



**CORNERSTONE**  
**CHRISTIAN SCHOOL**  
STUDENT HANDBOOK  
2018-19

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# CORNERSTONE HANDBOOK

The following handbook is designed to help our families be aware of the policies and procedures at Cornerstone Christian School (CCS).

CCS reserves the right to change, modify, amend, add, reissue, revoke or eliminate any provision of the Handbook or any policy, practice or procedure at any time with or without prior notice to families. Updates and revisions will be distributed to families at regular intervals and will be reviewed in their entirety at the beginning of each academic year.

## MISSION STATEMENT

Cornerstone Christian School (CCS) is a ministry of Cornerstone Community Church whose mission is "connecting people to Christ". CCS provides Christ-centered formal education for children of our community. The ministry of CCS is to assist families in training and educating their children, preparing them for effective godly lives.

## STATEMENT OF FAITH

1. We believe that the Bible is inspired by God, infallible and the final authority leading us to the truth necessary to be saved and live the Christian life. (II Timothy 3:16 - 17)
2. We believe in one God - eternally existent in three persons: Father, Son and Holy Spirit. (Deut. 6:4; Matthew 3:16 - 17)
3. We believe in the deity in our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He now acts as mediator and in His personal return. (John 1:1, Matthew 1:23, Hebrews 4:15, Acts 2:22, Romans 5, Ephesians 1:20, I Timothy 2:5, I Thessalonians 4:16-17)
4. We believe in the creation of man by the direct act of God. (Genesis 1:27)
5. We believe that everyone is born with a fallen nature and thus inclined to evil. (Romans 3:23)  
We believe that unless a man repents, he will be eternally lost. (Matthew 13:41-42)
6. We believe that anyone who repents and believes on Jesus Christ will be saved by His grace. (Romans 10:9, Eph. 2:8-9)
7. We believe in the present ministry of the Holy Spirit, whose indwelling of all believers, enables them to live Godly lives. (John 14:26)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Colossians 1:18)

## **NON-DISCRIMINATION STATEMENT**

Cornerstone Christian School admits students of any race, color, 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, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and tuition assistance policies, and other school administered programs. However, Cornerstone Christian School reserves the right to refuse admission to anyone unwilling to comply with the school's policies or unable to meet and/or achieve the school's levels of academic or behavioral standards.

## **EDUCATIONAL PHILOSOPHY**

Cornerstone Christian School is a non-denominational school established to cultivate the covenant relationship between God and the Christian family through Christ-centered education from a Biblical world-view, emphasizing high academic standards, honor, integrity, servant-hood and accountability.

**SPIRITUAL** growth is a part of the child's daily life. This is shown through appreciating the wonders of God's creation, learning God's love, having faith in Jesus as their Lord and Savior and experiencing the privilege, and benefits of talking to God through prayer. The children will gain knowledge of the Word of God. Ephesians 3:17 says, "so that Christ may dwell in your hearts through faith."

**MENTAL** growth will be shown in experiencing success and a love of learning. CCS intentionally teaches a Christian way of looking at life that is based on Biblical truth. We believe strongly in the need for a child to have a well-rounded education which will meet their needs in academic as well as spiritual growth. Each child is given the opportunity for high academic education that will help them become the person God has intended for them to be. However, CCS believes that this cannot be accomplished without each individual becoming aware of a need for a personal relationship with Jesus Christ. Because of this belief a strong emphasis is placed on spiritual education and the studying of God's Word. Through this study each child will realize their own unique ability and personality as God has given it to them. II Timothy 2:7 says, "Reflect on what I am saying, for the Lord will give you insight into all this"

**ACADEMIC** growth is necessary. Cornerstone Christian School advocates a biblical world-view through Christian education. This philosophy of education emphasizes the thinking skills and character development necessary to shape young men and women into lifelong learners. CCS encourages every student to develop a contagious love for learning by providing an orderly atmosphere conducive to developing the mind, body, and spirit. At CCS each child will be taught as a whole person, spiritually, mentally, physically and socially.

**SOCIAL** growth is important. This is the way the child will learn about friendships, experience group play, learning to share. The child will begin to feel at ease when away from home, and develop responsibility in self-care. Proverbs 17:17, "A friend loves at all times."

# ADMISSIONS POLICY

Students who are currently enrolled at CCS may re-enroll for the following year. Re-enrollment forms and all applicable fees (non-refundable) are accepted during the re-enrollment period. All re-enrollments are subject to administrative approval.

## ADMISSIONS PROCEDURES

- A family meeting will be scheduled with the Principal. This is a meeting where the goals, program and commitment of the school will be presented.
- Upon return of an application an appointment for a student assessment test will be made, if necessary.
- After the meeting and testing, the Principal will determine whether or not the student is accepted.
- The parent will be notified concerning the decision regarding acceptance.
- All fees must be paid prior to the first day of school.

## ADMISSION REQUIREMENTS FOR STUDENTS

- Minimum age: Children entering Kindergarten must be five years of age by midnight, September 1 to enroll. The registration form along with the non-refundable registration fee must be submitted to the office in order to secure a place in the class.
- Kindergarten Readiness screening: Each kindergarten student applying for enrollment will be administered a Kindergarten assessment to determine school readiness. Recommendations for acceptance will be made from the results of the screening, if necessary.
- Each student must be in good standing from the previous school attended, i.e., passing marks academically and a good behavior record. Cornerstone Christian School will not accept a student who has been expelled or is failing academically from another school.
- Students must be willing to abide by all the procedures and rules of Cornerstone Christian School.
- Students with learning disabilities will be evaluated carefully, considering the type of disability, severity of the disability and the staff capability to accommodate the disability.

