tuition)
  - \$310 per month beginning in August and ending in May.  
*(Tuition is due by the 5th each month, except in August by the 20th.)*
  - \$1,550 in August , \$1,550 in January.
  - \$3,100 in August.
- A tuition late fee of \$25.00 will be charged after the 5th of each month. Please notify the administrator if you will have a late tuition. A delinquency of greater than two months may result in dismissal of the student, at the discretion of the Board.
- We do not send out monthly tuition statements and parents are expected to stay current.

The cost to educate each student is \$3,700 . The tuition paid and the \$3,700 must be made up through fundraising and donations by each family.

## Political Statement

Although we respect our school families' opinions on political issues, we do not allow solicitation or distribution of any political materials. As a rule, all outside materials are required to go through the administrative team.

Our school's curriculum is based on a Christian worldview and we teach about the Christian foundation of the American government. However, we do not take a political stand or platform.

We feel that part of our witness is found in how we respond in society. Civil governments are of divine appointment for the interests and good order of human society. Those in civil authority are to be prayed for and conscientiously honored and obeyed except in things contrary to the Word of God. (Romans 13:1-7; II Samuel 23:3; Exodus 18:21-22; Acts 4:19-20, 5:20, 23:5; Matthew 22:21; Daniel 3:17-18).

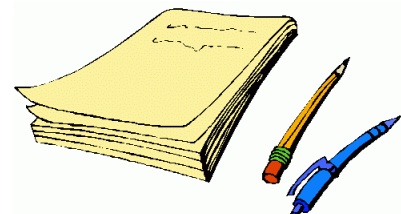


## School Board

The school board is comprised of seven members. Two of the members are founding members of the school, two are appointed positions and three are elected by parents. The founding members are Marv Kym and Cyndy Kym. The appointed positions are Chris Kessler and Lynn Ridinger. The elected members are Scott Trotter, Willie Wicks, LoraLee Morgenstern. Elections take place in February/March of each year. The board meets approximately three times a year.

**School Board Members**  
**2023-2024**

Marv Kym  
 Cyndy Kym  
 Chris Kessler  
 Lynn Ridinger  
 Scott Trotter (3rd year)  
 Willie Wicks (2nd year)  
 LoraLee Morgenstern(1st year)



**Administrative Team**

Cyndy Kym, Administrator  
 Lynn Ridinger, Assistant Administrator  
 Chris Kessler, Administrative Assistant



# FUNDRAISING

Fundraising is a way to raise funds in order to keep tuition affordable. Remember, **the average cost to educate each student is \$3,700**, and as a family you are expected to help with fundraising or contribute financially to make up the difference.

Our current fundraisers are:

1. **Scrip:** We made \$1,500 last year from scrip. This program is designed for the school to profit from **money that you already spend in the community**. We usually have the following scrip available in the office:

- |                   |                  |                 |             |
|-------------------|------------------|-----------------|-------------|
| ◆ Albertsons      | ◆ Dairy Queen    | ◆ McDonalds     | ◆ Staples   |
| ◆ Amazon          | ◆ Dutch Bros.    | ◆ Maurice's     | ◆ Starbucks |
| ◆ Applebee's      | ◆ El Sombrero    | ◆ Papa Murphy's | ◆ Subway    |
| ◆ Bath & Body     | ◆ Happy Day      | ◆ Rosauers      | ◆ Taco Bell |
| ◆ Becky's Fabrics | ◆ Home Depot     | ◆ Red Lobster   | ◆ TJ Maxx   |
| ◆ Cenex           | ◆ iTunes         | ◆ Ross          | ◆ Wendy's   |
| ◆ Claire's        | ◆ JoAnn Fabrics  | ◆ Shutterfly    | ◆ Walmart   |
|                   | ◆ Little Caesars |                 |             |



**Example for one months use if families participated:**

\$50 Happy Day (8 %)	\$ 4.00
\$25 Dutch Bros. (20%)	\$ 5.00
\$200 Rosauers (5%)	\$10.00
\$100 Walmart (2%)	\$ 2.00
\$50 Applebees (8%)	<u>\$ 4.00</u>
	\$25.00 profit



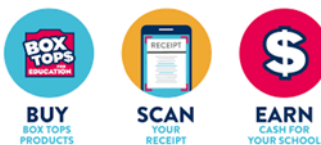
\$25.00 monthly profit X 75 families X 10 months = \$18,750.00

2. Our annual **Cow Plop** is in late October. We made \$21,500 last year at this fun, family oriented fundraiser.

3. Cornerstone's **Star Auction** is in March. This year we raised over \$30,000. This is our greatest potential as a fundraiser.