## ADMISSION REQUIREMENTS FOR PARENTS

- Parents must cooperate with policies of the school or confront the issue of disagreement openly with the faculty or administration.
- Parents must stay current with financial obligations to Cornerstone Christian School. If a family falls behind in tuition payments, students will be suspended if bill goes unpaid for 30 days. Unpaid bills after 60 days will result in students' removal from the school. After which point bill will be sent to collections.
- The parents must be supportive of building character qualities from a Christian perspective, and support the Christian educational process in their home.
- Parents must desire a Christian education for their children, not just a desire to get them out of negative situation. The student shall be willing to attend Cornerstone Christian School and come in good standing academically and behavioral.

Parents shall support all school policies, procedures and actions without spreading dissension or strife.

## **CUSTODY RIGHTS**

Legal opinion states that each parent has equal rights to their children unless a “court issued legal document” is issued and filed in the child’s cumulative folder and recorded in the Administrator’s office. In the event that a parent states that they have such a document, it is imperative that the document be submitted to the school to be included in the student’s school records.

## **CUSTODIAL / NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

Cornerstone Christian School presumes that the person who enrolls a student in school is the student’s custodial parent. It is the responsibility of the parent to provide any documentation regarding the restrictions of a non-custodial parent. Cornerstone Christian School, unless otherwise informed, assumes that there are no restrictions regarding the non-custodial parent’s right to be kept informed of the student’s school progress and activities. If restrictions exist to the above rights, the custodial parent is requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, will be given access to all the student’s educational records, including but not limited to, the student’s cumulative file, records kept by the teacher, and the student’s special education file (when applicable). Upon written request, the non-custodial parent may conference with the student’s teacher(s) or meet briefly with the student. Under no circumstances will the student be permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent.

Administrators sometimes find themselves in the middle of a struggle over a child between estranged or divorced parents. It is imperative that the custodial parent be aware of the following procedures:

Only a legal document (i.e. final divorce decree which includes specific denial of visitation or a restraining order denying visiting rights) can prevent a parent from participating in the activities named above.

While both parents can see the child at school, only the custodial parent has the right to remove the child from school property.

## **EARLY WITHDRAWAL**

There is a \$25 processing fee for any withdrawal after July 1st. Parents must give notice in writing 30 days in advance when withdrawing students. Any family not giving a 30 day written notice will be required to pay full tuition for that month.

# STUDENT CONDUCT PRINCIPLES & DISCIPLINARY GUIDELINES

## ACADEMIC DISHONESTY

The school will not tolerate any instance of academic dishonesty. Any student found cheating will be given a grade of zero on the work and parents will be contacted. Plagiarism and copyright infringement through technology resources is strictly prohibited. (Plagiarism is taking someone's writing, image, or idea and presenting it as our own.) Repeat offenses will result in suspension or expulsion.

## DISCIPLINE PHILOSOPHY

Cornerstone Christian School staff, faculty and administration work hard to maintain a positive, mutually beneficial environment for working and learning. Discipline is one of the most important matters in the life of a student. Discipline involves direction and correction given by God-given authority for the purpose of developing godly character and conduct. Discipline remains as a vital factor in learning to response to God's will.

Our discipline policy is based on God's pattern of discipline for His children recorded in the book of Hebrews 12:5-11.

1. Each student should take the act of discipline as a serious matter. (v.5)
2. Discipline is administered by a loving authority and is a sign of love. (v.6)
3. Discipline develops in us the qualities of Christ-likeness. (v.10)
4. Discipline for the moment is not joyful! However, to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness. (v.11)

"Time Out", removal of privileges, chores and after school detention will be some disciplinary methods used. The purpose of all discipline will be to restore that child to the classroom environment. Each teacher will be responsible to carry forth the discipline needed in his/her classroom.

A negative behavior that interrupts scheduled classroom/recess activities will be dealt with as follows:

1. Conduct Citation to Parents
2. Parent -Teacher Conference
3. Administration Involvement

## CITATIONS

A citation is sent home to let parents know of an incident at school involving their child. The citation lists the reasons for the citation and the actions taken by the teacher or administration.

### Academic Citation

An Academic Citation informs parents of an academic problem involving their child.

### Conduct Citation

A Conduct Citation informs parents of a behavioral problem or any disciplinary actions taken involving their child.

## **Behavior Contract**

There are times a student may need to be placed on a weekly Behavior Contract. This form helps the teacher document the student's behavior and discipline each day. Administration will determine which students will be placed on a Behavior Contract and the duration.

## **BEHAVIOR MANAGEMENT TECHNIQUES**

### **FAST FIVE**

Fast Five is a behavior management technique used by the administration and teachers. When a Fast Five is called, students should immediately do the following five (5) things:

1. Mouth closed.
2. Ears open, ready to listen.
3. Eyes on speaker.
4. Hands in lap or down to the side.
5. Feet forward.

### **FOUR STEP APOLOGY**

At CCS, we use the Four Step Apology to teach our students how to apologize when a mistake has happened.

**STEP 1: I'm sorry for...** Be specific. Show the person you're apologizing to that you really understand what they are upset about.

Wrong: *I'm sorry for being mean.*

Right: *I'm sorry for saying that nobody wants to be your friend.*

**STEP 2: This is wrong because...** This might take some more thinking, but this is one of the most important parts. Until you understand why it was wrong or how it hurt someone's feelings, it's unlikely you will change. This is also important to show the person you hurt that you really understand how they feel. Sometimes, people want to feel understood more than they want an apology. Sometimes just showing understanding— even without an apology— is enough to make them feel better!