4. Uniforms: Our **Lands' End** school # is **9000-3442-2**. With any school uniform order, give this number and we will receive a percentage of your sale.

5. Download the **Box Tops** app to your phone. It is so easy to earn a little extra change for the school. Just scan a paper or digital receipt and select your school, which is set automatically each time, and submit! It will tell you immediately the amount (if any were applicable) that will go to CCS. It is super easy, and just another great way to get a few more dollars each week to go back to the school.



# Tax Deductible Donations: THE BEST DEAL EVER!!!

Cornerstone Christian School is a 501 c-3 corporation. This means that any donations above tuition are tax deductible.

Last year our fundraising included over \$32,000 in donations. This is one of the easiest ways to fulfill our goal. There are several things to note about this:

- Idaho residents are eligible to receive the Idaho Tax Credit for their donation.
  - Average Idaho filing married (Tax bracket 15% Federal and 7% State)
  - Maximum eligible donation: \$2000
  - Idaho Tax Credit: \$1000
  - Federal & State deduction: \$720 (you must itemize)
  - Cost to you after taxes: \$280
  - Fill in the donation amount on the Idaho Tax Credit line of your state tax return.
- We desire to keep the tuition as low as possible. Some families have decided to donate monthly by increasing their tuition payment by an increment (i.e. they make a \$360 payment instead of \$310, and have a \$50 donation each month). **Some people prefer to make this donation instead of participating in fundraising. If this is your preference, it is a tax advantage to pay your tuition at the current level and donate the remaining amount.**



## DONATIONS

Approximately \$32,000 of our current budget was provided by individual donations last year. Since we are a nonprofit organization, all donations are tax deductible. If you or people you know (grandparents, etc.) desire to further support Cornerstone with donations, they would be gladly accepted.

*Thank You!*



### Operating Funds

**Our donation fundraising goal is \$65,000 yearly**

Additional funds raised after operating funds are met will go toward classroom improvements.





# ACADEMICS

All subjects at CCS are presented in the light of biblical truth.

Science courses are taught from a creationist point of view since we believe that "In the beginning, God created..."

Mathematics are not taught as an invention of man, but from God, a mirror which reflects His order and reliability in a unique way.

Historical time-lines are set in the perspective of God's plan for the ages. We evaluate the impact of biblical principles and of individual Christian faith on major historical themes such as exploration, colonization, economic progress, art, literature, and constitutional government.

Language arts are taught so as to enhance and apply the values of the Christian faith. Because men are influenced by words, and all words communicate some value system, we strive to select and evaluate literature in the light of Biblical values. We also give priority to mastery of the written and spoken word.

Bible classes are an integral part of the CCS curriculum. God's truth is "...profitable for teaching, for reproof, for correction, for training in righteousness, that the man of God may be adequate, equipped for every good work." (II Timothy 3:16,17)



## PRE-ADMISSION REQUIREMENTS

- Parents must support the school and students with the requirement that all students behave according to biblical principles while in school.
- Parents must desire the type of education from a Christian worldview their child(ren) will receive at Cornerstone.
- Parents and students must agree to obey all rules, policies and procedures of CCS without discord.
- Parents must read the handbook prior to the admission of the student.

## ADMISSION PROCEDURE

1. Read the CCS handbook.
2. Observe in a classroom if possible.
3. Fill out a registration form and return to the office with the registration fee.
4. All new students will be screened prior to admission.
5. A parent interview may be required.
6. After review of the application documents by the administrative team, a letter notifying acceptance/denial will be mailed. These will be mailed by April 21.
7. All information concerning the beginning of school will be emailed the beginning of August.



## BACKGROUND CHECKS



Part of our rental agreement with the Nazarene Church requires that any adult who volunteers at the school must have a background check. This includes any activity around the students, i.e...driving for field trips, helping with school parties, and volunteering in a classroom. The purpose of the background check is to protect our children, our school and the church we are renting.

The background check consists of ID verification, court record searches focusing on felony convictions, drug convictions and sex offences for the states of Washington and Idaho. The cost is \$25 for each background check.