Wrong: *This is wrong because I got in trouble.*

Right: *This is wrong because it hurt your feelings and made you feel bad about yourself.*

**STEP 3: In the future, I will...** Use positive language, and tell me what you WILL do, not what you won't do.

Wrong: *In the future, I will not say that.*

Right: *In the future, I will keep unkind words in my head.*

**STEP 4: Will you forgive me?** This is important to try to restore your friendship. Now, there is no rule that the student has to forgive the offender. Sometimes, they won't. That's their decision. The teacher will encourage forgiveness.

## **GENERAL SCHOOL RULES**

The following are general rules that are enforced in each classroom. Each teacher may use age appropriate wording and enforcement, but the heart of the rule and enforcement will be consistent throughout the school. The teacher may also have various other rules designed for his/her specific class to help maintain order. The teachers will enforce these rules with a warning followed by age-appropriate discipline.

1. I will use my eyes to watch my teacher and my own work.
2. I will use my ears to follow directions.
3. I will use my mouth at the right time and only for good.
4. I will raise my hand when I have a question or need help.
5. I will respect others while they are talking.
6. I will not use my hands, feet, or other objects to cause distractions.
7. I will come to class prepared.
8. I will always address an adult as Mr., Mrs. or Miss..

As a general rule students are expected to:

1. Maintain self-control at all times.
2. Respect all school property, the property of self and others.
3. Attend school regularly.
4. Be on time to class and school.
5. Keep hands and objects to ones self.
6. Walk in the class and buildings.
7. Dress appropriately.

## **RECESS RULES**

Safety is our main goal in setting the following guidelines for recess and outside play.

1. No student may be on the playground unless supervised by a responsible adult.
2. No student may leave the playground for any reason without the adult on duty's permission.
3. No shoving or pushing. No throwing or kicking of rocks or other items.
4. No fighting or play fighting is allowed. Any violation of this rule will result in immediate suspension or expulsion. Students are to follow our "hands-off" policy.

## **STUDENT CONDUCT PRINCIPLES**

The standards of student conduct which imitate those of our Savior are at the heart of a Christian education. The following biblical principles of student conduct should guide the behavior of all students.

1. Respect (Philippines 2:3-4 / Ephesians 5:2)
2. Self-Control (James 1:19-21)
3. Honesty (Ephesians 4:25 / Philippians 4:8)
4. Wholesome Speech (Ephesians 4:29)
5. Positive Attitude (Ephesians 4:31)
6. Safety (Ephesians 4:32)
7. Wholesome Speech (Ephesians 4:29)

Students who commit themselves to these principles will find it much easier to practice the behavior required which promotes a quality educational environment.

# STUDENT ATTENDANCE PROCEDURES

## ATTENDANCE POLICY

It is the responsibility of the parent and the student to create the habit of regular attendance and punctuality. California law requires students to be in regular attendance at school. It is the position of CCS that no student can be absent from his/her studies without running the risk of impeding academic progress. We understand absences for reasons of illness and family emergencies are unavoidable, but even when absences are excused they can still take a toll on a student's progress. Failure of a student to attend school for any reason will be considered an absence. All absences (excused, unexcused, planned or unplanned) will count toward the total number of absences and will be recorded on the student's permanent file.

### Procedures for Absentees:

- 1) Parents must notify the school office by 8:45 A.M. when a student is to be absent. This may be done through ParentSquare, or calling the school office at (209) 825-1422. In order for an absence to be excused parents/guardian must inform the school in advance. Failure to inform the school of your child's absence will be deemed unexcused and no credit will be issued for work missed and disciplinary consequences may follow.
- 2) If the absence is due to a family trip or other personal reasons, advance arrangements should be made as soon as possible with the school office. This will allow time for teachers to prepare necessary make-up for your student. Return date for make-up work is at teachers' discretion.
- 3) Early Dismissal / Signing Out require communication from parent/guardian to the school office. Parent/Guardian needs to sign their child out from the school's office.
- 4) A student should NEVER be sent to school if he/she has a cold or a fever. Student should be fever free for 24 hours, without the aid of a fever reducing medicine before coming to school.

## EXCESSIVE ABSENCES

Excessive absences have an impact upon daily schoolwork and the completion of homework. This in turn can affect a student's academic grades due to missing, late, or incomplete work. Ten (10) absences or more (excused or unexcused) per semester are considered excessive.

### Penalties for Excessive Absences

- Parent will be notified after five (5) absences.
- At eight (8) absences, Parent-Teacher conference to determine academic suspension or tutoring (paid for by parents/guardian) is necessary
- After ten (10) absences, a student's promotion to the next grade level will be discussed by Administration.
- In the case of prolonged illness or extenuating circumstances, the administration may modify the excessive absence policy.

## EXCUSED ABSENCES

1. Personal illness, injury, or doctor appointments, which cannot be scheduled after school hours.
2. Illness in the immediate family, which requires the student's presence.
3. Death in the family.
4. Absences with prior approval from the office (family trips, athletic events where the child is a participant.)

Absences due to medical reasons require a doctor's note when the absence lasts longer than 2 days. After that time, a zero will be entered in the grade book. No make-up work will be accepted for unexcused absences. If the student is to be excused from P.E., a note is required. Students are still required to participate visually, even though he/she is excused.

### **UNEXCUSED ABSENCES / TRUANCY**

Unexcused absences are used to determine truancy, which will be dealt with through disciplinary action. Truant means absent without excuse. All absences that are not excused by a parent/guardian are deemed unexcused.

### **HOMEWORK REQUEST POLICY**

An absent automatically generates make-up work and/or assignments. Make-up work/assignments are available through student's teacher. Date of completion will be determined by each individual teacher. If make-up work/assignments are not turned in on assigned due date, the student will receive a zero. All projects, tests and quizzes will be scheduled by the Teacher in a reasonable amount of time.

A parent/guardian may request homework assignments for a student who anticipates an extended absence of three (3) or more days. Request of prolonged assignments must be submitted 48 hours before date of extended absence. Submit request to the student's teacher. Classwork/assignments due dates are determined by the teacher.

### **TARDIES**

A student not present at the commencement of school is considered tardy. Consideration of teachers and other students is an important character quality, and punctuality communicates this attitude. Please have students to class on time. Tardy clock begin at 8:31am and after

#### **Consequences for Unexcused Tardy:**

- 2nd Tardy    Warning
- 3rd Tardy    Parent-Teacher Conference
- 4<sup>th</sup> Tardy    Administration Involvement

# **DROP OFF/PICK-UP PROCEDURES**

Please use the School Entrance or Office Entrance when entering or exiting the building. The School Entrance is open at Drop-Off time between 8:00am – 8:30am; and again at Pick-Up Time at 2:40pm – 3:00pm. The Office Entrance is open from 8:00am – 4:00pm. The drive-way behind rooms #9 and #10 will be pick-up area for After School Care from 3:30-4:30pm. During school hours, emergency gates are not to be used for security reasons.

## **Student Drop-Off**

When dropping off your child, please use the front circle driveway, or park in the front parking lot. Please do not leave car unattended in the circle driveway.

## **Early Morning Drop-Off**

The Main School Entrance is for students arriving at 8:00am and after. Students will meet in the Gathering Room until school starts.

## **Student Pick-Up**

Between 2:45-3:00pm, students not in the Afterschool Care program should be picked-up in the front circle driveway.

## **Afterschool Care Pick-Up**

From 3:00-3:30pm, all students are picked-up from the playground. After 3:35pm, students remaining can be picked up in Room #8.

# **SCHOOL CARE PROGRAM**

CCS offers Early Morning Drop-off and Afterschool Care. The cost to use the school care program is \$3.00 every 30 minutes. Please note that billing will not be prorated. Parents will be billed at the end of each month for the time used.

## **SCHOOL CARE HOURS**

Early Drop-off: 8:00 a.m. to 8:20 a.m.

After School Care: 3:00 p.m. to 4:30 p.m.

## **LATE PICK-UP**

After 4:30pm, late pick-ups will be charged a \$25.00 late fee.

## **SIGN-OUT**

Parents are provided a sign-out sheet for their students. This determines student's monthly bill. If attendance was checked for the but hours used were not determined by parent the full day will be charged to the family.

# COMMUNICATION

Cornerstone Christian School makes every attempt to keep our parents informed using several different methods. Please take the time to read all communications from school, administration and teacher.

## **NOTICES HOME**

The school will communicate with parents by sending notices home with the students. Please ask your child regularly for these notices. Some notices or forms will need to be filled out or may require a signature. Please try to have these returned the following day.

## **PARENT SQUARE**

ParentSquare is an electronic communication device that provides a safe way for the school and parents to connect, receive school and class information, share pictures, sign-up to volunteer or bring items and donate money. Parents will receive an invitation email and text to join ParentSquare in August. Please click the link to activate account and register.

## **e-NEWSLETTER**

A weekly newsletter is sent to each parent using ParentSquare. The e-newsletter includes important school information and announcements concerning school activities.

## **ELECTRONIC NOTICES**

Please supply the school with your current Email address. Some notices and forms will be emailed directly to parents. Parents are also encouraged to communicate with the school office and administration via email.

## **TELEPHONE / TEXTS**

The school will also communicate with parents by the telephone or texts for important or time sensitive information.

# TEXTBOOK POLICY

All textbooks, classroom books, and library books are owned by CCS. Parents pay an annual non-refundable Textbook Use Fee for the use of these books, but not to own. In order to keep textbook fees at a minimum, the student is expected to treat the textbooks and learning materials with care. If damages to school owned books and materials incur, the student will need to pay for those items before grades can be released.

1. Textbooks are issued the first days of school or on an as needed basis.
2. The teacher will keep a record of the textbooks assigned to each student. These will be the responsibility of the student for the school year or the time they are enrolled at CCS.
3. All textbooks should be covered with book covers the first week of school, if possible.
4. If books are damaged beyond reasonable wear or lost during the school year, the student will be charged the full price of the book.
5. At the close of the school year, textbooks will be returned. The books will be checked for damages and misuse. Fees will be assessed by the office and principal.

# GRADING & TESTING

## GRADING SYSTEM

Report cards will be issued every 9 weeks. Cornerstone Christian School uses the following grading scale when evaluating student work.

The lower elementary grades (Kindergarten & First grade) use the following:

E=Excellent    S=Satisfactory    N=Needs Improvement    U=Unsatisfactory.

Kindergartners will be assessed based on the skills they demonstrate at the end of each quarter.

The upper elementary grades (Second grade through fourth grade) use the following.