All background checks done by other businesses are sealed and are nontransferable, including those done by CCS. Our kids are our most valued treasure. We want to do everything we can to protect them.

Letter grades reflect a student's performance in relation to the objective given:

90%-100%: A

80%-89%: B

70%-79%: C

60%-69%: D

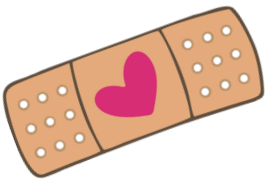
Below 60%: F

Letter grades are not given as comparative to the others in the class, or on a "bell curve."

Therefore, it is possible for all students to receive the same grade.

### **RECOMMENDED ACADEMIC WITHDRAWAL**

Students who have struggled academically may not be able to handle the increased workload at the next grade level. If this is the case, and the school is unable to accommodate the academic needs of the student, the school may recommend withdrawal so the student may consider another school option where more academic success can be found.



## Report Card

## GRADING POLICIES

There are *three* grading periods in the school year. These are denoted on the school calendar.

Kindergarten through second grade are evaluated by mastery of essential skills and progress is reported by the teacher's documentation. These classes do not have letter grades.

Beginning in third grade, letter grades are given in a few subjects and in fourth grade letter grades of A, B, C, D and F are given for all areas with objective assessments. Areas with subjective materials are reported with teacher comments. Starting in 4th grade parents may check their student's grades online with "Teacher Ease". It is the parent's responsibility to monitor their child's progress through "Teacher Ease". Information on "Teacher Ease" will be given out at the beginning of the school year.

## PARENT TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled during the school year. The first is required and will be after the first grading period to allow parents and teachers alike to share the student's progress. A second conference is optional and will be scheduled after the second grading period if necessary. This ensures appropriate teacher-parent communication on the student's progress prior to the end of the school year.

The teacher will be available to the parents for communication in scheduled meetings as needed. However, ***this may not be during the teacher's instruction or lunch time.*** Please schedule appointments with the teacher after 2:00 p.m.

## HOMEWORK

Homework will be sent home regularly. Our homework policy, in general, is ten minutes times the grade level through 5th grade. This could vary. We believe homework is important to a child's education because:

1. It establishes the basis that learning happens throughout the day.
2. It reinforces concepts that are being learned.
3. It allows the child independence while requiring responsibility for their work.
4. It shows what a child is learning and encourages additional parental involvement in a child's education.

Note: A weekly curriculum note will be sent home *via email and also on the school website* to keep parents aware of the material being covered, the memory verse, and any special events for that week. Please contact the office if you have not received emails.

Our email address is [ccsoffice@ccslewiston.com](mailto:ccsoffice@ccslewiston.com) Website: [www.ccslewiston.com](http://www.ccslewiston.com)



## STUDENT HEALTH REQUIREMENTS

All students attending Cornerstone Christian School ***must have*** the following on record with the school office:

1. A **current immunization record or an exemption statement** according to Idaho Code, before entering school in the fall. Standard immunization record forms may be obtained from your family doctor and a copy given to the school office.
  2. Medical Release/Emergency form (sent to you in the August email) describes the basic health/illness history of each student including the medication taken during the school day. This also lists the names and phone numbers of people who may need notification in a medical emergency if we cannot reach you.
- Before the school will issue any prescription medication to a student, we must receive written parental permission.
  - Note: Since we do not provide the usual screening services, i.e. vision, scoliosis, etc., we recommend regular physical exams by your family physician.

## ADMISSION REQUIREMENTS

Cornerstone Christian School is not merely a private school, but a "Christian" school with a commitment to the integration of God's truth in all of the curriculum while maintaining high academic standards.

**Registration  
and  
fees are due  
April 6**

Enrollment of children in Cornerstone Christian School is a privilege. Parents must understand that continued *enrollment and reenrollment* of their children is dependent on their support of the school, its staff and its policies.

**Students should  
evidence age-  
appropriate stability,  
attention span, and  
self-discipline.**

\*\*\*Please understand that we plan classes and hire teachers according to registration. It is important that our classroom numbers are accurate in order to maintain an appropriate budget.

1. Registration and fees must be turned in by April 6. A late fee will be added after this date.
2. Priority for admission of new students will be determined as follows:
  - a. Children of Cornerstone Christian School employees.
  - b. Siblings of current Cornerstone Christian School students.
  - c. Previously unaffiliated students will be admitted according to available space.
3. All new K-8 students shall be screened before admission. The purpose of the screening is to help determine the academic level of the prospective student. There may be a parent interview with the school administrator. The student may also have a teacher interview.
4. Our 7th-8th grade program is a two year curriculum. New 8th graders will not be admitted except through approval of the administrative team.
5. The mission and ministry of Cornerstone Christian School are based on traditional orthodox Christian doctrine and beliefs. We use the Bible as our only source of faith and practice. Because part of our mission is evangelism to salvation through faith in Jesus Christ alone, the Board reserves the right to not accept any applications of parents who profess religious beliefs that deviate or extend beyond the scripture.
6. All new students are on academic and behavioral probation during the first grading period.
7. After review of the application documents by the administrative team, a letter notifying acceptance/denial will be mailed by April 21.
8. A kindergarten child must be five (5) by August 31, and a first grader must be six (6) by August 31, and so on. Any child entering Cornerstone Christian School from another school should be performing at grade level. If it is found that a student cannot keep up with grade level materials, the administrative team will require that child to be placed in the appropriate grade.
9. Transfers into Cornerstone Christian School during the school year are limited. The decision to accept new families is by approval of the administrative team. The cost of curriculum and the adjustment of classrooms are not conducive to mid-year transfers.
10. Any family that registers after April 6 but before school begins, will be accepted only through administrative team approval. This allows us to order the appropriate materials and hire the appropriate teachers in preparation for an excellent school year.
11. If the school does not accept a student, or if there is no room for the student in the correct grade level, the school will refund the registration fee. If the parents voluntarily withdraw a child, the registration fee is non-refundable.
12. Tuition must be up-to-date by April 6 for your registration to be accepted.



## DISCIPLINE POLICY

Cornerstone Christian School seeks to provide a positive, safe environment conducive to the teaching/learning process. Students are urged to develop behaviors through self-discipline in all areas of school life and to observe the rules of the school. We do try to hold students accountable, however, the ideal environment does not exist.

**These behaviors are expected at all times:**

**Respect** shown to all students, staff members and parents.

**Honesty** in all school situations. Dishonesty includes lying, cheating and stealing.

**Obedience** in response to all directions and instructions given by staff members or parents.

**Physical Control** is expected. Actions which intentionally harm others, and actions which disrupt classroom atmosphere will not be allowed.

**Appropriate Language** will be expressed. Obscene or profane language, as well as taking the Lord's name in vain, will warrant disciplinary action.

\*\*\*Cornerstone Christian School does not receive government funding and is not equipped to handle students with significant emotional or behavioral issues. If a child is unable to control his or her behavior or causes a threat or danger to other children, the child will be dismissed from the program.

**Respect**

**Honesty**

**Obedience**

**Physical  
Control**

**Appropriate  
Language**



## GENERAL DISCIPLINE PROCEDURE

1. A note will be sent home by the teacher for the parent to sign and return the following day. When a note is sent home, parents are encouraged to discipline in a way they feel will most influence the child.

2. After three separate notes have been sent home, the teacher will report the behavior concern to the administrative team. At this point, the administrative team may require a parent to accompany their child to a predetermined day of school. During this day, the child's behavior will be monitored by his/her parent.

3. If behavioral difficulties continue after one or several days of parental intervention, the child may be suspended from school for two days. During the suspension, school work will be maintained at home.

4. When all these actions are not successful with a child, the Board may expel the student from the school.

NOTE: If, at any time, a child's behavior warrants immediate intervention, a parent will be required to remove their child from the school premises for the remainder of the day.

All discipline will be monitored with love and concern for the individual child. All measures mentioned will be used in trying to correct a child, but an orderly classroom environment will be maintained.

## EXPECTED DAILY BEHAVIORS

These are the expected behaviors.

1. Talking appropriately
2. Being prepared for class
3. Respecting buildings
4. Respecting teachers
5. Respecting others
6. Following directions/being on task



### **Preparation for class includes:**

- **Having all materials ready**
- **Homework completed**
- **Being on time**
- **Sitting quietly**
- **Appropriate Uniform**



## Student Insurance

The school does not provide insurance for students who are involved in accidents at school. Parents are responsible to provide insurance for their student if/when they are injured at school either through homeowner's insurance or another health policy the family carries.