Letter Grade	%	Grade Point
A+	100 - 97	4.00
A	96 - 93	4.00
A-	92 - 90	3.70
B+	89 - 87	3.30
B	86 - 83	3.00
B-	82 - 80	2.70
C+	79 - 77	2.30
C	76 - 73	2.00
C-	72 - 70	1.70
D+	69 - 67	1.30
D	66 - 63	1.00
D-	62 - 60	0.70
F	59/below	0.00

Letter Grade	%
E	100 - 96
E-	95 - 90
S+	89 - 85
S	84 - 77
S-	76 - 70
N	69 - 60
U	59/below

Excellent

Satisfactory

Needs Improvement

Unsatisfactory

## PROGRESS REPORTS

Grades will be reviewed every 6 weeks. These progress reports will be given to the students for the parents to sign and return the next school day. A progress report will be sent home by the teacher to the parents of students who are doing unsatisfactory in their school work. Work is considered unsatisfactory if the student is in danger of failing or dropping more than one letter grade from the previous grading period.

## HOMework POLICY

Our goal is for students to not have daily homework, except for daily reading and occasional projects or reports. However, assignments not completed in class will be sent home as homework. Homework should be completed and returned the next day. Failure to return completed homework by the next day, results in a "zero" on that assignment.

## **CITIZENSHIP GRADE**

Students will receive a Citizenship Grade each quarter. The following items are basic determinants of the individual citizenship grade. The most common reasons for poor citizenship include tardiness, poor attendance, and the failure to turn in assignments promptly.

### **Student Responsibility:**

- Is considerate of others in their actions
- Demonstrates self-discipline and control
- Gives attention and concentration to class activities
- Is punctual to class and is in regular attendance
- Takes care of school property – doesn't write on desk or wall, or mutilate school equipment
- Brings necessary supplies and equipment to class
- Turns in required assignments promptly

## **STUDENT HONORS**

CCS recognizes three (3) levels of honor rolls based on the student's GPA each quarter. Students with a quarter GPA of 3.0 to 3.3 are on the Recognition Roll. Students with a quarter GPA of 3.4 to 3.7 are on the Honor Roll. Students with a quarter GPA of 3.75 to 4.0 are on the Highest Honor Roll.

## **STANDARDIZED TESTING**

Every student is required to take the TerraNova test. Fees for the test are included in the enrollment fee at the beginning of the school year. Testing will be administered in the spring of that school year.

# SCHOOL POLICIES

## ACTIVITIES CALENDAR

A calendar of all school activities is located in the school office, ParentSquare, and our website.

## BIBLE

Each student (2nd-4th grade) must have the school approved Bible. The school uses the NIRV Adventure Bible for Early Readers. Submit Bible fee in the school office.

## BIRTHDAY PARTIES

If you send your child's invitations to the school to be handed out, there must be an invitation for every student in the classroom; otherwise, please mail them out. If you would like to celebrate your child's birthday with a class party, please arrange the date and time with your child's teacher.

## CAMPUS SECURITY / SURVEILLANCE

Safety is a major concern for us at Cornerstone Christian School. We work hard to provide a safe campus for our students, staff and families. CCS utilizes video surveillance throughout the campus to ensure student safety from predators (known and unknown) and to help reduce incidences of vandalism to school or personal property.

## CELL PHONE USE BY STUDENTS

Students may bring a cell phone to school. However, it must be turned off during school hours and remain in the student's backpack. Parents are required to notify the school office if their child is carrying a cell phone to school. Students are not allowed to bring cell phones on school activities or fieldtrips. Confiscated cell phones may be picked up in the administrator's office by the student's parent.

First Offense: warning, cell phone confiscated, returned to parent

Second Offense: cell phone confiscated, probation period, student is required to check-in cell phone at the school office.

Third Offense: cell phone confiscated, returned on the last day of school

## CHANGE OF ADDRESS / PHONE

If you change your address, email address, phone number, or work information, please notify the school. It is important that "emergency information" be current.

## CHAPEL

Bible is taught daily, as well as, weekly Chapels to help students know God as one who loves them and cares for them. This kind of learning allows the student to become aware of his/her uniqueness as a child who God has created and continues to love. Each child will develop the habit of prayer individually and in groups. Throughout the day children will pray for snacks, lunch and when there is a special need.

Unless pre-authorized, attendance is mandatory for all students.

## CLOSED CAMPUS

We follow a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal. Students must bring a written parental request to leave the campus for any reason.

## **CONTRIBUTIONS**

The cost of operating a quality educational ministry is an expensive undertaking that is not supported exclusively by tuition and fees. We must rely on the generosity of parents and the general public who have an interest in helping further the Lord's work. All donations made to CCS are tax deductible.

## **ELECTRONICS**

Students are not allowed to bring personal electronic devices to school or on school activities. This includes, but is not limited to the following items: gaming devices, music devices, educational devices. These items can become a distraction and are often lost or damaged.

## **EMERGENCY SCHOOL CLOSURE OR DISMISSAL**

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by phone. Students will be released to parents and/or adults listed on the emergency authorization form only.

## **EVACUATIONS**

In the event the school needs to evacuate Cornerstone Christian School, we will relocate to New Hope Church at 17218 N. Comconex Road unless told otherwise by the authorities.

## **DISASTER DRILLS**

Fire drills and earthquake drills will be administered on a regular basis.

## **FIELD TRIPS**

All classes will take field trips during the year, for special privileges and to enhance the educational experience. For this reason, attendance on fieldtrips is required by all students. Students who do not attend the fieldtrip for reasons other than sickness or scheduled medical/dental appointments will receive an unexcused absence and receive a zero for the day. The student may be required to submit an alternative assignment on a subject of the teacher's choice. The cost for all regular school trips will be covered by the parents. When the field trip cost is of an excessive amount, the school will try to sponsor a fundraiser to cover a portion of the cost. All students are required to wear the official CCS T-shirt on field trips. Shirts may be purchased in the school office.

## **FINANCIAL POLICIES**

All financial policies are described in the Annual Parent Agreement.

## **FINES**

- 1) Students are responsible for the safe use care of equipment and textbooks to them for the year. If items are lost or broken while assigned to the student, the student will be fined for the replacement or repair of that item. All fines are collected in the school office.
- 2) Activation of the Fire system by the pulling of the handle of a fire alarm station in the event of no fire the student's parents will be fined \$50.00. This violation will also result in a parent meeting with the principal, and suspension from one day of school.
- 3) Damage to property or building (i.e. windows, desks, doors, tables), whether it be accidental or on purpose, by a student will be fined for the replacement or repair of that item.

## **FUNDRAISING**

Although participation in Fundraising programs are not mandatory, parents and students are strongly encouraged to participate. Fundraising is a part of CCS's annual budget, and makes it possible to keep tuition rates at a reasonable cost. Those parents choosing to opt out of participating in the fundraisers, will need to pay the suggested GOAL amount per family before the end of each fundraiser deadline.

## **HOLIDAYS**

CCS is closed for major holidays and Teacher In-Service days. Holidays are observed from a Christian standpoint. Please refer to the School Calendar for upcoming holidays and events. Calendars may be picked-up in the school office or please check our website.

## **INSURANCE**

Should your student become injured at school or at a school function and require medical attention, the parent is responsible as the primary health insurance carrier for the child.

## **LOCKDOWN PROCEDURES**

In case it is determined that an emergency condition exists that might be a safety concern to students and/or staff, we will immediately go into a lockdown situation where doors will be locked and students will remain in classrooms until picked up by a parent/guardian.

## **LOCKER / BACKPACK SEARCHES**

School officials can conduct a search of a student, backpack or a school locker when they have reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either a criminal statute or the rules of the school.

## **LOST AND FOUND**

All personal items left in the classroom or on the school grounds will be placed in the Lost and Found. At the end of each month, all unclaimed items will be donated to a charitable organization.

## **LUNCH PROGRAM**

CCS does not offer a School Lunch program. Students are required to bring their own lunch. Students must bring utensils, a napkin and a drink - the school does not provide these items.

## **NUTRITIOUS SNACK**

Students are encouraged to bring a daily nutritious snack.

## **PARENT CONFERENCES**

Mandatory parent conferences are scheduled at the end of 1st and 3rd quarter. Other parent conferences will be scheduled as needed. Feel free to contact your child's teacher at any time to arrange a conference.

## **PERSONAL POSSESSIONS**

Personal possessions that are brought to school are brought at the responsibility and risk of the student. The school is not responsible for loss of or damage to an individual's possessions. The school's insurance covers school property only.

## **PLEDGES**

### **Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

### **Pledge to the Christian Flag**

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

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

## **PRIVATE VEHICLE USE**

When using your vehicle in transporting any students on school related outings, except your own child, a completed Volunteer Driver Application form must be on file in the school office before transportation begins. This includes a copy of the current valid California Driver's License, proof of insurance coverage, and current vehicle registration.

## **SCHOOL HOURS**

Half Day Kindergarten	8:30 am to 12:00 pm
Full Day Kindergarten	8:30 am to 2:45 pm
Grade 1 - 4	8:30 am to 2:45 pm

Notice: Except for those in extended day care, school does not accept to supervise students before 8:20 a.m. or after 3:00 pm. Students not picked up after 3:00 pm will be placed in school care and charged the appropriate fee.

## **SCHOOL SUPPLIES**

It is hoped that parents will recognize the obligation to select supplies that are appropriate for a Christian academic atmosphere. This includes backpacks, pencils, folders, school boxes, day planners, notebooks, etc. If in doubt about the appropriateness, please consult your child's teacher or a school administrator.

## **TEXTBOOKS/LIBRARY BOOKS**

Textbooks, which are the property of Cornerstone Christian School, are issued to students at the beginning of the school year. Hardbound books should be placed in a cover by the second day of school. Textbooks should be treated with respect and cared for properly. Each student is responsible for all the books which have been issued to him/her. During the last week of school, the books will be checked. In the event books are lost, the student will be charged the amount it will cost to replace the book. If a book is damaged, a charge will be made, which is in proportion to the cost of the book and the extent of the damage.

## **VISITORS POLICY**

After 8:30am, all visitors to the CCS campus are REQUIRED to check-in at the school office to receive a Visitor's Badge before proceeding to any other areas of the campus. Visitors must abide by the CCS dress code and other policies and procedures. Visitors not complying will be asked to leave the campus. CCS does not permit friends/relatives to attend school for the day with a CCS student. School-age guests are not permitted to visit the classes unless given prior approval by the principal.

Teachers welcome visits from parents and grandparents. The school does require; however, that an appointment be made prior to the visit with the teacher and/or school office. Please sign-in at the school office and receive Visitor Badge.

## **VOLUNTEERS POLICY**

Adult volunteer help is very much needed at CCS. Regularly scheduled volunteers must provide the school with a TB clearance and Live Scan fingerprints for our records before volunteer may help in the classroom or on campus.

# MEDICAL POLICIES

The physical health and welfare of each student is important. Students must be fever-free for 24 hours, without the aid of a fever reducing medication.

## COMMUNICABLE DISEASES

Please contact the school office immediately if your child is diagnosed as having a contagious disease.