## Lost & Found

Clothing or items of value should be clearly labeled with your student's name. Properly labeled items will be returned to the owner. Our "Lost and Found" is located in the resource room. Unclaimed items will be either given to charity or put in our uniform exchange.

## After School Activities

After school activities will take place outside of school grounds unless the teacher is present.



## Resolution of Problems/Conflicts

When working through problems or conflicts between families, students and parents are expected to talk directly with the individual involved in a situation before appealing to a higher authority. Only after making this attempt without satisfactory results should they talk with the administrator in order to work toward a solution.

When addressing concerns with the teacher, initial contact should be made with the child's teacher. Parents are expected to work with the teacher before approaching the administrator. The teacher will listen to the concern(s) and address the issue(s). If this conference does not result in a resolution, the next step is to contact the administrator.

If the administrator cannot help parents resolve a situation, they may then request a closed hearing with the School Board. The School Board will set the date, time, and place of the hearing. A concise written explanation of the concern(s) must be provided to the School Board at least a week before the meeting.

It is important to follow the "Matthew 18 Principle" if we are going to conduct ourselves in a manner that will honor God (and His work) and promote respect and constructive behavior in our relations. If you become dissatisfied with the school, seek to resolve the matter. Always go to the person(s) involved. Guard against spreading criticism and developing a bitter attitude.

Visit the school website at [www.ccslewiston.com](http://www.ccslewiston.com) for updated school news and class newsletters. You may view the CCS Handbook, uniform information and the school calendar. The Cornerstone app instructions are on page 14-15.



## Internet Policy

Cornerstone Christian School has established a computer network with Internet access to support and enhance learning and prepare students for success. The school has installed filtering software to minimize access to inappropriate material.

We strongly recommend filters on home computers. We live in a predatory world.

## Facebook/Social Media

Cornerstone Students Shine is a private FB page. You may make a friend request to be part of this. If you have a relative that wants to be included please pass on their name to us so we can add them when we receive their request.

Also, teachers will not accept friend request from students while at CCS.

## Wearable Technology

Wearable technology (e.g. Apple watch, Fitbit) are not to be worn during school hours. While these devices are great for tracking exercise, they keep a person "connected" to texting and social media and makes it difficult to ignore during class time.



Wearable technology that does not connect to texting/social media/internet is allowed.

## Cell Phones



Students should not bring cell phones to school. If there is a reason for them to have phones, they must be turned in to their teacher or to the school office during the school day.

## Mass mailings



All emails and mailings must have administrative approval in order to be sent to our Cornerstone families.

Emails intended for Cornerstone families should be sent to the school email first. We will then forward to our families.

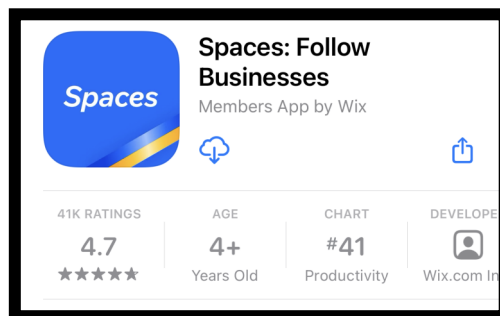
Hard copies need to come through the office for an official CCS stamp.

## HOW TO DOWNLOAD THE CCS APP:

### Step 1:

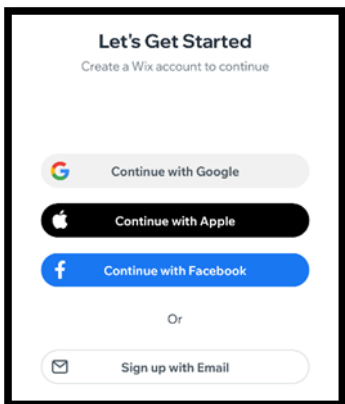
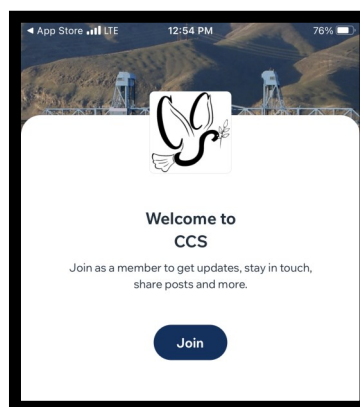
Use the URL below to download the “Spaces by Wix” app in your App Store.