## FIRST AID / ILLNESS

If a student becomes ill at school, he/she may come to the office. The student's temperature will always be taken unless the complaint is due to accident or injury. A preliminary medical assessment will be made. If the student is judged to be ill, parents will be contacted. The student must be picked up immediately upon notification as we have no provisions to care for sick children. We ask that you keep your child at home following any illness until he/she has been free of fever for 24 hours or until permission is given by a doctor.

## IMMUNIZATION

Every student is required by the California State Department of Health to have their immunization record on file in the school office. New students must provide an up-to-date immunization record with their registration packet.

California law requires every student to be immunized against 10 diseases: diphtheria, Haemophilus influenzae type b (bacterial meningitis), measles, mumps, pertussis (whooping cough), polio, rubella, tetanus, hepatitis B and chicken pox.

Students who hold a personal belief exemption before January 1, 2016 will not have to provide proof of immunization until they move from preschool to transitional kindergarten or kindergarten or from 6th grade to 7th or if they change schools. If parents wish to obtain a personal belief exemption before January 1, 2016, they should pick-up a personal belief exemption form, meet with a health care practitioner and obtain the practitioner's signature, and return the form to the school office before the deadline.

## KINDERGARTEN STUDENTS

To protect the health of children, California law requires a health examination before school entry. Therefore, every Kindergarten student must submit a Report of Health Examination for School Entry filled out by a health examiner to the school office before the first day of school.

## MEDICATIONS

If it becomes necessary for medication to be administered at school, a parent must:

1. Obtain a "Consent for Administration of Medication" form from the school office EACH TIME the need for a new medication arises.
2. Bring the medication to the school office with consent form.
3. All prescription medication and over-the-counter medication must clearly display the student's name on the box/bottle.
4. Students are not allowed to carry any medication on them or in their backpacks.

# DRESS CODE POLICIES

CCS's dress code is intended to help our students dress modestly, according to traditional Christian standards. All students, parents and teachers must fully accept the dress code and must cooperate to maintain and enforce it. The administration has tried to be as specific as possible. However, if you are in doubt about the appropriateness of a particular style of clothing, please contact the school office before sending your child to school.

Cornerstone Christian School does not have uniforms for students; however, CCS has established the following dress standards:

1. All clothing should be neat, clean and in good repair. No holes or cuts in clothing.
2. No bike shorts, frayed or cut-off clothing.
3. Dresses, shirts and tops must cover entire shoulder and extend below the waist. Visible cleavage and bare midriffs are not allowed.
4. Dresses, skirts and shorts must extend a minimum one inch past fingertips.
5. No clothing is allowed which display anti-Christian symbols or writing; or Halloween images.
6. No clothing is allowed which display insignias, writing, or pictures which are sexually suggestive or promote secular music groups, alcohol, tobacco, controlled substances, or gang lettering.
7. No clothing is allowed which convey profane, offensive language or illustrations.
8. Hats may be worn outside only. Hats must be worn with the bill either facing the front or back of the student's head.
9. No sagging pants, exposing underwear; No tight pants; no Net or see-through shirts, or open sided shirts.
10. Personal grooming: hair must be neatly trimmed; no hair color of unnatural color, no tattoos; Piercing of body parts is not acceptable other than pierced ears. Excessive make up and extreme hairstyles are not to be worn to class or school activities.

Cornerstone Christian School reserves the right to prohibit any clothing, hair style, cosmetics, or jewelry whether specifically mentioned in the guidelines or not, which seems to be immodest or at all inappropriate.

Students who attend official school activities during/after school hours and on/off campus must dress themselves in a manner consistent with CCS standards.

## **SPIRIT AND PRIDE DRESS CODE**

Throughout the school year, CCS has designated special days for theme related apparel or dress-up days. Please see school calendar for specific days and themes.

## **FIELD TRIP DRESS CODE**

For field trips students are required to wear their CCS T-shirts. These may be purchased in the school office.

## **FOOTWEAR**

- Tennis shoes. All tennis shoes must have shoelaces that are conservative and tied at all times. Shoes with skate wheels are not permitted.
- Sandals (must have back strap)
- Girls may wear Mary Janes (Upper elementary girls may wear a dress shoe with a conservative heel)

## **HAIR STYLES / MAKE-UP**

Excessive make up and extreme hairstyles are not to be worn to classes or school activities. Hair is to be neatly trimmed. Coloring or bleaching of the hair is not acceptable. No hair color of unnatural color.

## **JEWELRY / PIERCINGS / TATTOOS**

- All jewelry must be conservative.
- Excessive jewelry may not be worn to school or school activities. Jewelry should not distract or hinder learning in any way.
- Piercing of body parts other than pierced ears (Girls only) is not acceptable. No dangling or hoop earrings.
- Gauging of ears is prohibited.
- No tattoos (permanent or temporary)

## **PHYSICAL EDUCATION DRESS CODE**

Students in Kindergarten – fourth grade should wear clothing conducive of running, bending, jumping and playing. We recommend loose fitting, comfortable clothing to be worn on P.E. days.

All Students are required to wear lace-up tennis shoes for P.E.

# TECHNOLOGY POLICY

Our world belongs to God. Technology resources are powerful tools, and partnered with skillful teachers, can be used to prepare students to be effective servants of Christ in a contemporary society. We are committed to helping students develop 21st Century technology and communication skills. The use of school-provided technology is a privilege, not a right, and staff and students at Cornerstone Christian Schools (CCS) are expected to use the technology to support and enhance education and communication. In order to facilitate a safe and functional Christian educational environment, staff and students at CCS are expected to adhere to the expectations outlined in our Technology Policy. This Technology Policy outlines the guidelines and behaviors that students are expected to follow when using technologies in school or when using electronic devices on the CCS campus.

- The Cornerstone Christian School wireless network is intended for educational purposes.
- All activity over the network while using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- Cornerstone Christian School makes a reasonable effort to ensure student’s safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the CCS network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.

All iPads, related hardware, software, and accessories are CCS property, and their use must be in accordance with all related CCS policies including the CCS Technology Policy. With privilege comes responsibility, and as a condition to use, students and parents agree with the contents of this technology policy when enrolling at Cornerstone Christian Schools

## EXPECTATIONS AND RULES

All technologies provided by or used at Cornerstone Christian School are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, students are expected to use technology in ways that are appropriate, safe, and cautious. Students are expected not to attempt to circumvent technological protocol measures. Further, students are expected to ask appropriate school personnel, should questions arise regarding matters pertaining to the use of these devices and their environments.

The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in various other school policies. Violating any portion of this technology policy may result in disciplinary action, including possible suspension or expulsion from CCS, and/or legal action. CCS will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network.

## **VIOLATIONS OF THIS TECHNOLOGY POLICY**

Violations of this Technology Policy may have disciplinary repercussions, including but not limited to:

- Loss of device use for a determined period of time (student still responsible for all required work)
- Notification of parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

The school reserves the right to apply disciplinary consequences for technology-related activities off-campus, regardless of device or system used, if such activity adversely affects the safety or well-being of students or employees at CCS, or constitutes behavior embarrassing to the school.

## **CARE INSTRUCTIONS / ELECTRONIC DEVICE PROTECTION**

CCS has taken reasonable precautions, to maintain and to protect all school electronic devices. Students are required to abide by care instructions as outlined in any guides, manuals, or verbal instructions that come with school electronic devices given by CCS faculty and staff.

Cornerstone Christian School provides a mandatory iPad insurance plan for all families registered at CCS. The plan covers direct physical loss caused by accidental damage, theft, burglary, robbery, fire, flood, vandalism, natural disasters and power surge due to lightning.

Any damage to CCS electronic devices, whether accidental or not, is to be reported promptly and with full disclosure to faculty and administration. If a school electronic device is damaged, it is the parents' responsibility to pay the \$50 insurance deductible.

## **DOWNLOADING APPS**

Students may not download apps, electronic books, games, music from iTunes or any other music sharing site.

## **SOUND, MUSIC**

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## **GAMING**

Students may only use appropriate gaming apps during discretionary time and with approval. Discretionary time would not include classroom instructional time, chapel and/or other events or environments where use of devices would not be appropriate. School administration, faculty, and/or staff always reserve the right to ask students to close their gaming app or to do random checks during non-discretionary time.

## **INSPECTIONS**

CCS has the right to inspect all technology at any time without prior consent of the user(s). In addition, CCS reserves the right to view or remove any files/apps on the network or on individual iPads without prior notice to user(s).

## **PRIVACY**

Students will not share or post online personal identifying information about any member of the CCS community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)

Students will not make audio or video recordings of another student or teacher without his/her permission and the permission of the student's parent(s).

## **CYBER-BULLYING / HARASSMENT**

Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Cyber-bullying will not be tolerated. Sending emails or posting comments, images, and/or other content with the intent of scaring, hurting, or intimidating someone else can be considered cyber-bullying. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, can be a crime. These behaviors may also result in severe disciplinary action and loss of privileges. Remember network activities are monitored and retained.

## **EXAMPLES OF ACCEPTABLE USE**

- I will never leave my device unattended and I will know where it is at all times
- I will place some form of name identification on the case or device itself
- I will use school technologies for school-related activities
- I will follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline
- I will treat school resources carefully, and alert staff if there is any problem with their operation
- I will encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- I will alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online
- I will use school technologies at appropriate times, in approved places, for educational pursuits
- I will cite sources when using online sites and resources for research
- I will recognize that use of school technologies is a privilege and treat it as such
- I will be cautious to protect the safety of myself and others
- I will help to protect the security of school resources
- I will recognize my network activities are monitored by school personnel

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies related to the school.

## EXAMPLES OF UN-ACCEPTABLE USE

- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the SCS web filter through a web proxy, 3G, 4G or Hotspot
- Using another student's device without permission of that student and a faculty member
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Gaming during inappropriate times and/or using in appropriate games which contradict the school's core values and mission
- Attempt to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others
- Try to find ways to circumvent the school's safety measures and filtering tools
- Agree to a physical face to face meeting of someone met online
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for my use

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies

## **DIGITAL CITIZEN**

A **digital citizen** is one who knows what is right and wrong, exhibits intelligent technology behavior, and makes good choices when using technology. To understand the complexity of digital citizenship and the issues of technology use, abuse, and misuse, Mark Ribble had identified **nine elements** that together make up digital citizenship, which can be grouped into three categories. They are:

### School Environment and Student Behavior

- **Digital Rights and Responsibilities**

the privileges and freedoms extended to all digital technology users, and the behavioral expectations that come with them

- **Digital Communication**

the electronic exchange of information

- **Digital Access**

full electronic participation in society

- **Digital Etiquette**

the standards of conduct expected by other digital technology users

- **Digital Security**

the precautions that all technology users must take to guarantee their personal safety and the security of their network

### Student Learning and Academic Performance

- **Digital Literacy**

the capability to use digital technology and knowing when and how to use it

- **Digital Law**

the legal rights and restrictions governing technology use

### Student Life Outside the School Environment

- **Digital Health and Wellness**

the elements of physical and psychological well-being related to digital technology use

- **Digital Commerce**

the buying and selling of goods online