<http://wix.to/HUBCCGI?ref=cl>



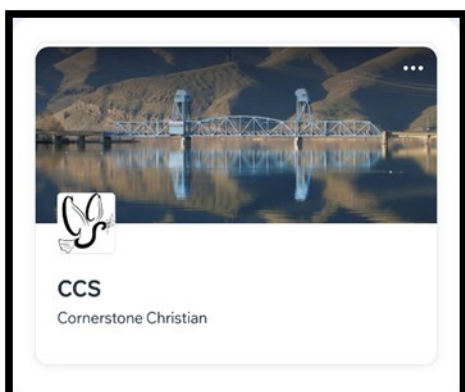
### Step 2:

Click Get or Download button to download the app to your phone. Once the app is downloaded to, click “OPEN”. It will take you to the “Welcome to CCS” page. Click “JOIN”.



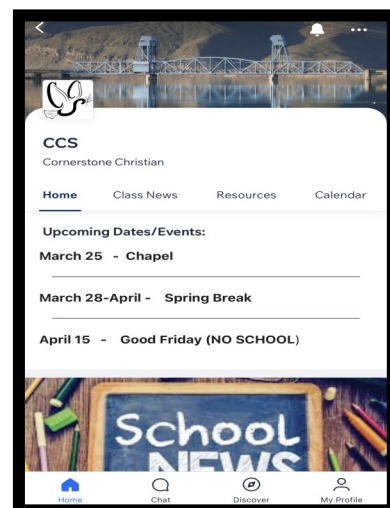
### Step 3:

It will ask you to log in to create an account in the app. with Either Google, Apple, Facebook, or an email. Your choice on how you would like to log in!



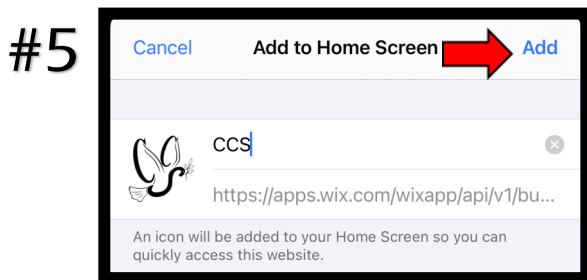
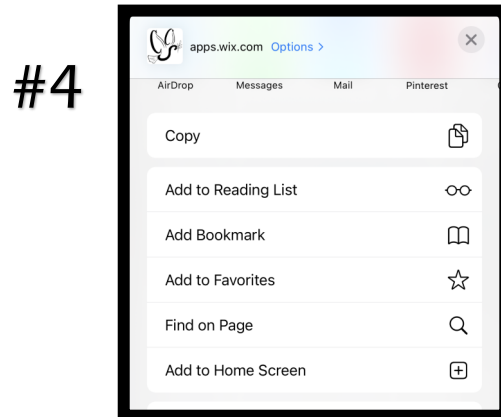
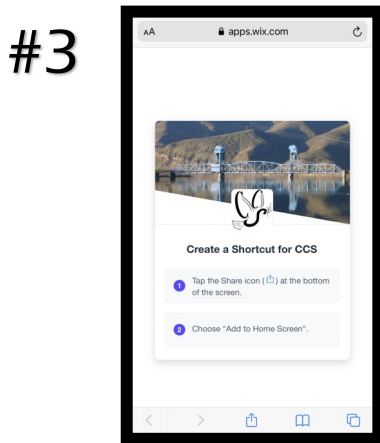
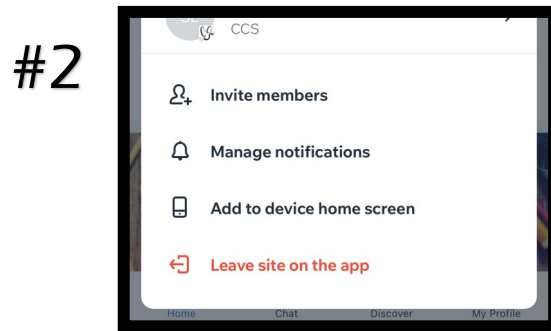
### Step 4:

Once you have signed in, it will bring you to either page. You did it! Now explore our new app! Everything on the app is linked to our website at [ccslewiston.com](http://ccslewiston.com)



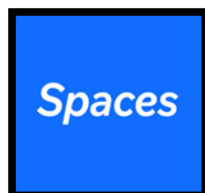
**\*\*\* How to Get the "CCS DOVE" app logo instead of the "Spaces" app logo \*\*\***

1. In the "Spaces" app where you can access our CCS School app, click the 3 horizontal dots in the top right corner.
2. This will bring up an option menu. Click "Add to device home screen".
3. It will open a browser with instructions to create a shortcut for CCS. It will say "Tap the Share icon at the bottom of the screen." Then it will say Choose "Add to Home Screen".
4. Scroll down to the option menu that will pull up after doing step 3, and find "Add to Home Screen" and click it.
5. The next screen will ask you how you want the APP labeled in your phone. Then click "ADD" in the corner.
6. Go to your home screen of your phone and look for the CCS DOVE app! Easy quick access.



#6

**PLEASE DO NOT DELETE THE "SPACES" APP AS THE "CCS DOVE" APP IS LINKED TO THAT. IF YOU DELETE IT, THEN YOU CANNOT ACCESS THE "CCS DOVE" APP! THIS IS JUST FOR YOUR CONVENIENCE TO FIND OUR SCHOOL APP IN YOUR PHONE EASIER. YOU CAN USE THE REGULAR "SPACES" APP IF YOU WISH WITHOUT HAVING TO DOWNLOAD THE SHORTCUT "CCS DOVE" APP!**



# CCS Student Dress Code

**Non-Uniform Day Policy**

No jeans or pants with holes.  
 Tops should be modest, shoulders must be covered.  
 No inappropriate tops. (words, logos, pictures).  
 Shorts and skirts should be finger tip length.  
 No yoga pants.

- Uniforms are required.
- No hats are allowed inside the school unless it is otherwise specified by a teacher for a school event.
- The only acceptable body piercings allowed are earrings. No gauging.
- Makeup or hairstyles that are of unnatural colorization are not allowed.
- Long sleeved shirts are not to be worn under short sleeved polos.
- Students are allowed to leave their shirts untucked. There should not be any bottoms, boxers or undies showing when they bend over. To help with this issue, boys may wear a white undershirt and girls may wear a white non-lace cami underneath their uniform shirts. Shirts that are too big will need to be tucked in. We want to preserve a uniform look. **Shirts must be tucked in on chapel days.**
- There are 2 CCS logos, the traditional logo and the dove logo. These logos, for shirts and sweaters, are available through Land's End and North West Design (local). No other logo is acceptable, including Polo brand logo.
- Our Lands' End school number is **9000-3442-2**.
- The navy polo is to be worn with khaki bottoms only. The navy sweater worn with navy bottoms is allowed.
- Skorts, skirts and jumpers from Lands' End only.
- Sweatshirt order forms are available in the school office.



Traditional Logo

Dove Logo



## Specific Dress Code—Boys:

**Shirts:** Polo style long or short sleeve.

Polo colors: red, white, dark green, navy & light blue from your choice of vender.

Button up short or long sleeve oxford in white with or without a tie .

**No logo other than CCS logos.**

**Pants and Shorts:**

Colors: navy or khaki.

No extra pockets, cargo style or jean style.

Length: below finger-tip to the knee.

**Sweater: or Sweater Vest:** Sweater vest, cardigan or long sleeved pullover crewneck from your vender choice.

Color: solid navy only.

CCS logos only.

**CCS Sweatshirts:**

CCS sweatshirts are allowed seasonally in the classroom. Hoods will not be worn on the head in class.

CCS sweatshirts are available for order at beginning of the school year.

*\*Navy Sweaters and CCS Sweatshirts (seasonally) are the only outerwear allowed in the classroom.\**

**Shoes:** Soft sole shoes are required; boots must also have a soft sole.

Tennis shoes are preferred. (Required for P.E.)

No slippers, heels or heelies. Keen or Croc style with heel straps are accepted.

Sandals (no flip-flops) must have a closed toe and a strap on the heel.

No slippers.

**Purpose of Uniforms:**

- Uniforms give children a sense of responsibility and belonging.
- Uniforms are financially kind to family budgets.
- Uniforms avoid competition in school attire, and help maintain a learning atmosphere.





# BOYS UNIFORMS OPTIONS

### Traditional Logo



These are the only two CCS logos accepted on polos, sweaters and vests. Available from Lands' End and Northwest Design locally.

### Dove Logo



## Long or Short Sleeve Polo

**DARK GREEN**



**WHITE**



### Oxford Button Down

White only

With or without a tie



**RED**



**LIGHT BLUE**



**NAVY**



### Pants & Shorts

Non-jean Navy or Khaki.

No extra pockets or cargo style.

Shorts are to be below finger-tip length.





**Specific Dress Code—Girls:**

**Polo Style Shirts:** Long or short sleeve .

Colors: red, white, dark green, navy or light blue from your choice of vender.

**CCS logos only—no other logos accepted.**

A white non-lace cami worn underneath is acceptable.

**Button Down Blouse:** Peter pan or button down collar.

Color: white only.

May be worn with skirts, skorts or jumpers only.

**Knit Peter Pan Blouse:** Short or long sleeve.

Color: white only.

May be worn with skirts, skorts or jumpers only.

**Pants & Shorts:** Non-jean navy or khaki.

No extra pockets or cargo style.

Pants Length: capri to full length .

Shorts Length: **below finger-tip** to capri.

No jeans or jeggings.

**Skirts, jumpers, skorts:** From Lands’ End only.

Colors: navy, khaki, **hunter/classic navy plaid.**

Cargo skort is not allowed.

Length: **below finger tip** length.

*Leggings or spandex shorts should be worn under skirts,*

*jumpers, & dresses. (No jeggings)*

**Polo Dresses:** Finger tip length.

Colors: Same as polo shirts.

**Sweater & Sweater Vest:** Sweater vest, cardigan and long sleeved pullover crewneck from your vender choice.

CCS logo only.

**CCS Sweatshirts:**

CCS sweatshirts are allowed seasonally in the classroom. Hoods will not be worn on the head in class.

CCS sweatshirts are available for order at beginning of the school year.

\*Navy Sweaters and CCS Sweatshirts (seasonally) are the **only** outerwear allowed in the classroom.\*

**Shoes:** Soft sole shoes are required; any boots must also have a soft sole.

Tennis shoes are



*If students wear something that does not adhere to our dress code, a note will be sent home to be signed and returned.*

**Students are expected to adhere to the dress code.**

Uniforms (except where noted) may be purchased at:  
 Landsend.com (catalogs in the office)  
 (skorts, skirts, jumpers, navy sweater vests)  
 Shirts, pants and shorts can be purchased from:  
 JC Penney.com  
 Sears (FrenchToast.com)  
 Walmart  
 Gap  
 Old Navy

# GIRLS UNIFORM OPTIONS

## ALL GRADES

### Polo Shirts and Polo Dresses

Long or Short Sleeve



Cardigan Sweater  
Navy only

LIGHT BLUE



Polo Dress

Colors: Navy, Dark Green, Light Blue, Red

NAVY



DARK GREEN



RED



WHITE

Dove Logo



Traditional Logo



Sweater Vest  
Navy only



Oxford Button Down

Girls-with jumpers only

These are the only two CCS logos accepted on polos, sweaters and vests. Available from Lands' End and Northwest Design (local).

### The items below are only from Lands' End:

### Pants and Shorts

Non-Jean  
Khaki & Navy



Pants: Capri to full length

Shorts:

Below finger tip length to capri



Pants & Shorts—

No extra pockets or cargo style.

### Jumpers



### Skorts or Skirts

Navy, Khaki, & Classic Hunter Navy Plaid

No cargo style. Must be below finger tip length.



# DRESS CODE ADDITION FOR 7TH AND 8TH GRADE ONLY

Seventh & Eighth grade will follow the dress code as written on the previous pages. However, in addition to the light blue, red, white, dark green and navy the 7th and 8th grade students may wear pink, purple, orange, maroon or gray polos. **Logos: Only CCS logos allowed.** Name brand logos are not allowed. A white non-lace cami may be worn under polos for girls. Shirts may be untucked as long as they are not too long or too big. On chapel days students must wear shirts tucked in. The polo color will be determined by the teacher for chapel performances and field trips for that day. Girls polo dresses can be in any of the polo shirt colors and must be below finger tip length.



- POLO COLORS:**
- RED
  - LIGHT BLUE
  - WHITE
  - DARK GREEN
  - LIGHT PINK
  - BRIGHT PINK
  - ORANGE
  - GRAY
  - PURPLE
  - NAVY
  - MAROON

